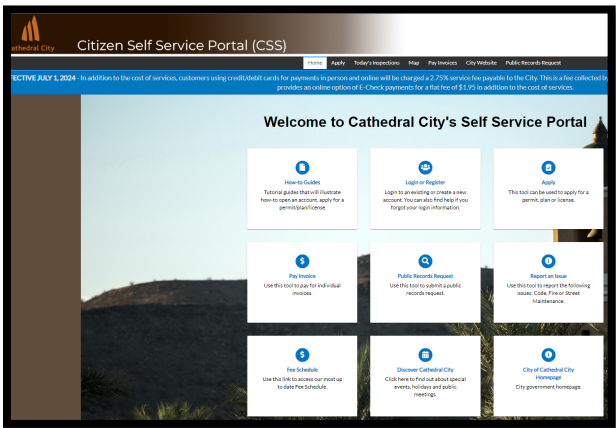


Access Through City Website:


- 1. Select Online Services (Red Box)




- 2. Select Login or Register (Top Center Box)




- 3. If new, select Create an account – If existing account use below options or enter your email address and select next. Use your password or email verification:




Sign in to community access services.




Sign in with Google



Sign in with Apple



Sign in with Microsoft



Sign in with Facebook

OR

Email address

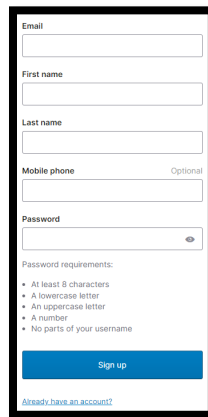
☐ Keep me signed in

Next

[Unlock account?](#) [Help](#)

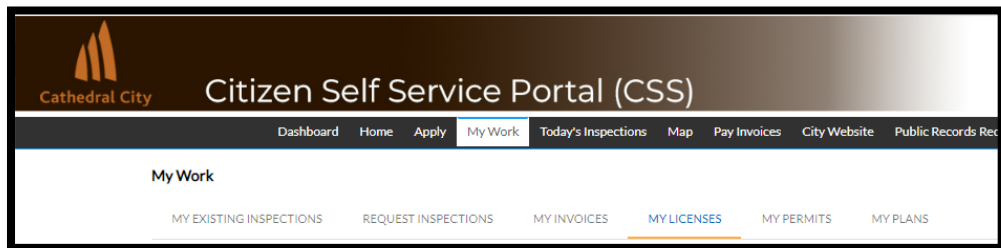
Create an account

4. Fill in requested information and select Sign Up:



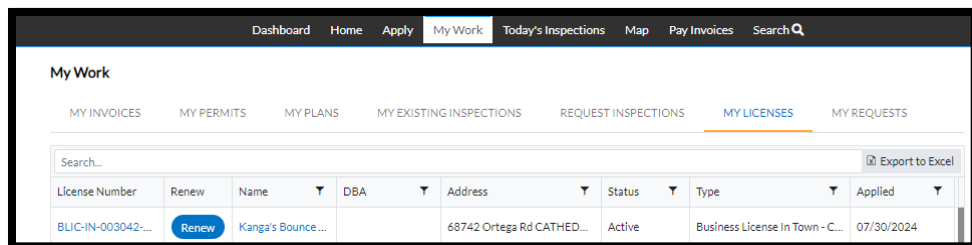
A sign-up form with the following fields: Email, First name, Last name, Mobile phone (Optional), and Password. Below the password field, there are password requirements: At least 8 characters, A lowercase letter, An uppercase letter, A number, and No parts of your username. A blue 'Sign up' button is at the bottom, and a link 'Already have an account?' is below it.

5. Once logged in go to My Work – My Licenses (Menu Bar):



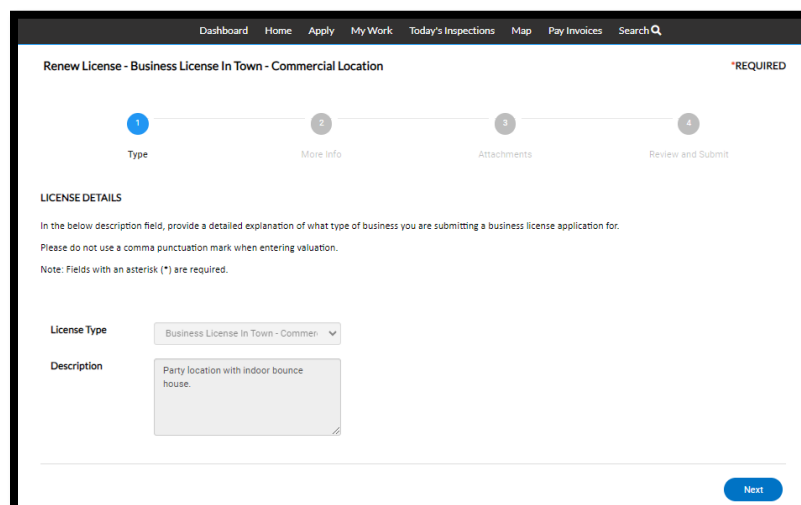
The screenshot shows the top navigation bar of the Cathedral City Citizen Self Service Portal (CSS). The 'My Work' menu item is highlighted. Below it, the 'MY LICENSES' sub-menu item is also highlighted.

6. Your business license will be listed with a blue Renew button to the right of the license number - if your license is not listed in the portal, do not create a new license. Instead, please contact business license at (760)770-0353) or businesslicensestaff@cathedralcity.gov



The screenshot shows the 'My Licenses' section of the portal. It contains a table with the following columns: License Number, Renew, Name, DBA, Address, Status, Type, and Applied. The first row shows a license with the number 'BLIC-IN-003042...', a blue 'Renew' button, the name 'Kanga's Bounce...', the address '68742 Ortega Rd CATHED...', status 'Active', type 'Business License In Town - C...', and an applied date of '07/30/2024'.

7. Select the Renew button and the following information for your business will be provided for review and select next (if changes are required, please email businesslicensestaff@cathedralcity.gov)



The screenshot shows the 'Renew License - Business License In Town - Commercial Location' form. It has a progress bar with four steps: 1. Type, 2. More Info, 3. Attachments, and 4. Review and Submit. The 'Type' step is currently active. Below the progress bar, there is a 'License Type' dropdown menu set to 'Business License In Town - Commer...' and a 'Description' text area containing 'Party location with indoor bounce house.' A blue 'Next' button is at the bottom right.

8. More Info – Enter Requested Information (example below - Gross Receipts from the previous 12 months) then select Next:

The screenshot shows the 'Renew License - Business License In Town - Commercial Location' form. The progress bar at the top indicates four steps: 1. Type (completed), 2. More Info (current step), 3. Attachments, and 4. Review and Submit. The 'MORE INFO' section contains the instruction: 'Please provide additional details about your project below.' and a note: 'Note: Fields with an asterisk (*) are required.' A field labeled '*Gross Receipts (Annual)' has a value of '\$ 15000.00'. At the bottom, there are 'Back' and 'Next' buttons.

9. Attach any of the Required Documents that have changed since the prior 12 months. Use the Select Type for the type of attachment you are uploading and then the plus sign to attach the document. (If you do not have any updated documents, select Next.)

The screenshot shows the 'Attachments' section of the form. It includes 'ATTACHMENT FILE REQUIREMENTS' and a 'PLEASE NOTE' section with document requirements. A 'Select Type' dropdown menu is open, showing options: 'Applicable State License', 'Articles of Incorporation', 'Fictitious Name Statement', and 'Seller Permit'. Below the dropdown is a plus sign and a list of supported file types: 'supported: pdf, jpg, png, jpeg, doc, docx, xls'. At the bottom, there are 'Back' and 'Next' buttons.

10. Review Information, and if accurate select Submit, and if not go back to previous menu and make changes. Changes to Locations, Basic Info and Contacts cannot be made online. Please Email businesslicensstaff@cathedralcity.gov with any changes:

The screenshot shows the 'Review and Submit' section of the form. It displays a summary of the application information. The 'Locations' section shows: Location (68742 Ortega Rd, CATHEDRAL CITY, CA, 92234), Mailing (P.O. Box 1234, Los Angeles, CA, 92235), and Parcel Number (680430006). The 'Basic Info' section shows: Type (Business License In Town - Commercial Location), Description (Party location with indoor bounce house), and Applied Date (07/19/2024). The 'Contacts' section shows: Applicant (Cindy Hansen, 68543 B ST, CATHEDRAL CITY, CA, 92234), Business (Kiki Kanga, Kanga's Bounce House), and Owner (Kiki Kanga). The 'More Info' section shows: Application Info (Gross Receipts (Annual) \$15,000.00). At the bottom, there are 'Back' and 'Submit' buttons.

11. You reach the Successfully Submitted page. At this point you can pay the new application fees by selecting Add to Cart. The Fees tab below will give you the fee details:

DashboardHomeApplyMy WorkToday's InspectionsMapPay InvoicesSearch

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: BLIC-IN-003042-2024Add 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:Business License In Town - Commercial LocationDistrict:RLApplied Date:07/31/2024

Account Number:Period Start Date:

Status:Submitted - OnlineExpiration Date:01/01/2999

Description:Party location with indoor bounce house.

BusinessLocationsFeesAttachmentsContactsMore Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | License Details | Main Menu

Fee Summary

Total Fees: \$77.75Paid Fees: \$0.00Unpaid Fees: \$77.75Add to Cart

Remaining Fees

Sort: Fee

Fee	Invoice	Computed	Amount Due
Business License Class B	INV-00029095	\$30.75	\$30.75
Business License Processing Fee (Renewal)	INV-00029095	\$46.00	\$46.00
CASP - City	INV-00029095	\$0.70	\$0.70
CASP - State	INV-00029095	\$0.30	\$0.30

Results per page: 101 - 4 of 4

Paid Fees

Sort: Fee

Fee	Invoice	Computed
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No records to display.

12. Select Check Out and you will be able to pay your license fees. You can select to pay by Credit Card or E-check. (Credit Card transaction fee: 2.75% - E-check fee: \$1.95)

DashboardHomeApplyMy WorkToday's InspectionsMapPay InvoicesSearch

BackShopping Cart

Invoice: INV-00029095Description: BLIC-IN-003042-2024

Due Date: 08/30/2024

Case Number	Project	Case Address	Amount Due
BLIC-IN-003042-2024		68742 Ortega Rd CATHEDRAL CITY CA 92234	\$77.75

Total: \$77.75Check Out

Refund

Total: \$77.75Check Out

MyGovPay

Cathedral City, CA

Order Number: 1087

Monday, July 1, 2024

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00027835	NONE	1	\$100.00	\$100.00
Item Total:				\$100.00
Surcharge Fee:				\$2.75 (credit card) / \$1.95 (e-check)
Order Total:				\$102.75 (credit card) / \$101.95 (e-check)

Payment Details

Email Address required

Choose Payment Method

Cancel

13. Once paid, you have completed your application. City staff will notify you via email. You will be notified that your license has been issued and you will be able to print your license from your account online.

Citizen Self Service Portal (CSS)

DashboardHomeApplyMy WorkToday's InspectionsMapPay InvoicesSearch

License Number: BLIC-IN-003042-2024

License Details | Tab Elements | Main Menu

License Details

License Type:Business License In Town - Commercial LocationDistrict:RLApplied Date:07/31/2024

Account Number:Period Start Date:07/31/2024

Status:RenewedExpiration Date:07/31/2025

Description:Party location with indoor bounce house.

BusinessLocationsFeesAttachmentsContactsMore Info