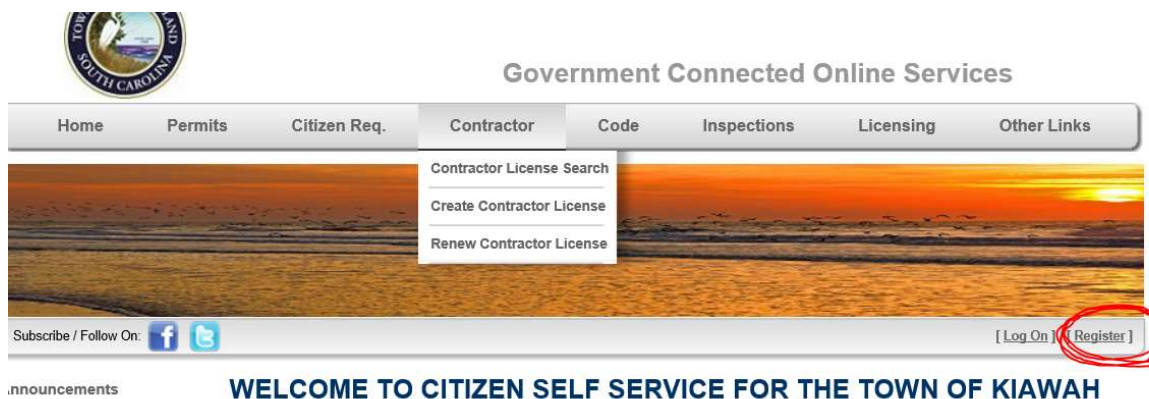


Signing up for Online Services Portal:

1. Go to the Town website (www.kiawahisland.org)
2. Click on “I’m a Business”
3. Scroll down and click on “Online Services”
4. At the end of the paragraph click on the black box “Proceed to Online Portal”
5. Once on the Online Services Portal, click “Register” at the bottom of the picture to the right **and fill out all required fields**



6. Click “Submit” button.
7. Once you complete the registration page **do not** attempt to log on until you receive an email stating your access to the portal has been approved. This may take some time because your business is being vetted by staff.

To Pay Invoices:

(Note: Online payment options include credit cards and echecks)

1. You will receive an email about payment after all information has been verified by Town staff. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment.
2. You can check the portal directly for outstanding invoices.

To pay one invoice:

- A. Go to the portal
(<https://energocitizenaccess.tylertech.com/KiawahIslandSC/CitizenAccessSite/Public/Main>)
- B. Sign into the portal with your email address and password (Note: The sign in button is under the picture of the ocean.)
- C. Scroll to the bottom of the homepage where the outstanding invoices are listed
- D. Click on the outstanding invoice
- E. Click **“pay now”** and proceed to make payment

To pay multiple invoices:

- A. Go to the portal
(<https://energocitizenaccess.tylertech.com/KiawahIslandSC/CitizenAccessSite/Public/Main>)
- B. Sign into the portal with your email address and password (Note: The sign in button is under the picture of the ocean.)
- C. Scroll to the bottom of the homepage where the outstanding invoices are listed
- D. Click on **“Pay Multiple Invoices”** at top-right of outstanding invoice box
- E. Check mark all invoices
- F. Click **“pay now”** and proceed to make payment

To Print a Copy of Business License:

1. Once you are logged onto the portal, click your company name in “Businesses” Box (Hint: It is the first box on the homepage).

Citizen Access Portal

[Shay Jay Businesses](#)

[Change Filter](#)

Company Name	DBA	Company Type	Status	District	Business Type
Eutawville Construction Co		Sole Proprietorship	Active	Kiawah Island, SC	
WYNDHAM/1 SURFSONG RD.		Partnership	Active	Other	LESSORS OF RESIDENTIAL BLDG
Eutawville Construction Co		Unknown	Active	Kiawah Island, SC	SINGLE FAMILY CONSTRUCTION

2. Scroll down on the business information page until you see the box where all the business licenses for your company are listed for you.

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
BL008135-01-2018	Business License	2018	Class 8	Issued	1/30/2018	1/30/2018	12/30/2018
BL006144-05-2017	Business License	2017	Class 8	Expired	5/15/2017	5/15/2017	11/30/2017
BL000023-01-2016	Business License	2016	Class 8	Expired	4/12/2015	4/12/2015	12/30/2015

3. Click on the business license you want to print and click the printer icon to pop open a copy of the desired business license. (Hint: You may need to remove pop-up blocker in your settings if you run into difficulty and use Internet Explorer.)



The screenshot shows a web interface for a business license. At the top, there is a navigation bar with social media icons (Facebook, Twitter, RSS) and a user greeting: "Welcome Shay Jay! [Log Off] / [Manage My Account]". Below this, the license number "BL008135-01-2018" is displayed in large blue text. To the right of the license number is a printer icon, which is circled in red. Further right is a blue "Subscribe" button. Below the license number is a "Business Details" section with a blue header. The details are as follows:

Company Name: Eutawville Construction Co	DBA Name:	Status: Open
---	------------------	---------------------

4. Print the desired business license and click out of it when done.

First- Time Business License:

Complete the Business License Fact Sheet, which can be printed off the Town website at <https://www.kiawahisland.org/business-licenses/>, and email it back to businesslicenses@kiawahisland.org. We will set up your company's account and business license invoice in the system.

(Note: All General Contractors, Subcontractors, Commercial Contractors, Residential Builders, and Specialty Trade Contractors must include copies of their state LLR contractor or specialty license and driver license with this form).

**FIRST-TIME KIAWAH PROFESSIONAL/CONTRACTOR LICENSE – CONSTRUCTION
BUSINESSES ONLY (Note: This is a separate fee from regular business license)
(Includes all General Contractors, Subcontractors, Commercial Contractors, Residential
Builders, and Specialty Trade Contractors)**

1. Email a copy of your state LLR license and driver's license to businesslicenses@kiawahisland.org. You need to make sure we have a copy of it.
2. You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

Renewing a Business License:

1. Once logged into portal, click the “Home” link at the top of the page.



2. Once inside scroll down to the “Businesses” box and click on your company name in blue that you want to renew.

Shay Jay Businesses Change Filter

Company Name	DBA	Company Type	Status	District	Business Type
Co		Partnership	Active	Island, SC	
Eutawville Construction Co		Limited Liability Company	Active	Kiawah Island, SC	

3. Scroll down to the “Business Licenses” tab and click on **the business license number for the last year it was renewed.**

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
BL008135-01-2018	Business License	2018	Class 8	Issued	1/30/2018	1/30/2018	12/30/2018
BL006144-05-2017	Business License	2017	Class 8	Expired	5/15/2017	5/15/2017	11/30/2017
BL000023-01-2016	Business License	2016	Class 8	Expired	4/12/2015	4/12/2015	12/30/2015

4. Click on “Renew License” on the right of the page under the picture.
5. Under the “General/Additional Info” tab enter the “# Decals Needed” (Hint: These are the business license decals, not gate passes. You can put “0” if do not want any. Also, there is no additional charge to business license for these.)
6. Under the “Calculate” tab enter the “Reported Receipts” (Hint: **This is Kiawah Gross Receipts only. Put no commas or dollar signs. Do not put anything in original estimated receipts, allowed deductions, actual gross receipts, or estimated receipts boxes because it will**

confuse the automatic system calculation).

7. Click **“Calculate Fee”** and **“Next”**. (Note: All rentals need to attach a signed **“Rental Acknowledgement Form”** to their application before hitting **“Next”**. Do this in the upload attachments section.)

Upload Attachments

Select...

Note

Attach files. Each file can not exceed 1MB. File type supported: pdf, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt

Next

8. On the next page click **“Confirm and Renew”** to submit your business license renewal.
9. You will receive an email about payment after all information has been verified, click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

PROFESSIONAL/CONTRACTOR RENEWALS – CONSTRUCTION BUSINESSES ONLY (Includes all General Contractors, Subcontractors, Commercial Contractors, Residential Builders, and Specialty Trade Contractors)

- Once logged onto portal, click the “Home” link at the top of the page.



- Scroll down to the “Professional Licenses” tab and slide the bar at the bottom all the way to the right. Click “Renew” to renew your contractor’s license.

Shay Jay Professional Licenses

Change Filter

Company Name	License Number	Type	Year	Status	Apply Date	Issue I
Eutawville Construction Co	GC-000370-2015	General Contractor	2019	Pending Review	1/19/2018	1
Eutawville Construction Co	GC-000370-2015	General Contractor	2018	Issued	12/14/2017	12
Eutawville Construction Co	GC-000370-2015	General Contractor	2017	Expired	12/14/2017	12
Eutawville Construction Co	GC-000370-2015	General Contractor	2016	Expired	1/6/2016	

Displaying items 1 - 5 of 5

Shay Jay Professional Licenses

Change Filter

Number	Type	Year	Status	Apply Date	Issue Date	Expire Date	
GC-000370-2015	General Contractor	2019	Pending Review	1/19/2018	1/19/2018	12/31/2018	Renew
GC-000370-2015	General Contractor	2018	Issued	12/14/2017	12/14/2017	12/31/2018	

3. Click **"Select"** and upload a copy of your **State Contractor's or Specialty License** and the **"licensee/qualifier Driver's License"** separately.



The image shows a screenshot of a web form. At the top right, there is a blue button labeled "Calculate Fee". Below this, there is a section titled "Upload Attachments" in a blue box. To the right of this section, there is a "Select..." button, which is circled in red. To the right of the "Select..." button, the text "No" is visible, and below it, the text "Attac" is partially visible.

4. Once you have attached the files click **"Next"**. On the next page click **"Confirm and Renew"** to submit your Contractor/Professional license renewal.
5. You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

To Update Contact Info:

1. Once you are logged onto the portal, click “Manage My Account” located under picture of ocean on portal homepage.



2. Change desired information and click submit at bottom of page to save any changes.