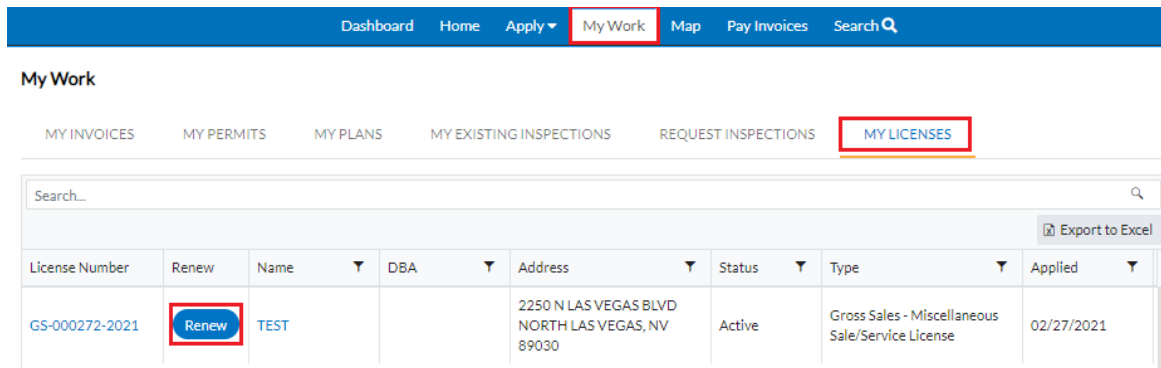


## RENEW GROSS SALES LICENSE

In order to initiate a business license renewal, your registered CSS account must be associated to the business license. Business licenses cannot be renewed prior to 30 days before the license's expiration date. To renew your gross sales license and/or register for an account, please follow the steps below.

If you have a CSS account and are logged in, but are unable to see your business license under My Work -> My Licenses, please contact the Business License division at [businesslicense@cityofnorthlasvegas.com](mailto:businesslicense@cityofnorthlasvegas.com).

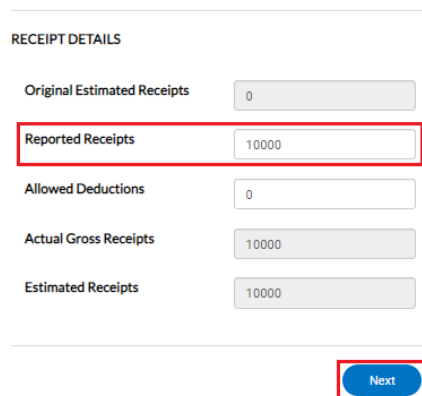
1. Login to your CSS account.
2. Once logged into CSS, select **My Work** in the top navigation bar and select **My Licenses**. If your license is available for online renewal, select **Renew**. The Renew column will be blank if the license is not available for online renewal or it is not with the license renewal window.



The screenshot shows the 'My Work' section of the CSS portal. The 'MY LICENSES' tab is selected. A table lists a license with the number 'GS-000272-2021'. The 'Renew' button for this license is highlighted with a red box. The license details include: Name: TEST, Address: 2250 N LAS VEGAS BLVD, NORTH LAS VEGAS, NV 89030, Status: Active, Type: Gross Sales - Miscellaneous Sale/Service License, and Applied: 02/27/2021.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
GS-000272-2021	<b>Renew</b>	TEST		2250 N LAS VEGAS BLVD NORTH LAS VEGAS, NV 89030	Active	Gross Sales - Miscellaneous Sale/Service License	02/27/2021

3. Enter the Reported Receipts. **Please leave Allowed Deductions as 0.** The Actual Gross Receipts and Estimated Receipts will automatically populate. Click **Next** to continue.



The 'RECEIPT DETAILS' form shows input fields for various receipt metrics. The 'Reported Receipts' field is highlighted with a red box and contains the value '10000'. Other fields include 'Original Estimated Receipts' (0), 'Allowed Deductions' (0), 'Actual Gross Receipts' (10000), and 'Estimated Receipts' (10000). A 'Next' button is located at the bottom of the form, also highlighted with a red box.

Original Estimated Receipts	0
<b>Reported Receipts</b>	<b>10000</b>
Allowed Deductions	0
Actual Gross Receipts	10000
Estimated Receipts	10000

**Next**

4. Click **Next** to skip the Attachments section. No attachments are required for renewal.
5. Review all information and select **Submit**.
6. Once submitted, you will be redirected to the License detail and you can continue to pay any renewal fees. To view renewal fee detail, select **Fees**. Select **Add to Cart** to add the invoice to your Shopping Cart.



✓ 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: GS-000272-2021

Add 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.

Business | Locations | **Fees** | Inspections | Attachments | Contacts | Classifications | More Info

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

Fee Summary

Total Fees: \$25.00      Paid Fees: \$0.00      Unpaid Fees: \$25.00      Add to Cart

Remaining Fees

Sort Fee ▼

Fee	Invoice	Computed	Amount Due
License Fee	INV-00046133	\$25.00	\$25.00

7. Select **Checkout** to proceed to payment. **\*Note:** Multiple Invoices can be added to the Shopping Cart before Checking Out to pay at once.