

## **Renewal Business License Instructions**

Here is the URL for the business license portal:

<https://www.citizenserve.com/townofkiawahisland>

Once on the portal, click the login button at top-right of screen-enter your username and password.

If you do not remember your username or password, then click the links on the portal to have the system email your username or a temporary password. The emails sometimes go to junk mail, so check your junk mail if you do not see the email come into your regular inbox.

To submit a renewal license application, click “renew your license” either on the home page or my account page under the business & rental licenses section. You will need report your Kiawah gross receipts from the previous calendar year and attach the income verification documentation.

Once you submit your application, it comes to us for review and approval for payment. You will receive an email letting you know when your license has been approved for payment. Once you get that email, you can log back into the portal and pay with a credit card or echeck.