

Renewing A License in CSS

1. When logged in and on your dashboard, the “My Licenses” section will show all licenses associated you’re your user account. If a license is eligible for an online renewal payment, the renew button will appear.

My Licenses

License No.	Status	Days	Type	Action
No. 2008301322	Expired	117 DAYS	Barbershop and Cos...	Renew
No. 2017306554	Expired	56 DAYS	Apartment House	Renew
No. 2017305723	Expires in	3 DAYS	General Product Sal...	Renew
	Draft	0		

[View My Licenses](#)

2. Clicking the renew button will send you to the Renewal Workflow. The first screen in the workflow (1 – Type) allows you to view the License Type and the Description for the license being renewed. These fields are not editable. To continue the workflow, click “Next”.

Renew License - General Product Sales/Miscellaneous Services REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

License Type: General Product Sales/Miscellaneous

Description: Dry cleaning and laundry service agency (drop off and pick up only).

[Next](#)

- The second screen in the Renewal Workflow (2 – More Info) prompts you for any declarations required to continue the renewal. The customer may not continue beyond this step if a declaration is required.

The screenshot shows the DSC Online interface for the 'Renew License - General Product Sales/Miscellaneous Services' process. The progress bar indicates four steps: 1. Type (completed), 2. More Info (current step), 3. Attachments, and 4. Review and Submit. Under the 'MORE INFO' section, there is a red asterisk next to the label '*Gross Revenue' and an empty text input field. Below the input field, a red error message reads 'Gross Revenue is required.' At the bottom of the form, there are 'Back' and 'Next' buttons.

- After providing the declaration, or if no declaration is required, click “Next”.

This screenshot shows the same DSC Online interface as the previous one, but with the 'Gross Revenue' declaration completed. The text input field now contains the value '150000'. The error message is no longer present. The 'Back' and 'Next' buttons remain at the bottom of the form.

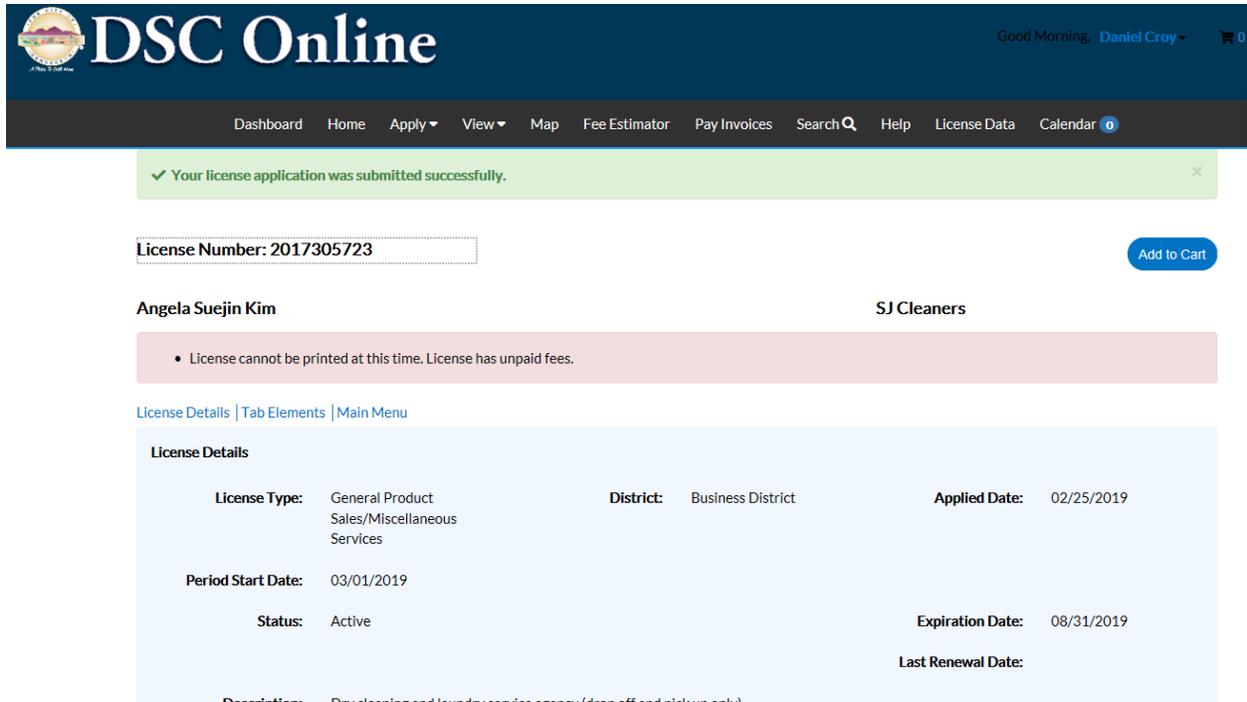
5. The third screen in the Renewal Workflow (3 – Attachments) allows you to upload any attachments in pdf format by clicking the Add Attachment file or dragging the file to the blue box. No attachments are required at this time. When finished, click “Next”.

The screenshot shows the 'Attachments' step (3) of the 'Renew License - General Product Sales/Miscellaneous Services' workflow. The progress bar indicates that 'Type' and 'More Info' are complete, while 'Attachments' is the current step and 'Review and Submit' is pending. A large blue box with a white plus sign and the text 'click or drag files', 'Add Attachment', and 'Supported: pdf' is centered on the screen. Below the box are 'Back' and 'Next' buttons. The top navigation bar includes 'Dashboard', 'Home', 'Apply', 'View', 'Map', 'Fee Estimator', 'Pay Invoices', 'Search', 'Help', 'License Data', and 'Calendar'. The user is logged in as Daniel Croy.

6. The fourth, and final, screen of the renewal workflow (4 – Review and Submit) allows you to review, but not edit, various pieces of license information. Click “Submit” to continue.

The screenshot shows the 'Review and Submit' step (4) of the 'Renew License - General Product Sales/Miscellaneous Services' workflow. The progress bar indicates that all previous steps ('Type', 'More Info', 'Attachments') are complete. A 'Submit' button is located at the bottom right. The screen displays license information under two sections: 'Locations' and 'Basic Info'.
Locations
Situs: 256 E LAKE MEAD PKWY, HENDERSON, NV, United States, 89015
Parcel Number: 17918516012
Basic Info
Type: General Product Sales/Miscellaneous Services

- The next screen allows you to add the fees created in the prior steps to your cart for checkout by clicking the “Add to Cart” button.



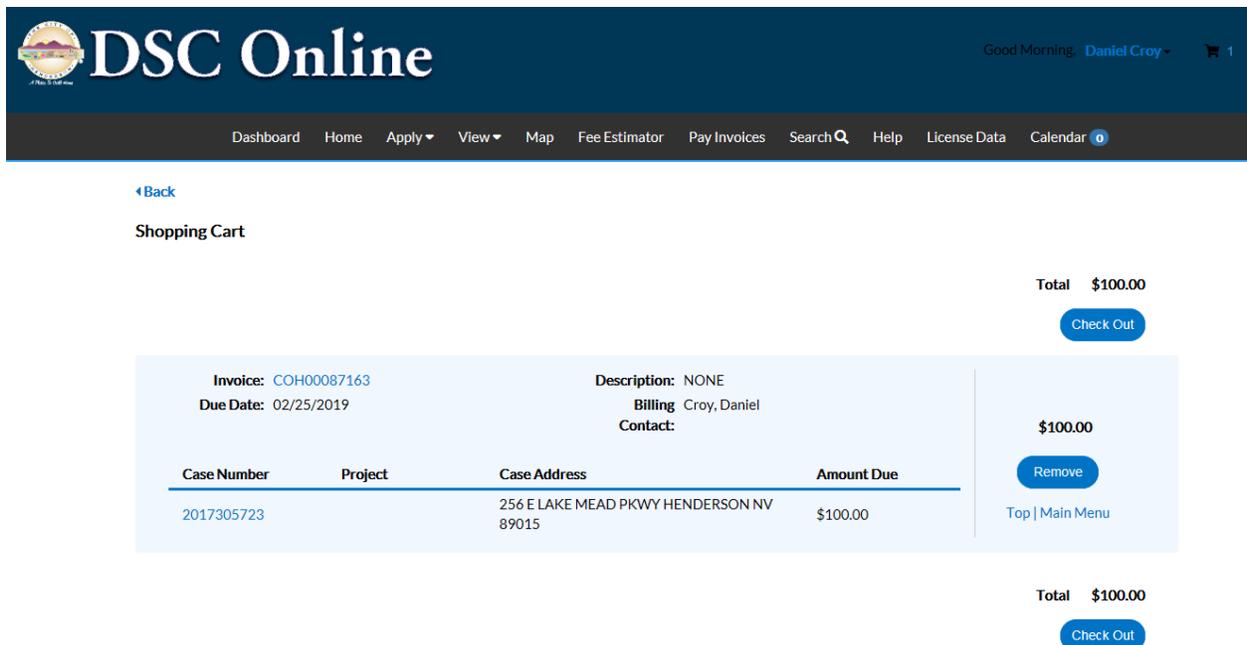
The screenshot shows the DSC Online interface. At the top, there is a navigation bar with links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Help, License Data, and Calendar. A green notification banner at the top states: "Your license application was submitted successfully." Below this, the license number "2017305723" is displayed in a dashed box, with an "Add to Cart" button to its right. The user's name "Angela Suejin Kim" and business name "SJ Cleaners" are shown. A red error message indicates: "License cannot be printed at this time. License has unpaid fees." Below the error, there are links for "License Details", "Tab Elements", and "Main Menu". The "License Details" section contains the following information:

License Type:	General Product Sales/Miscellaneous Services	District:	Business District	Applied Date:	02/25/2019
Period Start Date:	03/01/2019			Expiration Date:	08/31/2019
Status:	Active			Last Renewal Date:	

Description: Dry cleaning and laundry service agency (drop off and pick up only)

Note: If multiple licenses are available for renewal, the preceding steps can be repeated until all fees are added to the cart.

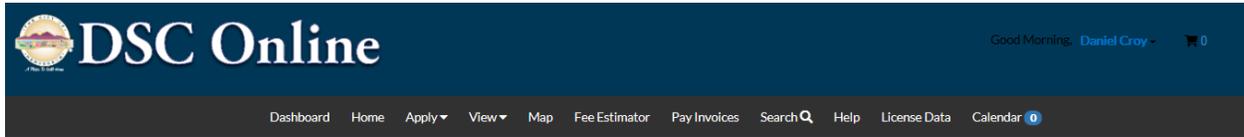
- From the Shopping Cart, you can review fees and click “Check Out” when ready to pay.



The screenshot shows the DSC Online Shopping Cart page. At the top, there is a navigation bar with links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Help, License Data, and Calendar. A "Back" link is visible. The page title is "Shopping Cart". The cart contains one item with the following details:

Invoice: COH00087163	Description: NONE			Total	\$100.00
Due Date: 02/25/2019	Billing Contact: Croy, Daniel			Check Out	
				\$100.00	Remove
Case Number	Project	Case Address	Amount Due	Top Main Menu	
2017305723		256 E LAKE MEAD PKWY HENDERSON NV 89015	\$100.00	Total	\$100.00
				Check Out	

9. You will be redirected to a payment interface where credit card information will be entered. After submitting credit card information and completing the payment processing steps, you will receive the below confirmation:



Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.