1. Go to https://business.pismobeach.org/webrenewals/

2. Type in your Account Number and Security Code. Click “Continue”.

3. You may be prompted to enter in an email address if one has not already been provided. Then “Click to Continue”.

4. Confirm the contact information is correct. Scroll towards the bottom of the page and select your preferred “Renewal Notice Delivery Method”. This is for future annual business license renewals.

a. Select Action Type:
   To modify the contact information, select “Modify: I wish to update information listed above” and click “Continue”.

   After contact information is correct, select “Make a Payment” and click “Continue”.

b. You will be prompted to certify that the contact information is correct. If correct, select both bubbles and click “Continue”.

   I certify that the above mailing address is correct.
   I certify that the above business address and business phone are correct.
5. If you have not paid your business license, click the “Renew Business License” button and submit business license payment. If you have already paid your business license, click on the “Submit” link.

6. Fill out the following information.
   - For “Total Rental Unit-Nights Rented”, indicate the number of unit-nights rented during the month.
   - For “Total Units at Property”, indicate total number of units that are rentable for the month.

   If your business has exemptions during this reporting period, upload the filled out Exclusion/Exemption forms by clicking on the “Choose File” button. If your business does not have exemptions, check the box “I have no exemptions to claim.” Then click “Calculate”.

7. Review the total due, including penalties and interest, if applicable. Then, click “Check Out”.

8. Follow the instructions for paying with an e-check by filling in your bank account information. Then, click “Complete Payment”.

9. Once payment is successful, you will see “Your payment has been received!” Thank you!