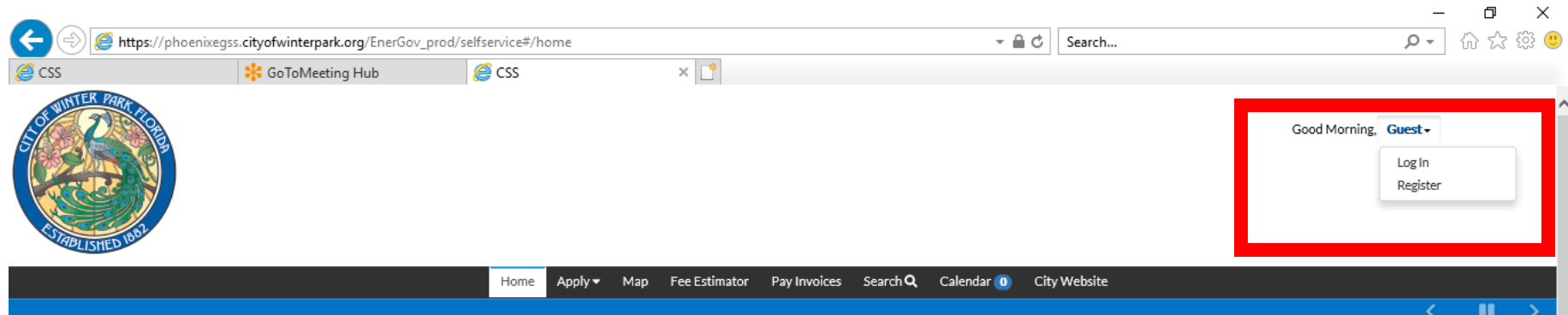


# Applying for a Change of Information for an Existing Business Certificate

# Step 1: Login

https://phoenixegss.cityofwinterpark.org/EnerGov\_prod/selfservice#/home



Enter your Username and Password

# Step 2: Select Your Business Type

Select Apply and then Select the Business Certificate you wish to apply for. Selecting All will send you to the next page and allow you to search for a specific application



Good Morning, [Guest](#)

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## PERMITS

- › Residential New Construction
- › Garage Sale
- › Solicitation Permit
- › Event Permit
- › Commercial New Construction
- › All (45)

## PLANS

- › Board of Adjustments/Variance Application
- › Zoning Verification Letter
- › Conditional Use
- › Subdivision/Lot Split
- › Subdivision/Lot Split with Road Improvements
- › All (13)

## BUSINESS CERTIFICATES

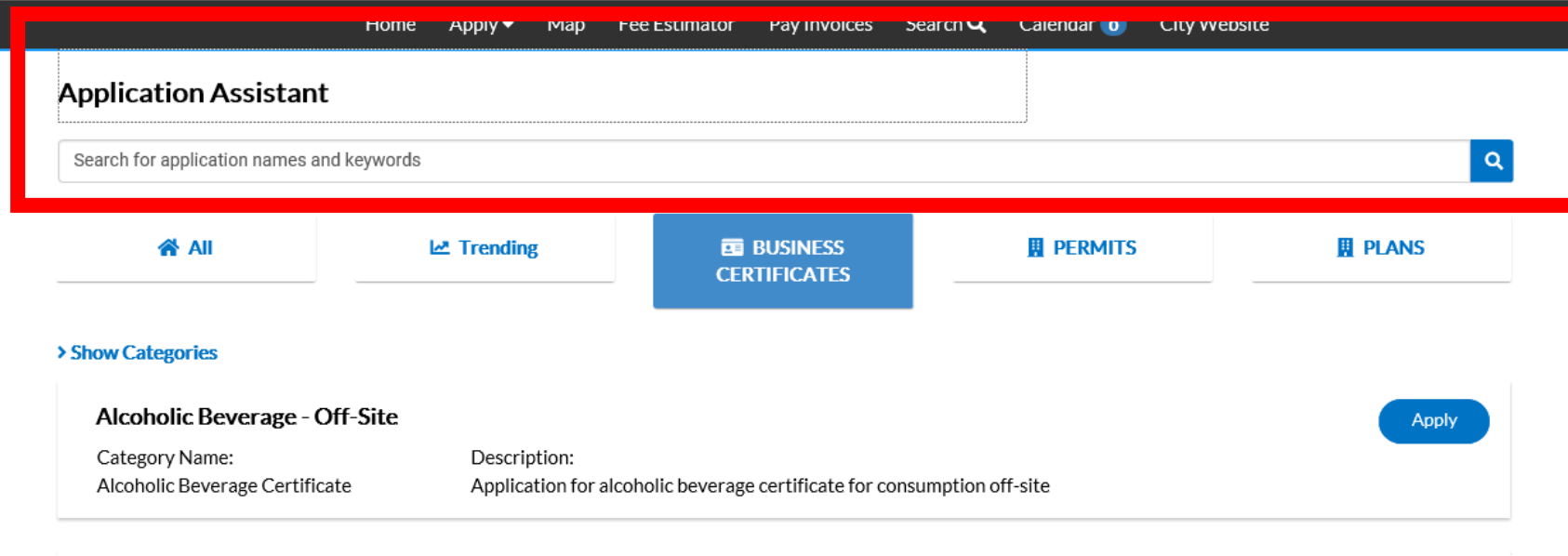
- › Park Avenue Merchant Employee Parking Program
- › Professional Services (Licensed Individual)
- › Professional Services (Licensed Establishment)
- › Home Based Business Certificate
- › General
- › All (18)

# Step 3: Select Your Business Type

Using the Search field you can search for application type by typing in keywords or you can scroll through the list



Good Morning, [Guest](#)

A screenshot of a web application interface for selecting a business type. The interface is titled "Application Assistant" and features a search bar with the placeholder text "Search for application names and keywords". Below the search bar are five category buttons: "All", "Trending", "BUSINESS CERTIFICATES", "PERMITS", and "PLANS". The "BUSINESS CERTIFICATES" button is highlighted in blue. Below the category buttons is a link to "Show Categories". A list of application categories is displayed, with the first one being "Alcoholic Beverage - Off-Site". This category has a description: "Alcoholic Beverage Certificate" and "Application for alcoholic beverage certificate for consumption off-site". An "Apply" button is located to the right of the description.

Home Apply Map Fee Estimator Pay Invoices Search Calendar City website

## Application Assistant

Search for application names and keywords

[All](#) [Trending](#) **BUSINESS CERTIFICATES** [PERMITS](#) [PLANS](#)

[Show Categories](#)

**Alcoholic Beverage - Off-Site** [Apply](#)

Category Name: Alcoholic Beverage Certificate Description: Application for alcoholic beverage certificate for consumption off-site

# Step 3: Apply

Once you find the application you wish to apply for then select the “Apply” button

## Professional Services (Licensed Establishment)

Apply

Category Name:

Professional Services - Licensed Establishment

Description:

Application for business certificate for a licensed professional establishment (ex. animal hospital, assisted living facility, barber, cosmetology salon, day spa, in-home child care, in-home senior care, massage establishment, nail salon, nursing home, outpatient medical or emergency clinic).

## Professional Services (Licensed Individual)

Apply

Category Name:

Professional Services - Licensed Individual

Description:

Application for a business certificate for a licensed individual (ex. attorney, barber, broker, cosmetologist, dentist, doctor, esthetician, facial specialist, licensed counselor, massage therapist, nail technician, orthodontist, veterinarian, etc.).

# Step 4: Select or Add a location

Select the large blue button to add the required location of the activity.  
On the next page then type in the address in the search menu and  
select the blue button

Apply for License - Professional Services (Licensed Individual)

1 Locations 2 Type 3 Contacts More

LOCATIONS

Location

Add Location

+

REQUIRED

Dashboard Home Apply View M

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 401 s park

# Step 4: Add a location

Once the address is found select the add button. If you address is not listed please follow the link to contact City of Winter Park Addressing.  
Do not select an adjacent address as this will delay your application

## Address Information

Search  

Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>

Results per page  1 - 6 of 6 << < 1 > >>

# Step 4: Add a location

With the Proper Address Now Selected and Listed under Locations. Select the “Next” button on the bottom right. If you need to leave your application at anytime you may select the “Save Draft”

## Address Information

Search  

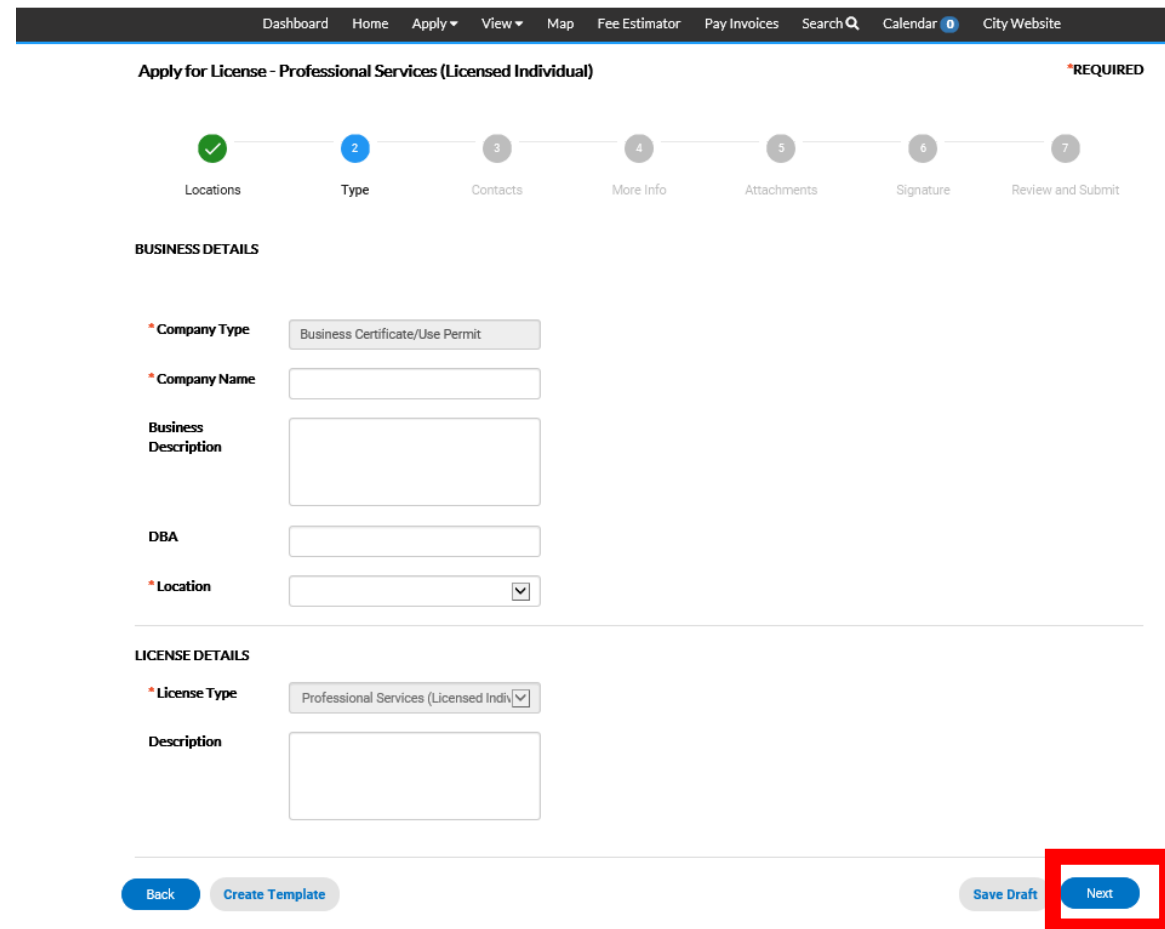
Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>
401 S PARK AVE WINTER PARK, FL 32789-4319	<a href="#">Add</a>

Results per page  1 - 6 of 6 << < 1 > >>



# Step 5: Update or Add Business Details

Complete all required field identified with “\*”. This will differ depending on the business type. Once complete select the next button.



Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual) **REQUIRED**

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

**BUSINESS DETAILS**

\* Company Type Business Certificate/Use Permit

\* Company Name

Business Description

DBA

\* Location

**LICENSE DETAILS**

\* License Type Professional Services (Licensed Indi

Description

Back Create Template Save Draft **Next**

# Step 6: Select or Add Contacts

Add all members of the project team you wish to participate in your application. Some applications require particular contacts be added.

Select the Contact Type from the pull down and select the “Add Contact” blue button

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual) \*REQUIRED

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS

**Owner**

Penelope Peacock (You)

Penelope's Place

401 Park, Winter Park, FL, 32789

**Applicant**

Add Contact

REQUIRED

Applicant  
Contractor  
Manager  
Other  
Owner

Back Create Template Save Draft Next

# Step 6: Add Contacts

To enter a new Contact select “Enter Manually” and enter required fields. Once a contact is entered they can be found in the “Search” menu

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Q Calendar 0 City Website

[Back to Application](#)

### Add Contact

Add Contact As Contractor

Search **Enter Manually** My Favorites

#### Enter Manually

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

Submit

# Step 6: Add Contacts

Once all Contact have been added select the blue “Next” button

The screenshot shows a web application interface for applying for a license. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below this, the page title is "Apply for License - Professional Services (Licensed Individual)" with a red asterisk and the word "REQUIRED" to its right. A progress bar below the title shows seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active, highlighted in blue), 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Under the "CONTACTS" heading, there are three panels. The first panel, titled "Owner", shows a profile for Penelope Peacock (You) at Penelope's Place, 401 Park, Winter Park, FL, 32789. The second panel, titled "Applicant", has a large white plus sign and a "REQUIRED" label at the bottom. The third panel, also titled "Applicant", has a dropdown menu open with options: Applicant, Contractor, Manager, Other, and Owner, and a large white plus sign below it. At the bottom of the page, there are five buttons: "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red square border.

# Step 7: More Info

If requested to provide additional information please complete before selecting blue “Next” button to continue

Apply for License - Professional Services (Licensed Individual)

\*REQUIRED



## MORE INFO

BL - Business Certificate - Licensed Individual

[Next Section](#) | [Top](#) | [Main Menu](#)

\*Licensed Individual Classification

Barber/beauty/nail individual chair

\*Business Square Footage:

500

\*Federal Employer ID Number  
(FEIN) or SSN

555-55-5555

\*Description/Nature of business:

Hair Stylist

# Step 7: Select Change of Information Request Type

Select change of information request type, enter Previous Winter Park Business Certificate number.

**Change of Information** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

**\*Is this a change of information request?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Change of Business Name
<input type="checkbox"/>	Change of Ownership
<input type="checkbox"/>	Change of Location (in Winter Park city limits)

Is this a change of information request? is required.

**Previous Winter Park Business Certificate #**

# Step 7: Attachments

Upload scanned documents as required for the business type. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button

The screenshot shows a web application interface for applying for a license. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below this, the application title is 'Apply for License - Professional Services (Licensed Individual)' with a 'REQUIRED' indicator. A progress bar shows seven steps: Locations, Type, Contacts, More Info, Attachments (current step, highlighted with a blue circle and number 5), Signature, and Review and Submit. The 'Attachments' section is titled 'Attachments' and contains two blue panels. The left panel is for 'Certification/State License' and the right panel is for 'Add Attachment'. Both panels feature a large white plus sign and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx. The 'Certification/State License' panel also has a 'REQUIRED' label at the bottom. At the bottom of the page, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual) **REQUIRED**

Locations Type Contacts More Info **5** Attachments Signature Review and Submit

**Attachments**

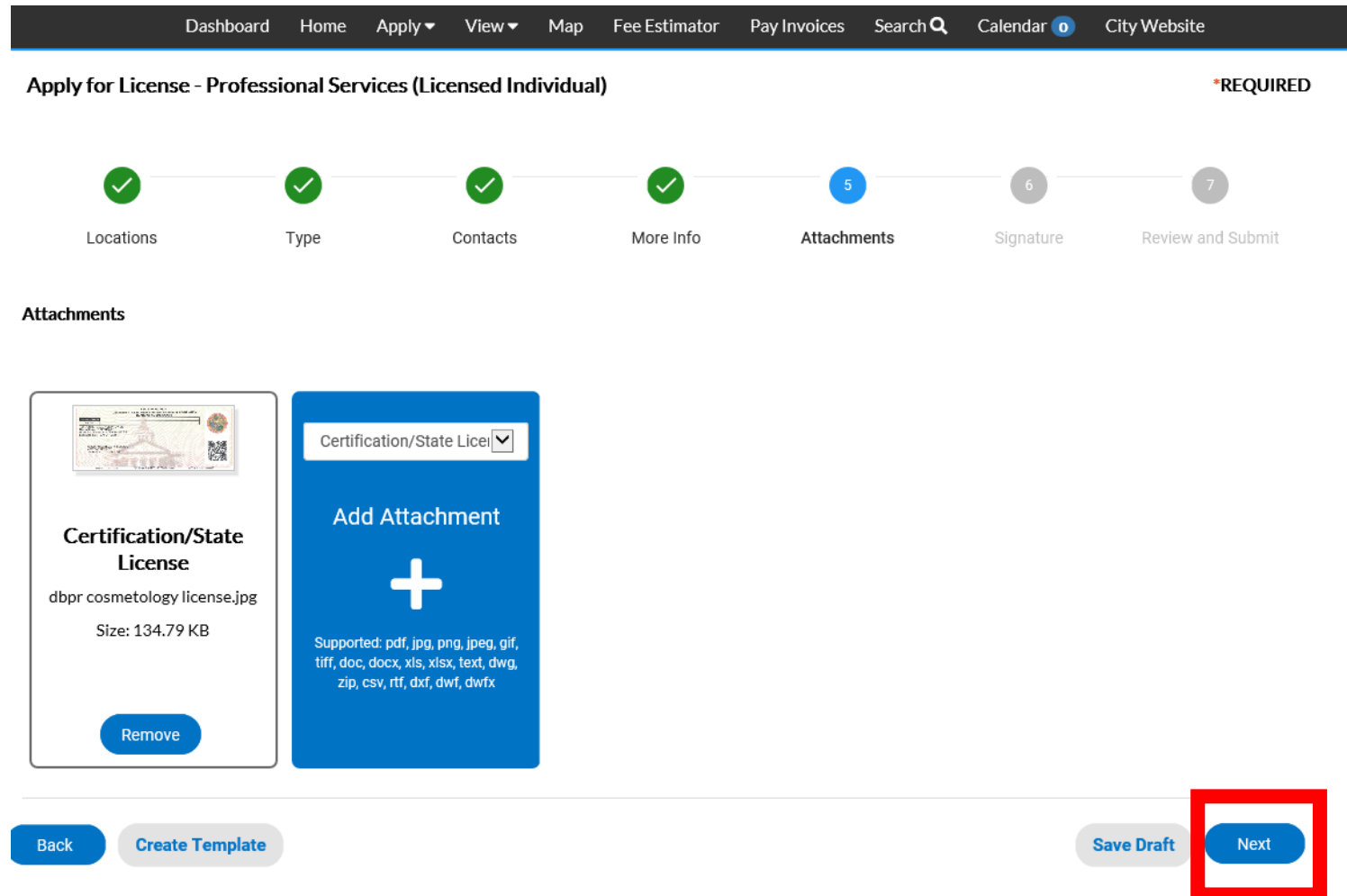
**Certification/State License**  
Add Attachment  
+  
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx  
**REQUIRED**

**Certification/State License**  
Certification/State License  
Add Attachment  
+  
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back Create Template Save Draft Next

# Step 7: Attachments

Upload scanned documents as required for the business type. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.




Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual) **REQUIRED**

Locations Type Contacts More Info **5 Attachments** 6 Signature 7 Review and Submit

**Attachments**

  
**Certification/State License**  
dbpr cosmetology license.jpg  
Size: 134.79 KB  
[Remove](#)

**Add Attachment**  
+  
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



# Step 8: Signature Agreement

Type and sign your application. When ready select blue "Next" button.

Apply for License - Professional Services (Licensed Individual) \*REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Signature 7 Review and Submit

**SIGNATURE**


By entering your name below you are agreeing to the following statement:

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief under penalties of perjury. I acknowledge receipts of the instructions sheets issues by the City of Winter Park regarding this application. I acknowledge that this business is governed by the City of Winter Park Code and I am responsible for becoming familiar with the code and abiding by its requirements.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Penelope Peacock  
June, 01 2020



# Step 8: Review and Submit

Note: No fees are due until the application has been reviewed, approved and processed. When ready select blue "Submit" button.

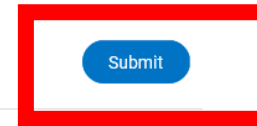
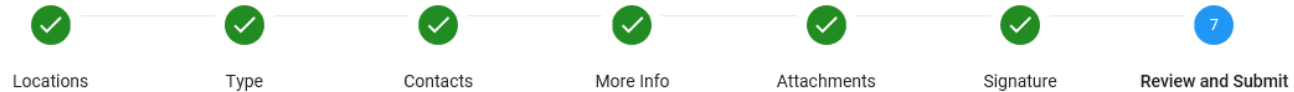


Good Morning, [Penelope Peacock](#)  0

- [Dashboard](#)
- [Home](#)
- [Apply](#) ▾
- [View](#) ▾
- [Map](#)
- [Fee Estimator](#)
- [Pay Invoices](#)
- [Search](#) 🔍
- [Calendar](#) 📅
- [City Website](#)

## Apply for License - Professional Services (Licensed Individual)

REQUIRED



### Locations

**Location** 316 N PARK AVE WINTER PARK, FL 32789

**Parcel Number** 302205940019250

### Basic Info

**Company Name** Penelope's Place  
**Company Type** Business Certificate/Use Permit  
**Business Description** Hair Stylist

# Step 9: Application Status

Your application has been submitted. You will receive notices via email if any items are missing and when your application has been processed.

✔ **Your license was successfully created!**

You have successfully applied. Please understand that the submission of this application does not constitute authority to do business prior to completion of all inspections and issuance of the business certificate/permit. You may monitor the progress of your application by looking at your Dashboard on the Citizen Self Service Portal.

[Continue to license](#)

Fees

**\$0.00**

[View Details](#)

[Add to Cart](#)