Department of Regulatory and Economic Resources (RER)

Consumer Protection License Intake Submission through Citizen Self-Service Portal

Prepared by RER Administrative Services Division - Strategic Initiatives Management Team
Consumer Protection License Intake Submission


• **Online submission is for intake only.** You will receive an intake number. This is not your official license number. Once the submission is processed and deemed complete, you will receive your official application number and an invoice with required fees due.

• For more information such as application requirements, please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/economy/consumer-protection/home.page](https://www.miamidade.gov/global/economy/consumer-protection/home.page)
Business License Intake Submission & Tracking Links

Before Submission
- Review application and submission checklist

Ready to Submit
- Citizen Self Service Portal

Review Status of Application
- Citizen Self Service Portal
Business License Intake Submission

• 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.
Ready to Submit

• To submit your consumer protection license for intake, select **Apply** and **All**. A new window will open, scroll down to select **Consumer Protection License Intake** and click the **Apply button**.
Step 1 - Locations

• Select **Location** from the drop-down list on the blue tile. You can search an address, enter an address manually or enter a folio number by selecting **Parcel**. Click **Next** at the bottom of the page to continue.
Step 2 - Plan Type

- The Consumer Protection License Intake will be automatically selected. Select Next at the bottom of the page to continue.
Step 3 - Contacts

• The **Online User** contact information will be added automatically.
• Add the **Applicant contact information** by selecting the + plus symbol on the blue tile. The Applicant contact information **is required**. Select **Next** to continue.
Step 3 - Contacts

• To add a contact, you can use search, enter manually or use your favorites.
Step 4 - More Info

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

• The two(2) year renewal option below applies to all licenses except **Domestic Partnership**, **PIP Provider** or **Pain Management Clinic License**

• Select **License Category**, then enter the application request in the corresponding field. Select **Next**.
Step 5 - 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 6 Review and Submit

• Please review your intake submission. You can click Back to review prior steps. When you are ready, select Submit.
Step 6 Review and Submit
• A successful message will be displayed in the window.

*This is not your official license number
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 **Pay Now** and proceed to pay.

*This is not your official license number*
Licensing Process Complete

- Once the submission is **approved**, you will receive the license in **PDF** format. Select **Attachments** to download the document.

*This is not your official license number*