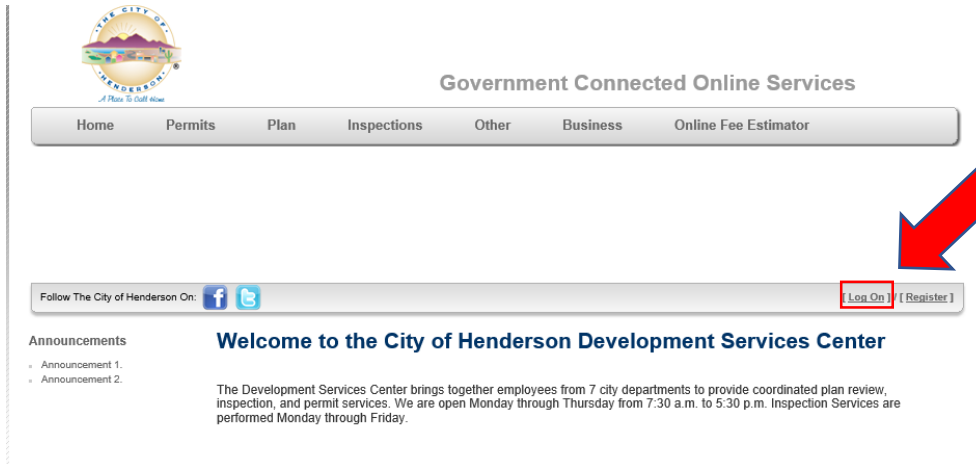


Step 1 - Go to the website – <https://dsconline.cityofhenderson.com>

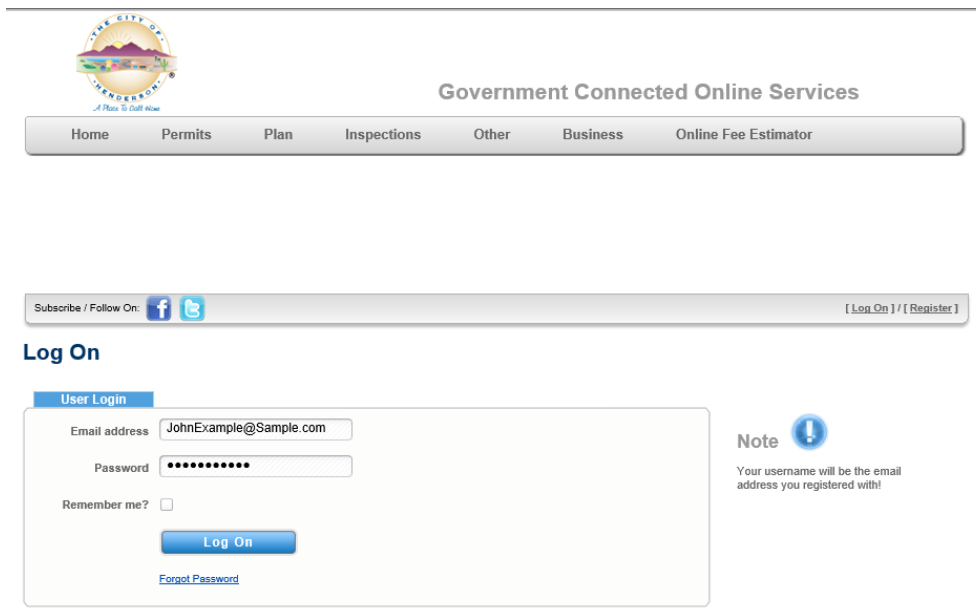
Step 2 – Click on the Login button.



The screenshot shows the homepage of the City of Henderson Development Services Center. At the top left is the city logo with the tagline "A Place To Call Home". The main heading is "Government Connected Online Services". Below this is a horizontal navigation bar with buttons for "Home", "Permits", "Plan", "Inspections", "Other", "Business", and "Online Fee Estimator". Underneath the navigation bar is a social media bar with "Follow The City of Henderson On:" followed by Facebook and Twitter icons, and "Log On" and "Register" buttons. A red arrow points to the "Log On" button. Below the social media bar is an "Announcements" section with two items. The main content area has a heading "Welcome to the City of Henderson Development Services Center" and a paragraph of text: "The Development Services Center brings together employees from 7 city departments to provide coordinated plan review, inspection, and permit services. We are open Monday through Thursday from 7:30 a.m. to 5:30 p.m. Inspection Services are performed Monday through Friday."

Step 3 – Enter your login and password.

TIP: Your login is the email address you used in your New User Registration.



The screenshot shows the "Log On" page. At the top is the same navigation bar as in the previous screenshot. Below it is a social media bar with "Subscribe / Follow On:" followed by Facebook and Twitter icons, and "[Log On] / [Register]" buttons. The main heading is "Log On". Below this is a "User Login" section with a form. The form has two input fields: "Email address" with the value "JohnExample@Sample.com" and "Password" with a masked password "••••••••". There is a "Remember me?" checkbox which is unchecked. Below the form is a blue "Log On" button and a link for "Forgot Password". To the right of the form is a "Note" icon (a blue circle with an exclamation mark) and the text "Your username will be the email address you registered with!".

Step 4 – Click on the Company Name of the license you would like to renew.

Citizen Access Portal

Businesses

Change Filter

Company Name	DBA	Company Type	Status	District	Business Type
Sample Company		Sole Proprietor	Active	Business District	

Displaying items 1 - 1 of 1

Step 5 – Click on the most recent licenses for your business.

Business Name: Sample Company

Business Details

Company Type: Sole Proprietor	DBA Name: Sample Company	Location: Commercial Based - Within Henderson
Status: Compliant	District: Business District	Open Date: 4/4/2017
Description: Sample Company ...		Close Date: None
		Last Audit: None

Primary Address Details

Parcel: 17918810001	
Address: 240 S WATER ST	
HENDERSON, NV 89015	
United States	

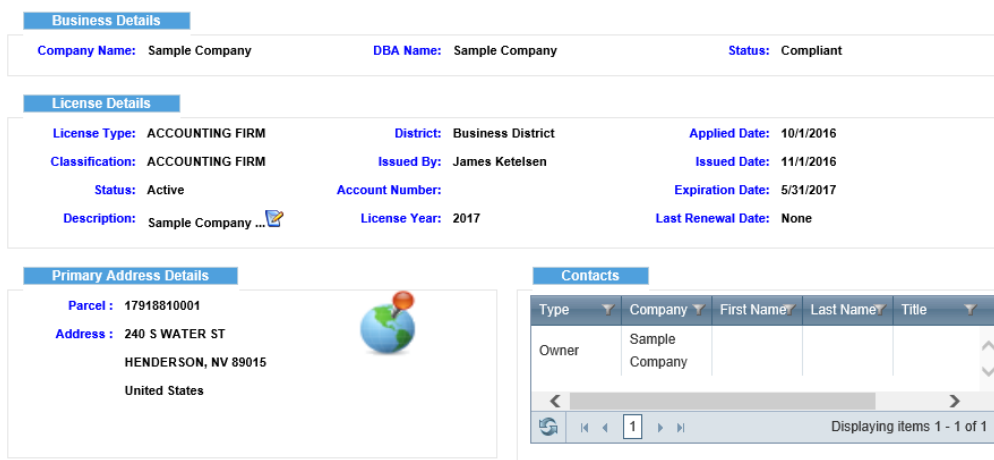
Business Licenses

Number	Type	License Year	Classification	Status	Apply Date	Issue Date	Expire Date
2017304331	ACCOUNTING FIRM	2017	ACCOUNTING FIRM	Active	10/1/2016	11/1/2016	5/31/2017

Displaying items 1 - 1 of 1

Step 6 – Click on the Renew License button.

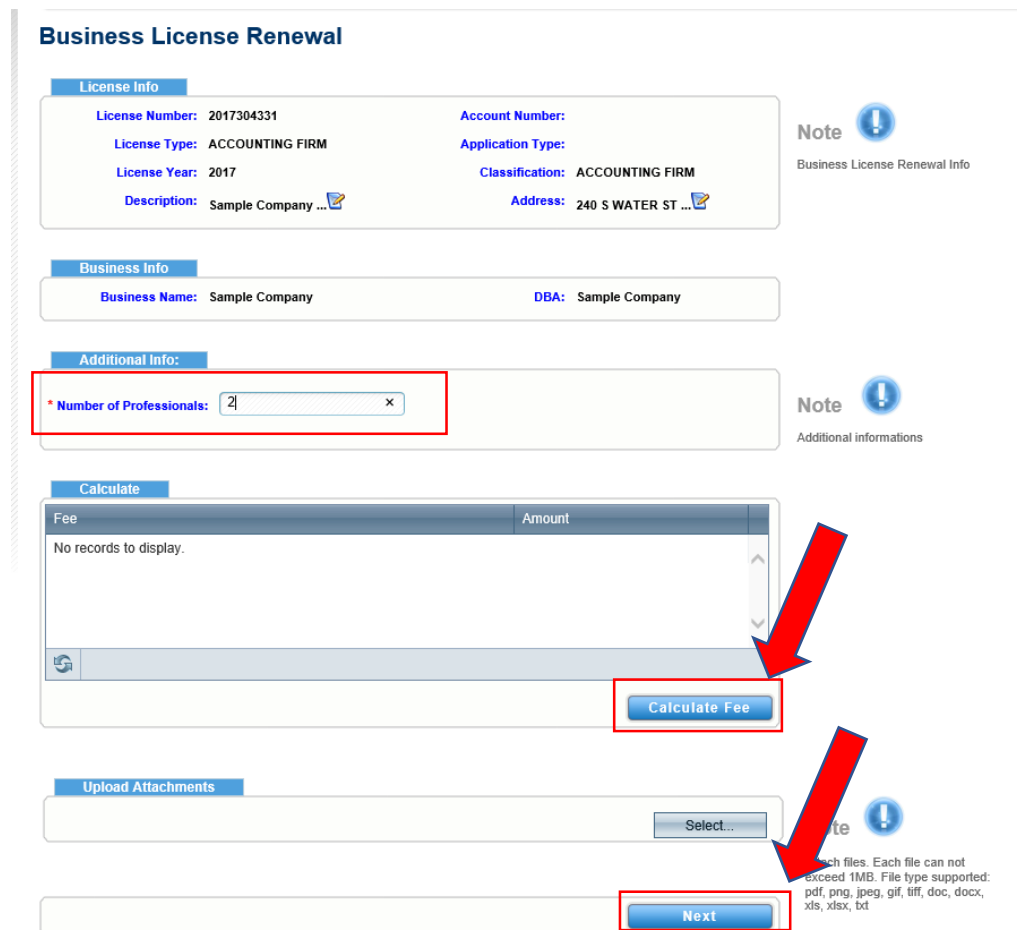
License Number: 2017304331



The screenshot shows a web interface for license renewal. At the top right, there are two buttons: "Subscribe" and "Renew License". The "Renew License" button is highlighted with a red box and a red arrow pointing to it. Below the buttons, there are several sections:

- Business Details:** Company Name: Sample Company, DBA Name: Sample Company, Status: Compliant.
- License Details:** License Type: ACCOUNTING FIRM, District: Business District, Applied Date: 10/1/2016, Classification: ACCOUNTING FIRM, Issued By: James Ketelsen, Issued Date: 11/1/2016, Status: Active, Account Number, Expiration Date: 5/31/2017, Description: Sample Company ..., License Year: 2017, Last Renewal Date: None.
- Primary Address Details:** Parcel: 17918810001, Address: 240 S WATER ST, HENDERSON, NV 89015, United States.
- Contacts:** A table with columns: Type, Company, First Name, Last Name, Title. One row is visible: Owner, Sample Company.

Step 7 – Under the Additional Info header, enter the declarations appropriate for your license type; if there are no declarations required for the license simply click on the Calculate Fee button, then the Next Button



The screenshot shows the "Business License Renewal" page. It has several sections:

- License Info:** License Number: 2017304331, Account Number, License Type: ACCOUNTING FIRM, Application Type, License Year: 2017, Classification: ACCOUNTING FIRM, Description: Sample Company ..., Address: 240 S WATER ST ...
- Business Info:** Business Name: Sample Company, DBA: Sample Company.
- Additional Info:** A section with a red box around the "Number of Professionals" field, which contains the value "2".
- Calculate:** A table with columns "Fee" and "Amount". The table is empty, showing "No records to display." Below the table is a "Calculate Fee" button, which is highlighted with a red box and a red arrow.
- Upload Attachments:** A section with a "Select..." button and a "Next" button, which is also highlighted with a red box and a red arrow.

Step 8 – Click on the Confirm and Renew after review.

Business License Renewal Confirmation

License Info
License Number: 2017304331 **Account Number:**
License Type: ACCOUNTING FIRM **Application Type:**
License Year: 2017 **Classification:** ACCOUNTING FIRM
Description: Sample Company ... **Address:** 240 S WATER ST ...

Business Info
Business Name: Sample Company **DBA:** Sample Company

Additional Details
Number of Professionals:


Calculate

Fee	Amount
Accounting Firm License Fee	:

Upload Attachments

File Name
No records to display.

Displaying items 0 - 0 of 0

Note 
Business License Renewal Info

Confirm and Renew

Step 9 – Click on the Make a Payment button.

Invoice Details
Billing Contact: Sample Company (,) **Invoice Status:** Due
Invoice Date: 5/17/2017 **Invoice Number:** COH00001079
Invoice Due Date: 5/17/2017 **Invoice Description:**
Invoice Total:

Make Payment

Step 10 – Enter payment information in the Payment Screen.