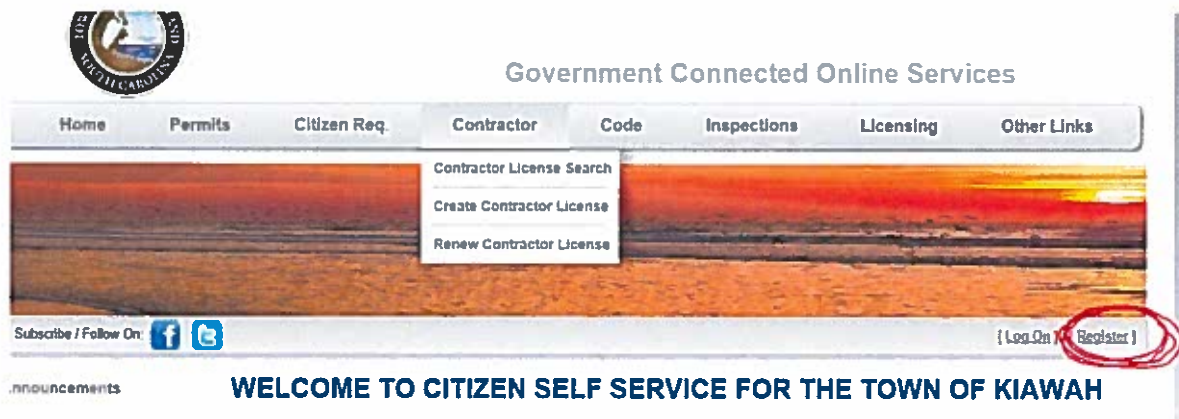


Signing up for Online Services Portal:

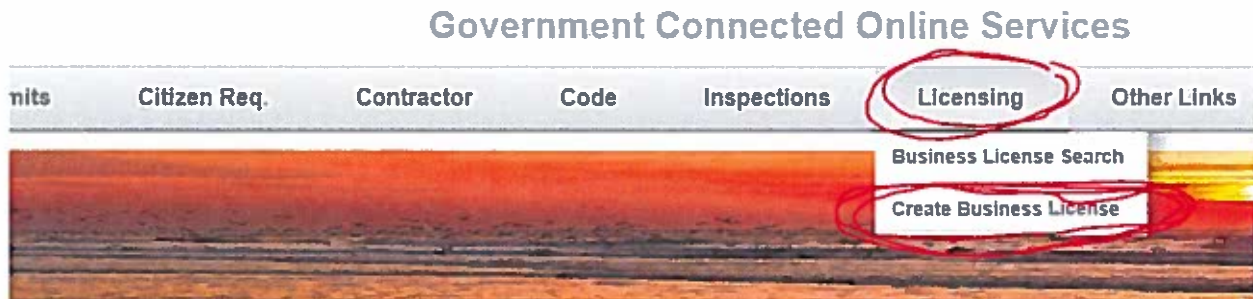
1. Go to the Town website (www.kiawahisland.org)
2. Click on "I'm a Business"
3. Scroll down and click on "Online Services"
4. At the end of the paragraph click on the black box "Proceed to Online Portal"
5. Once on the Online Services Portal, click "Register" at the bottom of the picture to the right and fill out all required fields



6. Click "Submit" button.
7. Once you complete the registration page **do not** attempt to log on until you receive an email stating your access to the portal has been approved. This may take some time because your business is being vetted by staff.
8. Complete the Business License Fact Sheet, which can be printed off the Town website at <https://www.kiawahisland.org/business-licenses/>, and email it back to kdubois@kiawahisland.org. (Note: All General Contractors, Subcontractors, Commercial Contractors, Residential Builders, and Specialty Trade Contractors must include copies of their state LLR contractor or specialty license and driver license with this form).

Registering a New Business:

1. Once logged onto the portal, click on "Licensing" and click "Create Business License" from dropdown.



2. Click "Register New Business" button to fill in the Business Registration form.



3. Your company name will already be saved in the system. You will need to enter the following fields:
 - A. Company Type (Sole Proprietorship, Corporation, LLC, Partnership, etc)
 - B. TIN- federal tax ID # or SSN
 - C. Description-what your business does
 - D. Location- In Town= business address located in Charleston County and Out of Town= business address located outside Charleston County
 - E. Open Date-the date you are initially registering your business and applying for business license

Business Registration

Business Details

Company Name	<input type="text" value="Eutawville Construction Co"/>	DBA Name	<input type="text"/>
Company Type	<input type="text" value="- Company Type -"/>	Location	<input type="text" value="- Location -"/>
TIN	<input type="text"/>	Tax ID	<input type="text"/>
Description	<input type="text"/>	Open Date	<input type="text"/>

Note

Business Registration Info

Click "submit" button at bottom to complete registration.

Applying for First-time Business License:

1. After registering your business, you automatically will be taken to your newly registered business page.
2. Click "Apply for New License" under the "Business Licenses" tab

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
No records to display							

Displaying items 0 - 0 of 0

Apply for New License

3. Fill out the following fields under "License Details":
 - A. **License Type**- select "Business License"
 - B. **Description**- what your business does
 - C. **Classification**-reference "class" column on NAICS Codes List which located on Town website
 - D. **Estimated receipts**- put .01 b/c you are a new business and will pay the base rate to open license

License Details

License Type *

Description

Classification *

Estimated Receipts

4. Enter the number to business license decals you want in the "**# Decals Needed**" box under "Additional Info"
(Hint: You can put "0" if do not want any. Also, there is no additional charge to business license for these.)

Additional Info:

* # Decals Needed

5. Click "Add Business Type" under the "Business Type Search" box

Business Type Search

Code Number	Code Name	Code Category
No records to display.		

Displaying items 0 - 0 of 0

Add Business Type

- A. Enter "Code Number" (Hint: Reference "bus type" column on NAICS Codes List which located on Town website) and click "Search" button

Business Type Search

Code Number Code Name

Code Category

Search **Cancel**

- B. Select desired code and click "add selected"

Business Type Search

Code Number	Code Name	Code Category
<input checked="" type="radio"/> 8027	WRECKING & DEMOLITION CONTRA	Class 8

Displaying items 1 - 1 of 1

New Search **Add Selected** **Cancel**

6. Click "Manual Entry" button under "Address to use" box

Address to use

Address	Type	Main
No records to display.		

Displaying items 0 - 0 of 0

New Search **Manual Entry**

Hint
This is the used If you can search or enter c

7. Enter all fields that have an asterisk beside it and click "save" button

Manual Address Entry

Street Number * Suite/Unit

Pre Direction City *

Street Name * State *

Street Type Zip Code *

Post Direction County

Address Type *

Save **Cancel**

Hint
Enter the a

8. Click "Next" button at bottom of screen then review all information for accuracy. (Hint: You can see your business license fee under the "License Fees" box.)
9. At bottom of page, click "Confirm and Submit" button if everything is correct or "back" button if need to change something.
10. You will receive an email about payment after all information has been verified by Town staff. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

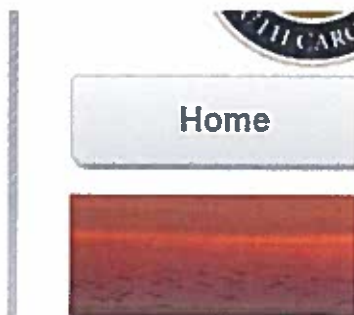
**FIRST-TIME PROFESSIONAL/CONTRACTOR LICENSE – CONSTRUCTION
BUSINESSES ONLY**

(Includes all General Contractors, Subcontractors, Commercial Contractors, Residential Builders, and Specialty Trade Contractors)

1. Email a copy of your state LLR license and driver's license to kdubois@kiawahisland.org. You need to make sure we have a copy of it.
2. You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

Renewing a Business License:

1. Once logged into portal, click the "Home" link at the top of the page.



2. Once inside scroll down to the "Businesses" box and click on your company name in blue that you want to renew.

Shay Jay Businesses

Change Filter

Company Name	DBA	Company Type	Status	District	Business Type
Co		Partnership	Active	Island, SC	
Eutawville Construction		Limited Liability Company	Active	Kiawah Island, SC	

3. Scroll down to the "Business Licenses" tab and click on the business license number for the last year it was renewed.

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
BL008135-01-2018	Business License	2018	Class B	Issued	1/30/2018	1/30/2018	12/30/2018
BL006144-05-2017	Business License	2017	Class B	Expired	5/15/2017	5/15/2017	11/30/2017
BL000023-01-2016	Business License	2016	Class B	Expired	4/12/2015	4/12/2015	12/30/2015

4. Click on "Renew License" on the right of the page under the picture.
5. Under the "General/Additional Info" tab enter the "# Decals Needed" (Hint: These are the business license decals, not gate passes. You can put "0" if do not want any. Also, there is no additional charge to business license for these.)
6. Under the "Calculate" tab enter the "Reported Receipts" (Hint: This is Kiawah Gross Receipts only. Put no commas or dollar signs. Do not put anything in original estimated receipts, allowed deductions, actual gross receipts, or estimated receipts boxes because it will

confuse the automatic system calculation).

7. Click **"Calculate Fee"** and **"Next"**. On the next page click **"Confirm and Renew"** to submit your business license renewal.

8. You will receive an email about payment after all information has been verified, click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

PROFESSIONAL/CONTRACTOR RENEWALS – CONSTRUCTION BUSINESSES ONLY
(Includes all General Contractors, Subcontractors, Commercial Contractors, Residential Builders, and Specialty Trade Contractors)

1. Once logged onto portal, click the “Home” link at the top of the page.



2. Scroll down to the “Professional Licenses” tab and slide the bar at the bottom all the way to the right. Click “Renew” to renew your contractor’s license.

Shay Jay Professional Licenses

Change Filter

Company Name	License Number	Type	Year	Status	Apply Date	Issue Date
Eutawville Construction Co	GC-000370-2015	General Contractor	2019	Pending Review	1/19/2018	1/19/2018
Eutawville Construction Co	GC-000370-2015	General Contractor	2018	Issued	12/14/2017	12/14/2017
Eutawville Construction Co	GC-000370-2015	General Contractor	2017	Expired	12/14/2017	12/14/2017
Eutawville Construction Co	GC-000370-2015	General Contractor	2016	Expired	1/6/2010	1/6/2010

Displaying items 1 - 5 of 6

Shay Jay Professional Licenses

Change Filter

Number	Type	Year	Status	Apply Date	Issue Date	Expire Date	
GC-000370-2015	General Contractor	2019	Pending Review	1/19/2018	1/19/2018	12/31/2018	Renew
GC-000370-2015	General Contractor	2018	Issued	12/14/2017	12/14/2017	12/31/2018	

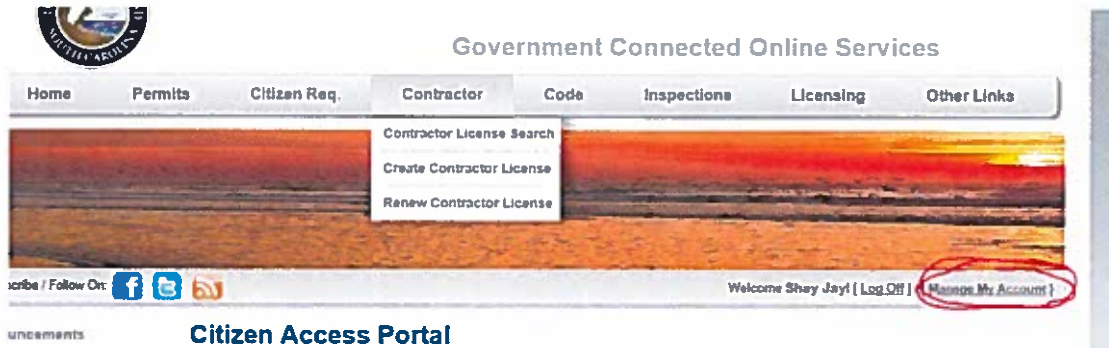
3. Click “Select” and upload a copy of your State Contractor’s or Specialty License and the “licensee/qualifier Driver’s License” separately.

The image shows a portion of a web form. At the top, there is a blue button labeled "Calculate Fee". Below it is a section titled "Upload Attachments" with a large empty rectangular box. To the right of this box is a "Select a file" button, which is circled in red. To the right of the "Select a file" button, the text "No" is visible, and below it, "Cancel" is partially visible.

4. Once you have attached the files click **"Next"**. On the next page click **"Confirm and Renew"** to submit your Contractor/Professional license renewal.
5. You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

To Update Contact Info:

1. Once you are logged onto the portal, click "Manage My Account" located under picture of ocean on portal homepage.



2. Change desired information and click submit at bottom of page to save any changes.

To Print a Copy of Business License:

1. Once you are logged onto the portal, click your company name in "Businesses" Box (Hint: It is the first box on the homepage).

Citizen Access Portal

The screenshot shows the 'Shay Jay Businesses' section. A table lists business details. The 'Shay Jay Businesses' header is circled in red. A 'Change Filter' button is visible in the top right corner of the table area.

Company Name	DBA	Company Type	Status	District	Business Type
Eutawville Construction Co		Sole Proprietorship	Active	Kiawah Island, SC	
WYNDHAM/1 SURFSONG RD.		Partnership	Active	Other	LESSORS OF RESIDENTIAL BLDS
Eutawville Construction Co		Unknown	Active	Kiawah Island, SC	SINGLE FAMILY CONSTRUCTION


2. Scroll down on the business information page until you see the box where all the business licenses for your company are listed for you.

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
BL008135-01-2018	Business License	2018	Class 8	Issued	1/30/2018	1/30/2018	12/30/2018
BL006144-05-2017	Business License	2017	Class 8	Expired	5/15/2017	5/15/2017	11/30/2017
BL000023-01-2016	Business License	2016	Class 8	Expired	4/12/2015	4/12/2015	12/30/2015

3. Click on the business license you want to print and click the printer icon to pop open a copy of the desired business license. (Hint: You may need to remove pop-up blocker in your settings if you run into difficulty.)

Welcome Shay Jay! [[Log Off](#)] | [[Manage My Account](#)]

License Number: BL008135-01-2018



Business Details

Company Name: Eutawville Construction Co **OBA Name:** **Status:** Open

4. Print the desired business license and click out of it when done.

To pay invoices (Note: Online payment options include credit cards and echecks):

1. You will receive an email about payment after all information has been verified by Town staff. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment.
2. To review all outstanding invoices:
 - A. Go to the portal (<https://energovcitizenaccess.tylertech.com/KiawahIsland/CitizenAccess/Site/Public/Main>)
 - B. Sign into the portal with your email address and password (Note: The sign in button is under the picture of the ocean.)
 - C. Scroll to the bottom of the homepage where the outstanding invoices are listed
 - D. Click on the outstanding invoices
 - E. Click "pay now" and proceed to make payment