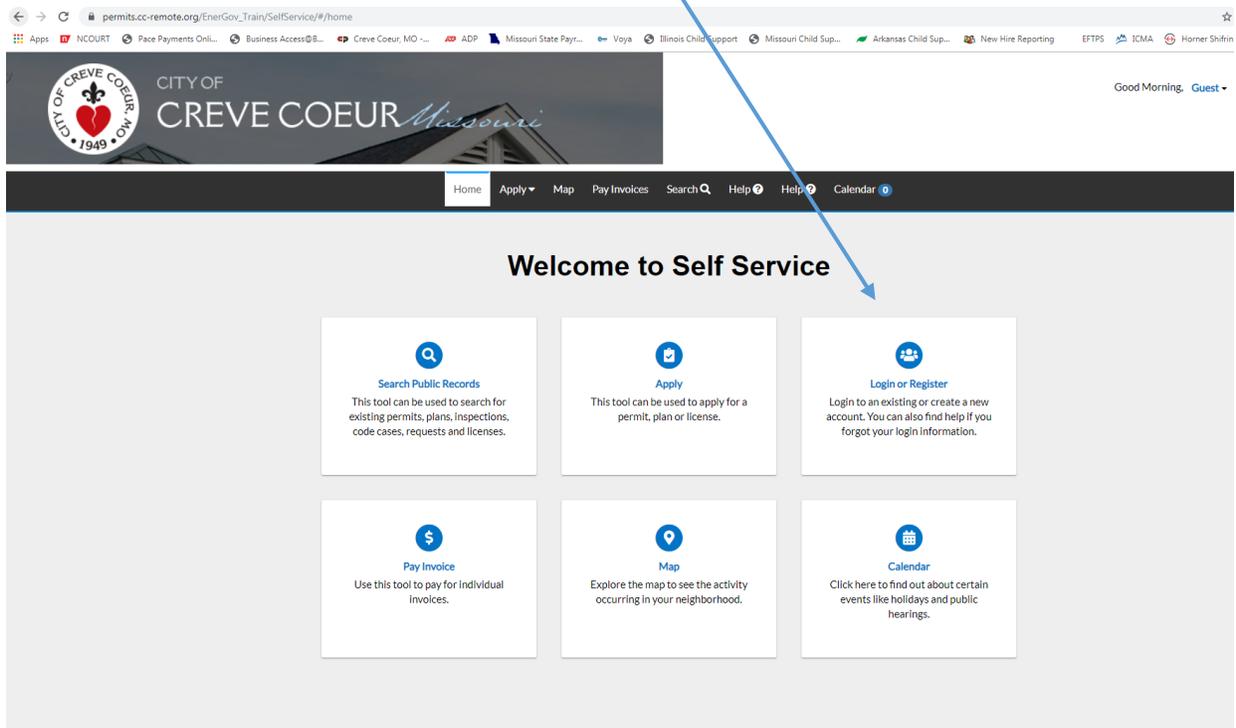


Instructions for Accessing the City of Creve Coeur Self Service Portal

For those businesses that would like to renew their business license online, please follow the instructions below.

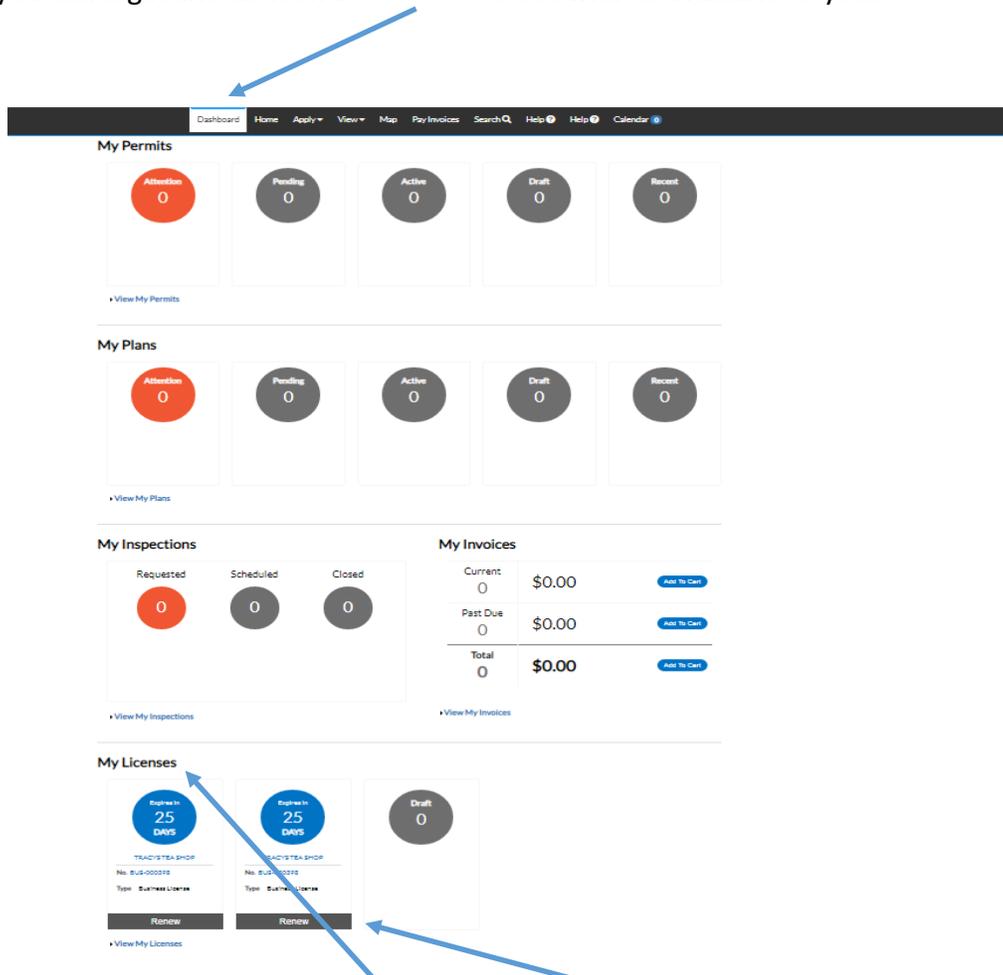
1. First you have to register for a new account. Do this by going to https://permits.cc-remote.org/EnerGov_Prod/SelfService/#/home

Below is what the login screen looks like.



Once you create a new account, it will send you an email to verify. In the email, you will need to click on "confirm". Then you will get another email that says ePortal Account Approved.

2. Now you can login and click on [Dashboard](#) to see what is available to you.



Once, the City has verified you and attached your business to your account, you will have the opportunity to Renew your license under [My Licenses](#). You will then click one of the [Renew](#) buttons & follow the steps. Please remember that if you are a Construction Company, you will need to answer "Yes" to Workman's Comp and then attach it in the next step. And if you are Retail, you will need to answer "Yes" to No Sales Tax Due and attach it in the next step. Please be sure to enter your number of employees and verify that your square footage is still the same. If you need to change the square footage, please contact Catie Melvin at cmelvin@crevecoeurmo.gov. You will be able to review everything under Step 4 and if ok, then click on "Submit".

The following message will come up saying successful. You will not be able to print the license at this time.

Dashboard Home Apply View Map Pay Invoices Search Help Help Calendar

✓ Your license application was submitted successfully.

License Number: BUS-000398

- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:	Business License	District:	City of Creve Coeur	Applied Date:	12/06/2019
Account Number:		Issued By:	Obermoeller, Lori	Period Start Date:	
Status:	Pending Approval			Expiration Date:	
Description:					

Business Locations Fees Inspections Attachments Contacts Help Associations More Info

Business | Next Tab | License Details | Main Menu

Business

Company Name:	TRACYS TEA SHOP	DBA:		Open Date:	12/04/1919
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	City of Creve Coeur			Last Audit Date:	
Location:	Commercial				
Description:					

3. Once the City approves your renewal and makes sure everything is attached, you will see the invoice under My Invoices on your Dashboard. This could take up to 24 business hours.

View My Plans

My Inspections

Requested	Scheduled	Closed
0	0	0

View My Inspections

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	1	\$40.00	Add To Cart
Total	1	\$40.00	Add To Cart

View My Invoices

My Licenses

Draft
0

When the Invoice is available, you can click on “Add to Cart” and pay. You will have the ability to view your invoice and print it if you want. Click on “Check Out” and enter payment information.

[← Back](#)

Shopping Cart

Total \$40.00
[Check Out](#)

Invoice: INV-00001701	Description: NONE
Due Date: 12/06/2019	Billing Contact: Lori's Accounting Firm (Obermoeller, Lori)

Case Number	Project	Case Address	Amount Due
BUS-000398		300 N NEW BALLAS RD Creve Coeur MO 63141	\$40.00

[Remove](#)

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

Total \$40.00
[Check Out](#)

4. When the City receives and processes your payment, the license will be emailed to you. You also can login at any time and print the license yourself as well. If you have any questions, please call Catie Melvin at 314-872-2510 or email her at cmelvin@crevecoeurmo.gov. Thanks for your business in the City of Creve Coeur.