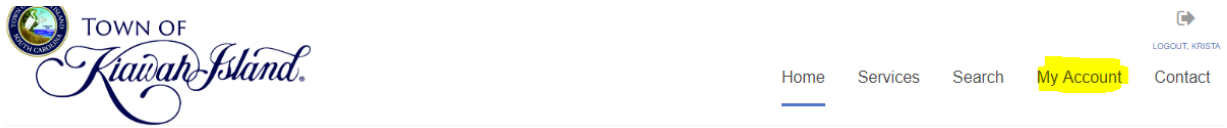




How to renew a rental license?


1. Log into the online service portal with your username and password
2. Click “My Account” at the top-right of the screen



3. Click “update my information” on the left-side of the screen

 View my requests

 Update my information


 Logout


4. Update the necessary fields and click “submit” at the bottom of the “Update Account Information” page.
5. Click “My Account” at the top-right of the screen



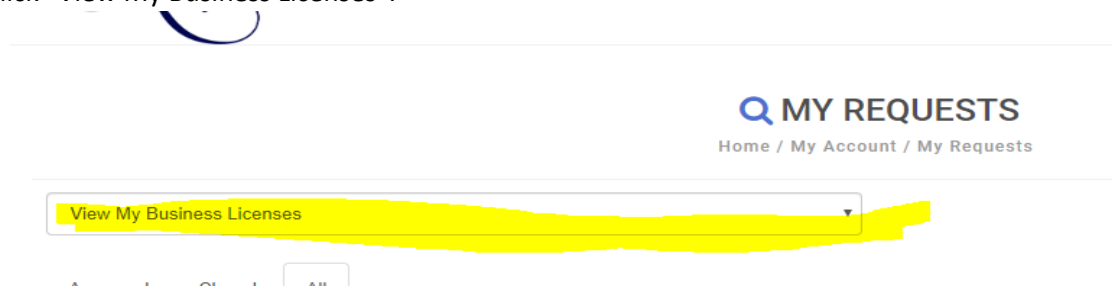
6. Click “View my requests” on the left-side of the screen



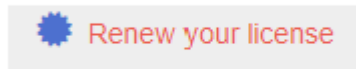
 View my requests

 Update my information

7. Click "View My Business Licenses".



8. Click on the previous year license number. (Hint: The number should be listed on the renewal notice you received by email or mail.)
9. Click "Renew your license" button on the left-side of the screen



10. Check all the fields and make necessary changes before clicking the "submit" button. Make sure to change the Kiawah gross sales to whatever your Kiawah rental revenue was for the previous calendar year.
11. Once submitted, your application will go through review. Be on the lookout for email updates from Town staff.