



City of Anaheim Business License Renewal Guide

Please follow the steps below to renew your Anaheim Business License. We recommend that you complete your business license renewal notice first, so you will have all the information needed to complete your online renewal.

Step 1: Go to webpage: [Anaheim Next](#)

Step 2: Locate your **Tax Certificate Number** found on the top left corner of your renewal form. Input the number including the letters “BUS” into the box.

CITY OF ANAHEIM		BUSINESS TAX RENEWAL NOTICE	
PIN #:	78HIS02FOF	DUE DATE:	11/01/2023
TAX CERT.#:	BUS2022-12345	BILL PREPARED:	11/04/2022
BUSINESS NAME:	ANDY ANAHEIM	DELINQUENT DATE:	12/01/2023
BUSINESS LOCATION:	123 ANDY LANE ANAHEIM, CA 92804	BUS. DESC:	ANDY ANAHEIM HOUSE
BUSINESS PHONE:	(714) 123-4567		

Step 3: Locate the **PIN #** found on the top left corner of your renewal form directly above your Tax Certificate Number. Input the **PIN #** into the box and select **Continue**.

Step 4: Verify your business information. If there are any changes to the Business Name, Business Address or Ownership, you may not proceed with the online renewal and will need to contact the business license staff at (714) 765-5194 for additional instructions. If there are no changes, answer **No** and proceed.

Step 5: Input the information required to calculate your renewal fees, your email address, click to certify the information is correct and click **Continue**.

Step 6: Renewal Fees will be assessed and appear on the page. Click on **Continue Application**.

Step 7: Click on **Checkout** to continue to the secured online payment site where you will input your payment information and click on **Submit Payment**. Please keep a copy of your receipt for your records.

Step 8: You have successfully completed the online renewal process.

Your Business Tax Certificate will be mailed to your mailing address on record within 2-4 weeks.

Tip-To avoid errors do not use Back or Refresh buttons.