



HOW TO REGISTER AND RENEW YOUR BUSINESS LICENSE ONLINE

Please visit: <https://ebiz.ci.missoula.mt.us/CitizenAccess/>

1. Register as a new user and create a username and password.
2. You will receive an email to which you *must reply*. If you need to be linked to more than one license, please include that information in your reply.
3. Once you have been successfully linked to your license, you will receive an email letting you know that you are able to renew.
4. After logging in, find your license record under the LICENSES tab. Click the “RENEW APPLICATION” button and follow the steps to renew your license. You will be able to print your license once your payment has been made.

HELPFUL HINTS:

- Email us if you forgot your username and password – we can help!
- Email us if you have a business name change before you renew.
- Email us your up-to-date insurance paperwork before you renew.

IF ANY OF THE FOLLOWING ARE TRUE, YOU WILL *NOT* BE ABLE TO RENEW ONLINE:

- We do not have an updated copy of your insurance on file.
- Your insurance has expired.
- Your address has changed.

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