

# Department of Regulatory and Economic Resources (RER)



## Filing a Domestic Partnership through Citizen Self-Service Portal (CSS)

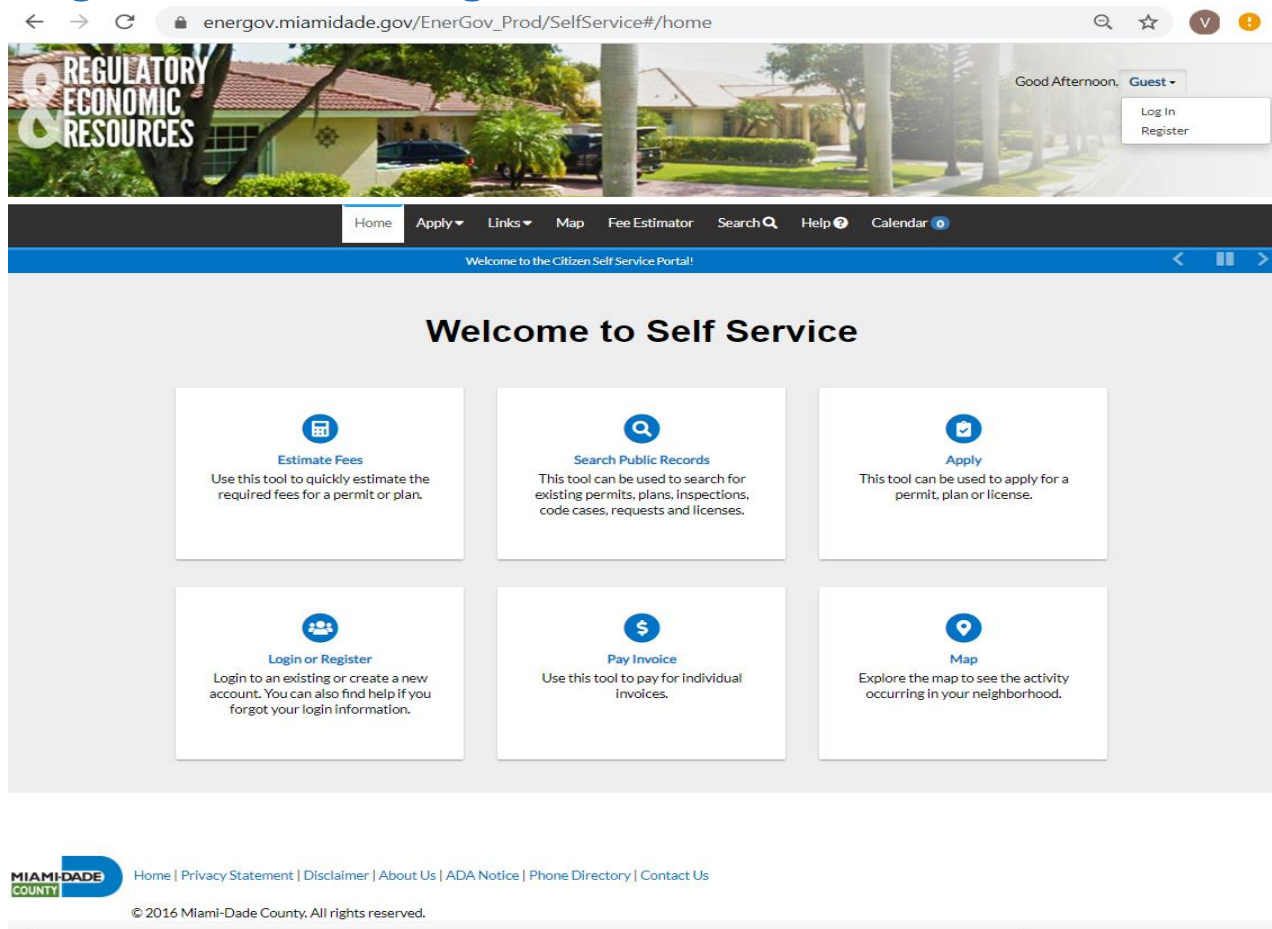




# Consumer Protection Business/Professional Licenses

- Access the Citizen Self Service Portal at this link:

[https://energov.miamidade.gov/EnerGov\\_Prod/SelfService#/home](https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home)



- For more information such as application requirements, please visit the Consumer Protection Web Site: <https://www.miamidade.gov/global/economy/consumer-protection/home.page>



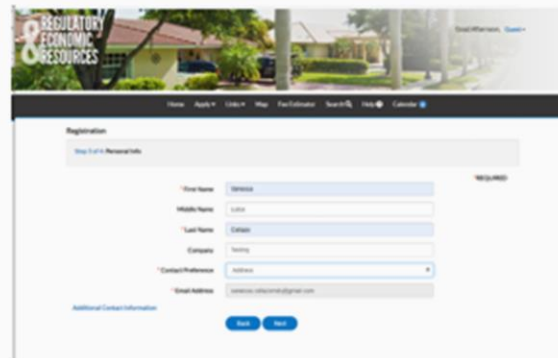
# Getting Ready to Submit

- To be able to submit for intake using the **Citizen Self Service Portal** you must register at [https://energov.miamidade.gov/EnerGov\\_Prod/SelfService#/register](https://energov.miamidade.gov/EnerGov_Prod/SelfService#/register).
- Please complete the **four (4)** steps in the registration process. After completion, click '**Confirm**' in the confirmation email to access the portal.

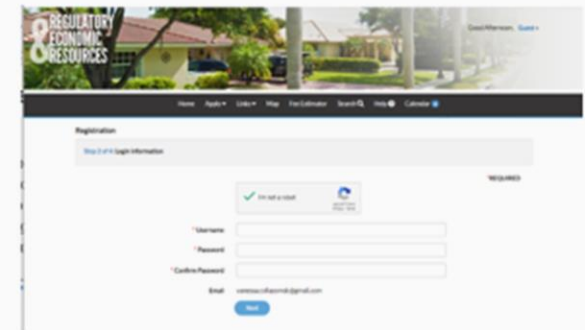
## Step 1 Provide an email address



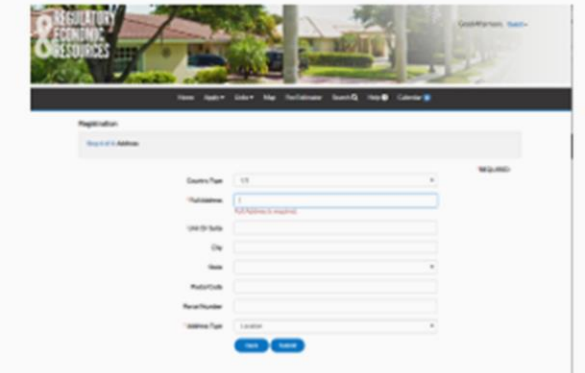
## Step 3 Personal Information



## Step 2 Login Information



## Step 4 Address





# Accessing your EnerGov Account.

- An EnerGov account was created for you.
- An email was sent from **Citizen Self Service New User Account Confirmation** with instructions for activating your account.
- Please follow the instructions in the email.

RER-Energov@miamidade.gov  
to vanessa.collazoMDC ▾

Tue, Jan 26, 5:30 PM (2 days ago) ☆ ↩ ⋮

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

- Select **Confirm**.
- You will be redirected to CSS to complete your registration process.



# For new license

- To submit your consumer protection license application, select **Apply** and **All**. A new window will open, scroll down to select **the business or professional license** and click the **Apply** button.

## Application Assistant

All

Trending

**LICENSE**

PERMITS

PLANS

[Show Categories](#)

**Domestic Partnership**

Category Name:  
Consumer Protection

Description:  
Filing a declaration of domestic partnership allows for visitation rights at health care, correctional and juvenile facilities among registered couples. The declaration must be signed in front of a notary public and the document notarized. It can be submitted by mail or in person. For more information please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/license.page?Mduid\\_license=lic1495052452022546](https://www.miamidade.gov/global/license.page?Mduid_license=lic1495052452022546)

Apply

**Immobilization**

Category Name:  
Consumer Protection

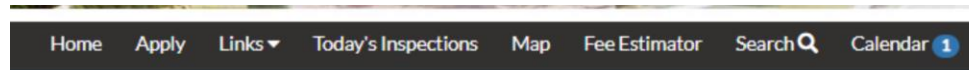
Description:  
All businesses that immobilize (boot) vehicles parked on private property must be registered with Miami-Dade County. For more information please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/license.page?Mduid\\_license=lic1496159463550394](https://www.miamidade.gov/global/license.page?Mduid_license=lic1496159463550394) For renewal of an existing license, you must register using the email address in your MDC Consumer Protection record. Go to 'My Work' and select renew your license.

Apply



# Registered Miami-Dade Citizen Self Service Portal Users

- If you already have a **Miami-Dade Citizen Self-Service Portal** account that needs your license(s) linked, please contact Consumer Protection EnerGov Support at **CPEnerGov@miamidade.gov**.
- If you were previously a registered **Miami-Dade Citizen Self-Service Portal user** and forgot your username or password go to [Miami-Dade Citizen Self Service Portal – Login Page](#), select '[Reset it](#)' or '[Email it](#)'.

A screenshot of the 'Log In' form on the Miami-Dade Citizen Self-Service Portal. The form is white with a light gray border. It contains the following elements:

- The title 'Log In' in bold black text.
- A label '\* Username' in red text above a white input field.
- A red error message 'Username is required.' below the username input field.
- A label '\* Password' in red text above a white input field.
- A red error message 'Password is required' below the password input field.
- A blue 'Log In' button.
- Three links at the bottom: 'Forgot your password? [Reset it](#)', 'Forgot your username? [Email it](#)', and 'Don't have an account yet? [Register Here](#)'.



# Step 1 - Select business

1

- If you already have a Business associate to your **EnerGov account**, the information will be automatically populated.

Dashboard Home Links ▾ Apply ▾ My Work Today's Inspections View ▾ Map Fee Estimator Search 🔍 Calendar 1

## Apply for License - Domestic Partnership

\*REQUIRED

Select or create the business for this application

### Vanessa Testing Cases



Corporation

Status: In Review

100 NE 123 ST North Miami ...

Select

Select Company Type ▾

Create New  
Business During  
Application





# Step 1 - Select of create business

1


- To create the business for the application, select the **company type**.

## Apply for License - Domestic Partnership

\*REQUIRED

Select or create the business for this application

Testing Comp...



Corporation

Status: Active

88230 NW 114 Place doral F...

Select

Select Company Type ▼

Select Company Type

Corporation

Domestic Partnerships

Limited Liability Company

Non-Profit

Partnerships

Sole Proprietorship



# Step 1- Locations

1

- Select **Location** from the drop-down list on the blue tile. You can search an address, enter an address manually. Click **Next** at the bottom of the page to continue.

Apply for License - Domestic Partnership

\*REQUIRED



## LOCATIONS

Please enter the address for the location for this license..

A blue rectangular tile. At the top is a white dropdown menu with the text 'Location' and a downward arrow. Below this, the text 'Add Location' is centered, followed by a large white plus sign.

[Back to Application](#)

### Add Location

Two buttons: 'Address' (blue) and 'Parcel' (gray). Both are highlighted with a red rectangular border.

Add Address As Home ▼

Two buttons: 'Search' (blue) and 'Enter Manually' (gray). Both are highlighted with a red rectangular border.

### Address Information

Search  Q

Create Template

Save Draft

Next



# Step 2 - Type

2

- Complete the Company Name, **Business Description**, DBA and **location**.
- Complete the license description and location.
- Select **Next** at the bottom of the page to continue.

✓

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

BUSINESS DETAILS

Please provide the information for this license to the best of your ability..

\* Company Type

Corporation

\* Company Name

CP Testing Company

Business Description

DBA

\* Location

Commercial

LICENSE DETAILS

\* License Type

Domestic Partnership

Description

Back

Create Template

Save Draft

Next



# Step 3 - Contacts

3

- The **Online User** contact information will be added automatically.
- Add **additional contact(s)** by selecting the **+** plus symbol on the blue tile. **Additional contact(s) information is not required.**
- Select **Next** to continue.

Apply for License - Domestic Partnership

\*REQUIRED



## CONTACTS

Add the pertinent contact information such as "owner"..

**Applicant**

Vanessa Collazo(You)

n/a

10080 NW 86 terr , Doral, F...

Remove

Select Type

Add Contact

+

Back

Create Template

Save Draft

Next



# Step 3 - Contacts

3

- To add a contact, you can use **search**, **enter manually** or **use your favorites**. Select **Next** to continue.

[◀ Back to Application](#)

## Add Contact

Add Contact As

Applicant



Search

Enter Manually

My Favorites

Search







More Info





# Domestic Partnership

Business License Information



# Step 4 - More Info – Domestic Partnership

4

- Select the **Application Type** from the drop-down list. If renewal, enter the license #.



Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

## MORE INFO

Update the fields below with the relevant information for this license..

### General

[Top](#) | [Main Menu](#)

\*Domestic Partner Name 1

Domestic Partner Name 1 is required.

\*Domestic Partner Name 2

Domestic Partner Name 2 is required.

Back

Create Template

Save Draft

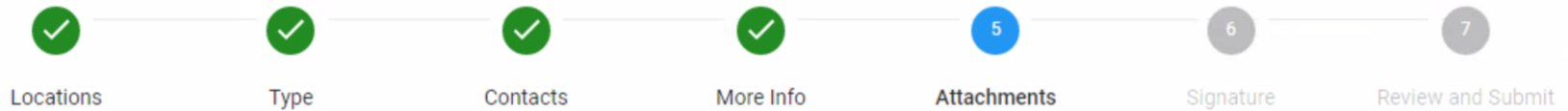
Next



# Step 5 - Attachments

5

- Add the **Application** by selecting the + plus symbol on the blue tile
- Select the applicable attachment type from the drop-down list. To add additional attachments, select the + plus symbol on the blue tile. Select **Next** to continue.



## Attachments

Please attach all the needed application documentation..

Required Application File

Add Attachment

+

Supported: .pdf

REQUIRED

Required Application Fil ▼

Add Attachment

+

Supported: .pdf

Back

Save Draft

Next



# Step 6 Signature

6

- \* Please type your name as consent to electronically sign this application. You can enable



## SIGNATURE

\* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

Vanessa L. Collazo  
January, 26 2021

X Draw Signature Here

Clear

Back

Save Draft

Next



# Step 7 Review and Submit

7

- Please review your intake submission. You can click **Back** to review prior steps. When you are ready, select **Submit**.

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

## Locations

Location 1005 NW 123 ST , North Miami, FL 33168-6415

Parcel Number 0621260160830

## Basic Info

Company Name Vanessa Testing Company  
Company Type Non-Profit  
Business Description Testing Data Field Business Description.  
DBA Testing DBA  
Location Commercial  
License Type Domestic Partnership  
Description Testing License Details Description  
Applied Date 01/26/2021

## Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
DP Registration	\$64.00

Total: \$64.00

## More Info

### General

Domestic Partner Name 1 Vanessa Testing 1  
Domestic Partner Name 2 Vanessa Testing 2

[Top](#) | [Main Menu](#)

## Contacts

Owner Vanessa Collazo  
Testing  
8820 NW 114th Place, Doral, FL., 33178

Manager Maykelyn Felipe  
28381 SW 128 Place, Miami, FL., 33033

## Attachments

Required Application File Document1 - Copy.pdf

Back

Save Draft

Submit



# Accessing your license summary

- A successful message will be displayed in the window. Select Continue to License

✔ Your application was successfully submitted!

Thank you! Your application was successfully submitted.

Continue to license

- You will be able to access the license details.

License Number: DP000010-01-2021

## Testing DBA

- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

### License Details

License Type:	Domestic Partnership	District:	Applied Date:	01/26/2021
Account Number:		Issued By:	Period Start Date:	
Status:	Submitted - Online		Expiration Date:	
Description:	Testing License Details Description			

**Business** | [Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Step](#) | [License Details](#) | [Main Menu](#)

### Business

Company Name:	Vanessa Testing Company	DBA:	Testing DBA	Open Date:	
Company Type:	Non-Profit	Status:	In Review	Closed Date:	
District:				Last Audit Date:	
Location:	Commercial				
Description:	Testing Data Field Business Description.				



# Pay online

- Once the submission is reviewed, you will receive an invoice with required fees due by email. Login to your CSS account and select **Add to Cart** and proceed to pay.

License Number: DP000017-01-2021

[Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

## License Details

License Type: Domestic Partnership

District: Commission District 1

Applied Date: 01/26/2021

Account Number:

Issued By:

Period Start Date:

Status: Submitted - Online

Expiration Date:

Description:

[Business](#)

[Locations](#)

[Fees 1](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Classifications](#)

[More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

## Fee Summary

Total Fees: \$64.00

Paid Fees: \$0.00

Unpaid Fees: \$64.00

[Add to Cart](#)

## Remaining Fees

Sort Fee ▼

Fee	Invoice	Computed	Amount Due
DP Registration	I2021040505	\$64.00	\$64.00



# Pay online

- Select **Check Out** for payment, you will be redirect to the ePayment portal.

Invoice: I2021040507  
Due Date: 01/29/2021

Description: NONE  
Billing Contact: Testing (Collazo, Vanessa)

Case Number	Project	Case Address	Amount Due
MVRA-000022-2021		16565 NE 26 AVE North Miami Beach FL 33160-4065	\$40.00

\$40.00

Remove

Top | Main Menu

- Select Check Out for payment, you will be redirect to the ePayment portal. Click on **EnerGov** button, to go back to CSS portal.

MIAMI-DADE COUNTY

ePayment TST

CART

PAYMENT

REVIEW

STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.  
To report a problem, email [bidgdept@miamidade.gov](mailto:bidgdept@miamidade.gov) or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Shopping Cart

« Energov Next »

There is a maximum of 8 Processes/Invoice Numbers per transaction.

Process / Invoice Number

+ Add

TOTAL


\$748.00

Process / Invoice Number	Site Address	Amount Due	Options
I2021043362	NW	748.00	DELETE








# Pay online

- Complete the payment information.



ePayment **TST**





CARTPAYMENTREVIEWSTATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.  
To report a problem, email [bldgdept@miamidade.gov](mailto:bldgdept@miamidade.gov) or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Payment Information

« BackNext »

MasterCard

Credit Card Information

Card Number

Exp. Month

Exp. Year

CVV

Personal Information

First Name

Middle Name

Last Name

Phone Number

Email Address

Billing Information

Billing Address 1


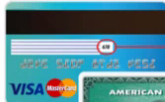
Billing Address 2

United States

City

Florida

Zip Code



CVV

Visa, MasterCard

American Express

22


1/12/2022

RER Strategic Management Training








# Pay online

- Review payment information along with **Invoice Number**.
- Select **Yes** to submit payment and **Understood** to move forward.



ePayment **TST**





CART      PAYMENT      REVIEW      STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.  
To report a problem, email [bdgdept@miamidade.gov](mailto:bdgdept@miamidade.gov) or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.


Review Payment

« Back      Submit »

Payment Method

[ Credit Card ]      IPASTEST IPASTEST

Email Notification      [vanessa.collazo@miamidade.gov](mailto:vanessa.collazo@miamidade.gov)

 Visa ending in 9990      5680 SW 87 Ave

Process / Invoice Number

Process / Invoice Number	Price
I2021043362	\$748.00
<b>TOTAL</b>	<b>\$748.00</b>

## ? Submit Payment

Your are about to proceed with your payment.  
Do you want to continue?

**YES**

CANCEL

## ! Important!

Please, do not **close** or **refresh** the page during next process.

**UNDERSTOOD**

CANCEL

## Payment Status

Payment applied successfully.

CLOSE

- You will be able to print a receipt of the transaction and/or Return to CSS-EnerGov.


« Return To EnergovCashiering DEV

Print »



# Licensing Process Complete

- Once the application status has been updated to Issued, you will receive the license in **PDF** format by email.
- You can also download the license from CSS by selecting **Attachments**.

License Number: IL000019-06-2021 

[License Details](#) | [Tab Elements](#) | [Main Menu](#)


**License Details**

License Type:	Immobilization	District:	Commission District 4	Applied Date:	06/01/2021
Account Number:		Issued By:	Collazo, Vanessa	Period Start Date:	06/04/2021
Status:	Issued			Expiration Date:	06/04/2022
Description:					

[Business](#) [Locations](#) [Fees](#) [Inspection](#) **[Attachments](#)** [Contacts](#) [Classifications](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)


**Attachments**




**Attachment**

[TestLicensePrint.pdf](#)


Uploaded: 06/04/2021

Required Application F 

**Add Attachment**



Supported: .pdf

Sort Needs Action 

[Submit](#)



# Sample license

<b>Miami-Dade County</b>	<b>BUSINESS LICENSE</b> Department of Regulatory and Economic Resources - Business Affairs
<b>Business Name:</b>	<b>License Type:</b> Immobilization
<b>Business Location:</b>	
<b>License Number:</b>	
<b>Expiration Date:</b>	

The logo for Miami-Dade County, featuring the text "MIAMI-DADE" in a bold, sans-serif font above the word "COUNTY" in a similar font. The text is white and set against a blue background that forms a stylized, rounded shape.

This registration is **non-transferable**. The registration/license # must be stated in all advertisements.

**TO BE POSTED IN A CONSPICUOUS PLACE**