Business License Renewal Navigation Procedures

1. In order to access the City of Lawndale Business License Portal, you will need an email address to obtain information and for communication with City staff. To access the portal, either log in directing to the site with the following URL address: www.lawndalecity.org/portal

   - Type address into your web browser and click enter:

   ![New Tab](image)

   - Or go to the City of Lawndale’s website and click on the Business License Portal button:
     www.lawndalecity.org

2. For the Calendar 2020 Business License renewals, all businesses with active licenses in 2019, were mailed a renewal notice with a username and temporary password to access their license information.
3. Click on **My Account** at the top of the screen:

![My Account](image)

4. Enter the username and temporary password from your renewal notice into the appropriate fields on the left side of the screen. Then click on the **LOGIN** button:

![Login](image)

New business applications, including any business with an inactive business license in 2019 should click here to establish an account in the database.

5. At the prompt, enter your email address where you would like to receive communication, receipts and ultimately your license. Then click on the **Submit** button:

![Submit](image)
6. Create your own secure password that you are able to remember in the future to annually renew your license and conduct other City business as our portal services expand to other City operations. Click the `SAVE` button after entering your password:

![Password Entry](image)

7. Click on `Update my information` from the left side menu options.

![Update Information](image)

8. Complete all information including name, address, and phone number. Click `Submit` when completed.

![Submit Button](image)
9. You will receive the following pop-up message. Click the **OK** button.

![Pop-up message](image)

10. Before paying your business license online for the first time, you will need to enter information regarding your business to generate your license/ tax amount. Click on [View my requests](image) from the left side menu options.

![Menu options](image)

11. Next click on the **blue** business license number in the first column:

![Business license number](image)

12. Your license information will then come up on the screen. To update and complete requested information, click on the **Renew your license** menu option on the left side of your screen.

![Renew your license](image)
13. Fill in requested data and respond to specific questions which may pop-up as a result of your responses. The fields that have a red line to the left of the description require responses. Sole proprietors do not have to provide a Federal Employer Identification Number (FEIN). Alarm systems only apply to businesses within the City of Lawndale. Once data has been completed, attach scanned documents such as contractor’s license. At the bottom of the screen is a declaration; click on the **Select File** button next to Signature or Representative. Using mouse, right click and hold inside the pop-up box; drag mouse to create signature inside box (use stylist or finger for smart phones or tablets). Once satisfied with your signature, click on the **Save** button and then the **Submit** button at the bottom of the page.
14. The payment screen will then prompt you to enter credit card information for the balance due. Once you’ve enter your information and the billing address for your credit card, click on the button at the bottom of the screen.

15. You will receive a message that your payment is complete. You may now logout of portal.

16. At this time you will receive two notification emails for your application and payment being received.
17. City staff will review your information and, if additional information is needed, request it through an email. Otherwise, if all information was obtained and there are no pending issues, you will receive your business license by email for your records.