# ONLINE RENEWAL PAYMENTS

**Note: A zero balance will be reflected on the portal for your renewal until the application has been submitted – Step 8 below.**

1. Visit the City of Sarasota home page: [www.sarasotafl.gov](www.sarasotafl.gov) – Click on the circle "Pay Online" and choose the link to the Portal for Local Business Tax and Code Compliance Lien Payments – OR – visit our citizen portal by clicking [here](here).

2. Login to the portal — OR — if a first-time user, create a login

3. Select your renewal application – **please note:** there are separate links for business and professional tax

4. If your renewal application ID is not listed, select 'Can't find your renewal application listed?' Enter the Application ID and Phone Number (please include dashes) - click 'Take possession of your renewal application'

5. Review the information on the application; contact us at 941-263-6469 if unable to update information online

6. After certification statement -- click "I agree"

7. Attach any documentation updated since last renewal, i.e. Sunbiz, state license. If no change in documentation, proceed to step 8 below

8. Click on "Review Fees" at the bottom of the page

9. Dropdown left hand side at bottom of page, "What Would You Like To Do Next" -- Check out and pay fees – Submit

10. You will get a message that you are paying online – Click "Continue"

11. At the bottom of the Page, click on the box "Process payment" Input card information and click "Pay Now"