Department of Regulatory and Economic Resources (RER)

Instructions for submitting a new business license applications and supporting documentation through Citizen Self-Service Portal (CSS)

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/Professional Licenses

- 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.

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 new license

• Go to https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
• Select **Apply** on the top navigation menu, click on the **License** button.
For new license

• To submit your **new** business license application, scroll down to select the applicable **business license** and click the **Apply button**.
Registered Miami-Dade Citizen Self Service Portal Users

• If you already have a Citizen Self-Service Portal account that needs your license(s) linked, please contact Consumer Protection EnerGov Support at CPEnervgov@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'.
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.
Step 1 - Select business

• If you already have a Business associate to your Miami-Dade Citizen Self Service Portal, the information will be automatically populated.
Step 1 - Select of create business

- To create the business for the application, select the company type.
Step 1 - Select of create business

• Select the plus + symbol.
Step 1 - Locations

• 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 - Motor Vehicle Repair (MVR)

Locations Type Contacts More info Attachments Signature Review and Submit

LOCATIONS

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

Add Location

*Back to Application

Add Location

Address Parcel

Add Address As Home

Search Enter Manually

Address Information

Search

Create Template

Save Draft
Step 2 - Type

- 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.
Step 3 - Contacts

• 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.
Step 3 - Contacts

- To add a contact, you can use **search**, **enter manually** or **use your favorites**. Select **Next** to continue.
More Info
Motor Vehicle Repair (MVR)
Business License Information
Step 4 - More Info - Motor Vehicle Repair (MVR)

• If renewal, select **2 Year Renewal**.
• Select **+Add Row to** update the fields below with the relevant information for this license.
Step 4 - More Info - Motor Vehicle Repair (MVR)

Select +Add Row to update the fields below with the relevant information for this license.

- Also select the applicable Workers Compensation. If Affidavit is selected provide a reason.
Towing
Business License Information
Step 4 - More Info - Towing

- If renewal, select 2 Year Renewal.
- Select +Add Row to update the fields below with the relevant information for this license.
- Also select the applicable Towing Service.
Step 4 - More Info – Towing

Select +Add Row to update the fields below with the relevant information for this license.

- Also select the applicable Tow Parking Address and Type of Location.
Immobilization

Business License Information
Step 4 - More Info - Immobilization

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
Locksmith

Business License Information
Step 4 - More Info - Locksmith

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
- Also select the applicable **Workers Compensation**.

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<th>Contacts</th>
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**MORE INFO**

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

**General**

- **2 Year Renewal**

**Number of Vehicles**

Number of Vehicles is required.

**Vehicle Info (Locksmith) Details**

- **Certified By Details**
  - **Certification Number**
  - **Certification Holders Name**
  - **Certification Address**
  - **License Status**
  - **Association Start Date**
  - **Association End Date**
  - **Association Terminated**

**Locksmith**

**Insurance**

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<th>ID Number</th>
<th>Insurance expiration</th>
<th>Bond/Ins/Lien Amount</th>
<th>Amount of Coverage</th>
<th>Agents Name</th>
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Step 4 - More Info - Moving

- Select **Add Row to** update the fields below with the relevant information for this license.
Step 4 - More Info - Moving

- Select **Add Row** to update the fields below with the relevant information for this license.
- Also select the applicable **Workers Compensation**. If **Affidavit** is selected, provide a reason.
Water Remetering Company
Business License Information
Step 4 - More Info - Water Remetering Company

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

• Select **+Add Row to** update the fields below with the relevant information for this license.
Step 4 - More Info – Water Remetering Company

Select **Add Row** to update the fields below with the relevant information for this license.

- Also select the applicable **Workers Compensation**.
Water Remetering Properties

Business License Information
Step 4 - More Info - Water Remetering Properties

- If renewal, select **2 Year Renewal**.
- Select **+Add Row** to update the fields below with the relevant information for this license.
- Also select the applicable **Property Type**, provide Name of the Management Company.
Step 4 - More Info – Water Remetering Properties

- Select **Add Row** to update the fields below with the relevant information for this license.
Pain Clinic

Business License Information
Step 4 - More Info – Pain Clinic

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
Personal Injury Protection

Business License Information
Step 4 - More Info – Personal Injury Protection

• If renewal, select **2 Year Renewal**.
• Select **Add Row to** update the fields below with the relevant information for this license.
Step 4 - More Info – Domestic Partnership

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

• * 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
Step 7 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. Select Continue to License

• 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 **Citizen Self Service 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 Portal 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**