

City of Port St. Lucie

BUSINESS TAX ONLINE PAYMENT GUIDE



Update 12/3/2018



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Getting Started

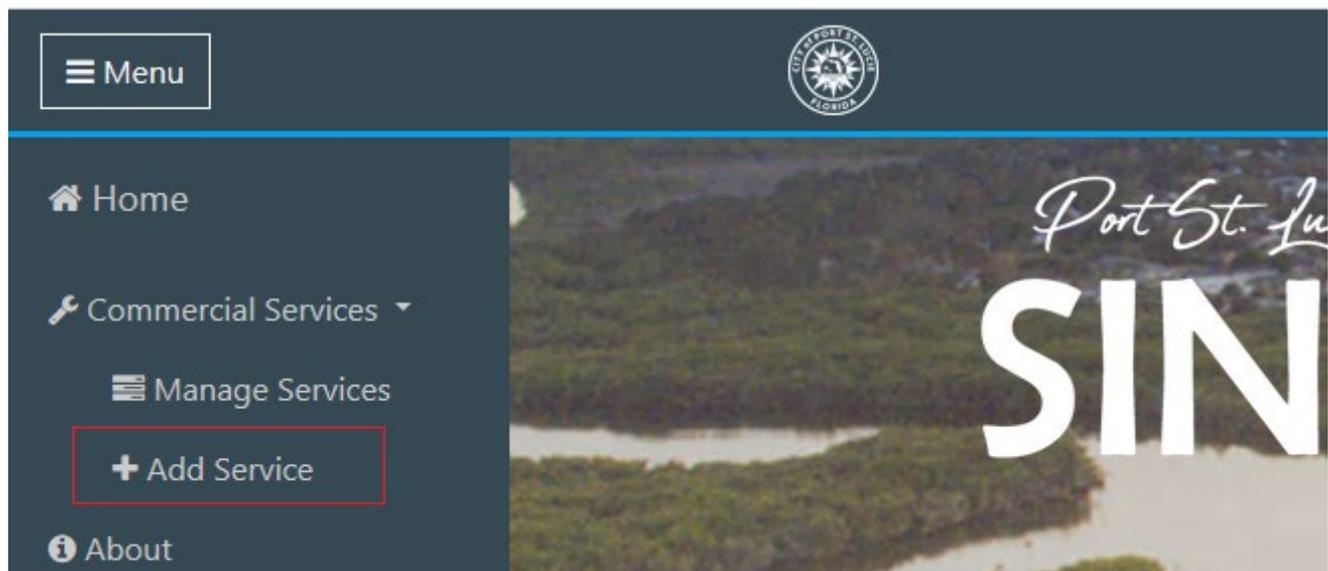
Accessing Business Tax Online Services

To use the Business Tax Online Services, users must first register an account with the City of Port St. Lucie Single Sign-On account. If you have not already done so, please navigate to the following web address and register: <https://reg.cityofpsl.com/>

Once users have a registered account they must add the Business Tax Service to their account. To do this proceed to the next section.

Adding Business Tax Service

Once registration is completed on the Single Sign-On site, account holders can add services to their account that will allow them access to various online services provided by City of Port St. Lucie. To begin this process, navigate to the add services page by following clicking Menu -> Commercial Services -> Add Service. This can be seen in the image below.



Adding Business Tax Service

Finding a Service

The Add Service page is a listing of all the services that can be linked to an account. This listing can be searched by keywords or department classification, which is highlighted on the left-hand side of the image below. Once you have located a service to link, select the “Begin” button of that service on the right side, which is also highlighted in the below image.

Add Services

Search
Keywords

Classification
 Building
 Public Works/Engineering
 Finance

[Filter](#) [Clear](#)

Building Online Contractor
Linking this services will allow users to login to the building departments onlince services and apply for permits online.
Begin
PWE Online Contractor
Linking this service will allow users to login to the Port St. Lucie Public Works/Engineering online services and pay for re-inspection fees online.
Begin
Business Tax
Linking this service will allow users to login to the Port St. Lucie Business Tax online services to renew their business tax fees only.
Begin

Adding Business Tax Service

Completing the Wizard

Adding a service requires the completion of a 4-step wizard.

Step 1 – Welcome

The screenshot shows a web interface for "Business Tax Registration". At the top, there is a progress bar with four steps: "Agreement", "Information", "Review", and "Complete". The "Agreement" step is currently active and highlighted in blue. Below the progress bar, the main content area contains the following text: "Welcome to the Registration for Business Tax Online. Completion of this Wizard will allow access to the City of Port St. Lucie Business Tax Online Services. If you have multiple Businesses with the city, please complete this wizard for each to add all under your single sign-on account." In the bottom right corner of the content area, there is a blue button labeled "Next".

Step 2 – Information

This step users must provide information related to the service that is being linked. In this example, the email on record with the Business Tax Division must match the information on file in addition to using the business tax account number to complete the registration.

Adding Business Tax Service

Business Tax Registration

Agreement **Information** Review Complete

Business Tax #

Email

Previous Next

Step 3 – Review

Business Tax Registration

Agreement Information **Review** Complete

Business Tax Account: [REDACTED]

Business Name: [REDACTED]

Business Address: [REDACTED]

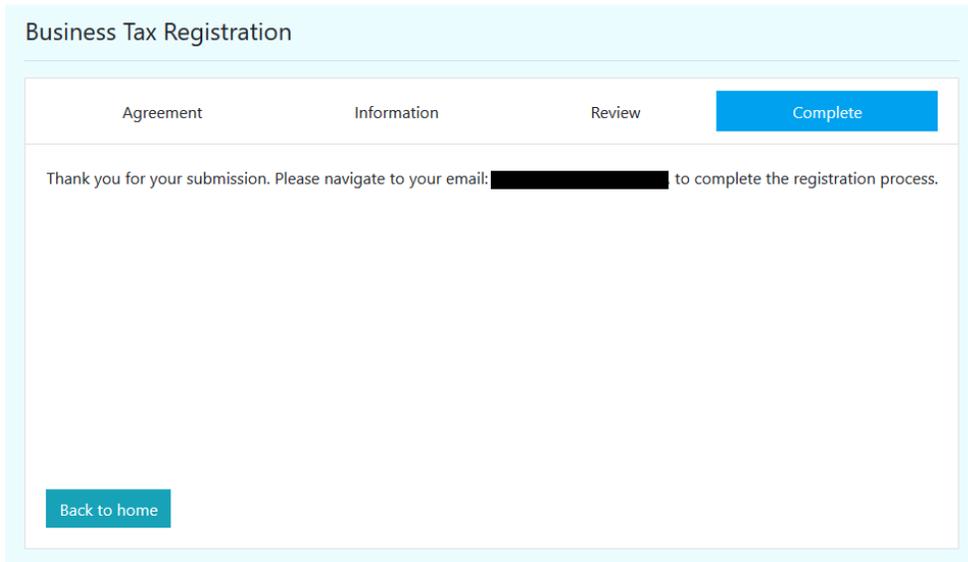
Registered Email: [REDACTED]

Previous Submit

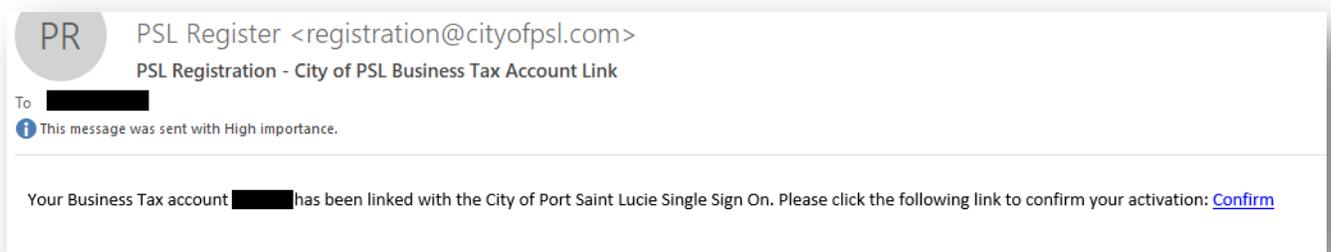
This step will provide the user an opportunity to review and ensure the system information matches.

Step 4 – Confirmation

Adding Business Tax Service



In this step a confirmation email will be sent to the email address provided in step 2 of the wizard process. This confirms the addition of the service and the user will need to navigate to the email address, then click the link in the confirmation email. An example of that email can be seen in the image below.

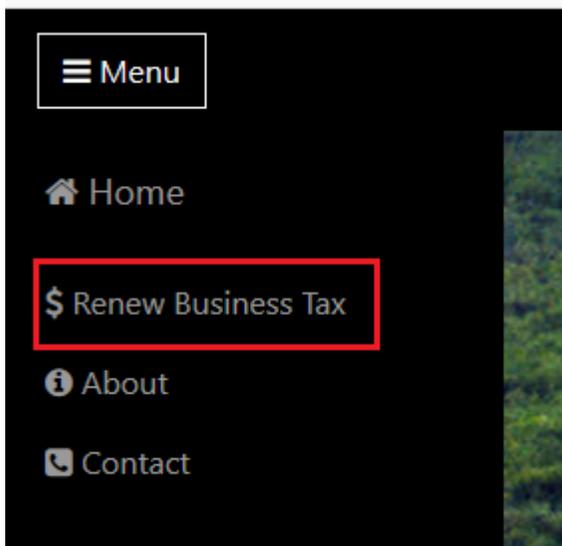


Once all the steps are completed the user account will have access to the newly linked online services, as well as, a new menu option for that service.

Paying Business Tax Fees Online

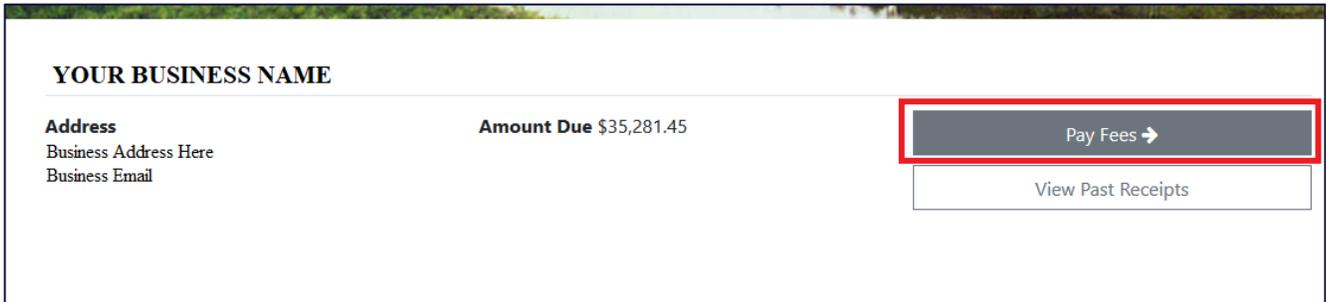
After the Business Tax Service has been added to your account, users will have the ability to pay City of Port St. Lucie Business Tax fees online. To pay fees online navigate to the following web address: <https://businesstax.cityofpsl.com/> and then login using your Single Sign-On account.

Once you are logged in navigate to the Business Fees page by selecting Menu -> Business Fees as seen below.

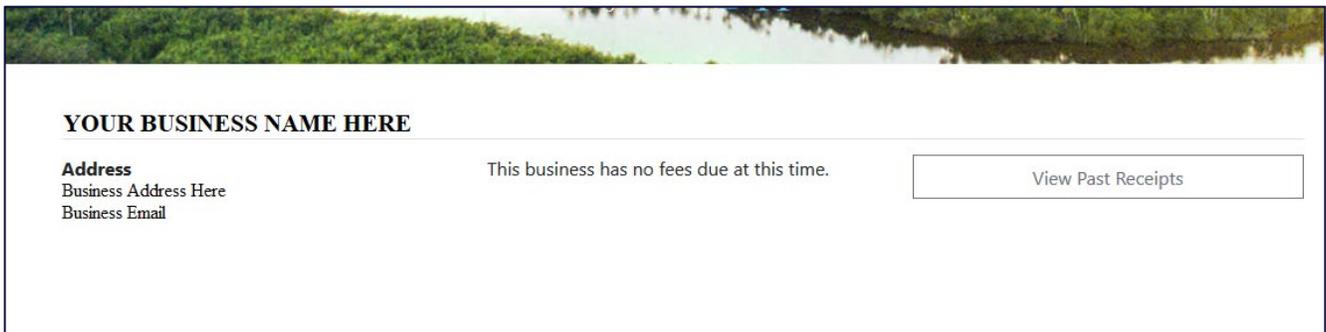


Paying Fees Online

If your business currently owes business tax fees, then you will be presented with something like the following image.



If your business does not currently owe business tax fees, then you will be presented with something like the following image.



When a business owes fees, click the “Pay Fees” button as highlighted in the first image above.

Users will then be redirected to a secure payment page that will look like the image below. To process and complete payment, users must input their credit card information and then click “Pay With Your Credit Card”.

Paying Fees Online

Business Tax

Review Your Order

Total Amount: USD **35281.45**

[« Return to Business Tax](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

After processing of the payment is complete, users will be redirect back to the Business Tax website and presented with a confirmation message and the ability to view their transaction receipt as seen below.

Confirmation

Thank you for your payment. You will receive your Business Tax Receipt via email within the next 5 business days.

View your transaction receipt.

This completes the payment process to renew your business tax receipt.

Note to any business that has a state professional license: Before your Business Tax Receipt will be issued, you must send a copy of your current state professional license to ywhite@cityofpsl.com or fax to (772) 344-4355 for verification.