



401 South Park Avenue • Winter Park, Florida 32789

407-599-3530 • bcrenewals@cityofwinterpark.org

Business Certificates

ALL BUSINESS CERTIFICATES EXPIRE EVERY SEPTEMBER 30th. To renew your business certificate, please visit cityofwinterpark.org/selfservice and follow the instructions below:

1. Click on "Launch Self Service Portal." Click "Continue" to continue to the online portal.



2. Click on the box that says "Login or Register."



3. If you have not yet registered, click the smaller blue link that says "Register Here." (If you have already registered, log in using the credentials you created upon registration and skip to Step 7).

4. Type in your email address and click "Next."

Thank you for registering with Winter Park. You may now apply, manage, search

5. An email will then be sent to your inbox. **Check your email and click on "Confirm" within the email.**

You are receiving this automated e-mail based on a user registration request that address that was provided in the initial user registration process is the correct e-n

[Confirm](#)

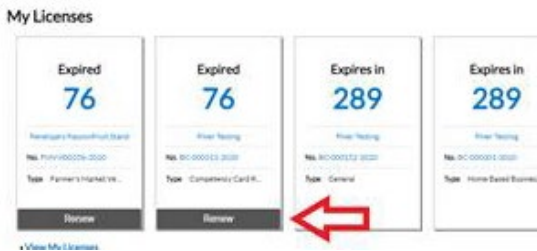
6. Follow the on-screen instructions to set up your account. **NOTE: The username should not be an email address, and the address must be separated on different lines.**

7. Once you are logged in, click the "Dashboard tab" and scroll down

until you locate your active business certificate(s).



8. Click the "Renew button" and enter the required information, upload updated attachments, and submit.



If your business certificate(s) is not listed to renew, please get in touch with bcrenewals@cityofwinterpark.org so we can link your license to your account.

9. After you submit your renewal, you will receive an invoice to pay online. Visa®, Mastercard® & Discover® are accepted. If writing a check, make it

payable to the City of Winter Park, mail it to 401 S. Park Avenue Winter Park, FL 32789, ATTN: Planning & Zoning Department, and include the invoice number in the memo line.

If you do not receive an invoice, please email bcrenewals@cityofwinterpark.org with your business certificate number and the email associated with your self-service account so we can send an invoice to your account.

Upon payment (allow one business day for processing), return to your Dashboard and click My Licenses. Select your license and click the blue printer icon in the top right of your screen to print your business certificate. Business certificates will no longer be mailed.



Your business is significant to our city's livelihood, prosperity, and sustainability. Thank you for providing services and products that continue to make the City of Winter Park the best place to live, work and play in Florida for today's residents and future generations.

Sincerely,

The City of Winter Park Business Certificates Office
bcrenewals@cityofwinterpark.org