



How Renew a Business License on eTRAKiT

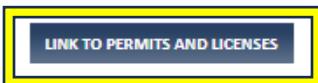
1. Login to eTRAKiT as a Contractor or Public account.

Please note: Contractor's User Name will usually be the State License Number.



2. Once logged in, you will be directed to the Dashboard. If you do not see a business license linked to your Dashboard. Select the **Link to Permits and Licenses**.

Below is a Dashboard of your current activities.



3. Be sure to Link to a **License** on the drop-down menu. And enter the License #. Select **Link**.

Link a Record to my Account

4. If you are unsure of your Business License #, use the Search Licenses function, located on the left column.



5. After the License has been Linked, the Dashboard will have My Active Licenses and My Licenses For Renewals available.

SELECT THE RENEW OPTION, DISPLAYED AS  . DO NOT SELECT THE FEES DUE OPTION. The fees due will reflect the flat tax, only. Other fees may be applicable based on the license type.

 <i>My Active Licenses</i>								2 total record(s).			
LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	MAP	RENEW	PRINT	UNLINK		
BLCS-0655	OUT OF CI...	CONTRACTOR - SUB	RENEWAL NOTICE	 \$4.00							

6. Proceed with the License Renewal Process.

License Renewal Process

Step 1 Confirm Renewal Eligibility Step 2 Step 3 Step 4

License #BLCS-0655

License Details

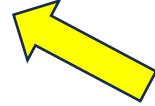
Licensee Name: RELIABLE HOME COMFORT
License Type: CONTRACTOR - SUB
Business Street Name: OUT OF CITY BUSINESS
City, State, Zip: ,

7. Confirm all information is correct and add any missing fields. If asked to Specify the date you began work at RPV and the field is empty, please select your first date of business in RPV for the new year.

For the new Businesses License, please
specify the date you began work at RPV:

8/2/2021



8. Contractors may attach supporting documents (i.e. Liability Insurance Certificates, Workers Compensation) if not updated on the California State License site.

Attachments

Filename	<input type="text"/>	<input type="button" value="Select"/>
Description	<input type="text"/>	
<input type="button" value="UPLOAD"/>		

9. Complete the Renewal steps. When prompted for Payment please use a Credit Card. Payments with Check will require a PDF application submitted by email. For more information:

<https://www.rpvca.gov/288/Business-License-Information>