Department of Regulatory and Economic Resources (RER)

Instructions for submitting business license renewal applications and supporting documentation

Prepared by RER Administrative Services Division - Strategic Initiatives Management Team
Consumer Protection Business Licenses

- Online application of Consumer Protection Business Licenses.

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- For more information such as application requirements, please visit the Consumer Protection Web Site:
Consumer Protection Business Licenses

• To **renew** your license, you must register using the email address in your Miami-Dade County Consumer Protection record.

• Access the **Citizen Self-Service Portal** at this link: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
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.

- Please complete the four (4) steps in the registration process. After completion, click 'Confirm' in the confirmation email to access the portal.
Accessing your Citizen Self-Service Account

• 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

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 **Citizen Self-Service Portal** to complete your registration process.
For Renewals

- After completing the registration process go to 'My Work' and select renew your license.
Registered Miami-Dade Citizen Self Service Portal Users

• If you already have a Citizen Self-Service Portal account that needs your license(s) linked, contact Consumer Protection EnerGov Support at CPEnnerGov@miamidade.gov.

• If you were previously a registered 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’.
Step 1 - Type

- The information will be automatically populated.
- Select **Next** at the bottom of the page to continue.

License Type Name

Renew License - Immobilization

**License Details**

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

- **License Type**: Immobilization
- **Description**: Expired
Motor Vehicle Repair (MVR)

Business License Information
Step 2 - More Info - Motor Vehicle Repair (MVR)

• If renewal, select **2 Year Renewal**.

• Update all the required fields. Select **Next** at the bottom of the page to continue.
Towing

Business License Information
Step 2 - More Info - Towing

• If renewal, select 2 Year Renewal.
• Update all the required fields. Select **Next** at the bottom of the page to continue.
Immobilization

Business License Information
Step 2 - More Info - Immobilization

• If renewal, select 2 Year Renewal.
• Select Next at the bottom of the page to continue.
Locksmith
Business License Information
Step 2 - More Info - Locksmith

• If renewal, select **2 Year Renewal**.

• Update all the required fields. Select **Next** at the bottom of the page to continue.
Moving
Business License Information
Step 2 - More Info - Moving

- If renewal, select 2 Year Renewal.
- Update all the required fields. Select Next at the bottom of the page to continue.
Water Remetering Company
Business License Information
Step 2 - More Info - Water Remetering Company

• If renewal, select **2 Year Renewal**.
• Update all the required fields. Select **Next** at the bottom of the page to continue.
Water Remetering Properties

Business License Information
Step 2 - More Info - Water Remetering Properties

• If renewal, select **2 Year Renewal**.

• Update all the required fields. Select **Next** at the bottom of the page to continue.
Pain Clinic
Business License Information
Step 2 - More Info - Pain Clinic

• If renewal, select **2 Year Renewal**.

• Update all the required fields. Select **Next** at the bottom of the page to continue.
Personal Injury Protection

Business License Information
Step 2 - More Info - Personal Injury Protection

- If renewal, select 2 Year Renewal.
- Update all the required fields. Select Next at the bottom of the page to continue.

 MORE INFO

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

2 Year Renewal

*CONTROLLED SUBSTANCE DISPENSED AT CLINIC SITE?

Controlled substance dispensed at Clinic Site? is required.
**Step 3 - Attachments**

- 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.
Step 4 Review and Submit

• Please review your intake submission. You can click Back to review prior steps. When you are ready, select Submit.
Accessing your license summary

• A successful message will be displayed in the window. You will be able to access the license details.
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.
Pay online

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

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

• Complete the payment information.
Pay online

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

You will be able to print a receipt of the transaction and/or Return to CSS-EnerGov.
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 **Citizen Self Service account** by selecting **Attachments**.
Sample license

Miami-Dade County

Business Name:
Business Location:
License Number:
Expiration Date:

BUSINESS LICENSE
Department of Regulatory and Economic Resources - Business Affairs

License Type: Immobilization

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

TO BE POSTED IN A CONSPICUOUS PLACE