

How Renew Your Business License on Cityview Portal

- 1) Go to the Cityview Portal at <https://eservices.fortsask.ca/CityviewPortal>
- 2) Use your previously created account to login

CityView Portal

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

- 3) Once you have signed in, click on the My Items option.

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

- 4) Using the sideways arrow, expand the My Business License Applications section

My Items

This page lists all the applications and other items in which you are a contact.

Expand All / Collapse All

- ▶ My Animal License Applications
- ▾ My Business License Applications

[Show Active](#) ▾

Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created ▾
LC20200000861	My Resident Business	10005 102 ST, Fort Saskatchewan, AB T8L2C5	Active	11/22/2020

[Renew this Licence](#)

[Apply for a NEW Business Licence](#)

5) Click the Renew this Licence button for each business you are renewing.

My Items

This page lists all the applications and other items in which you are a contact.

Expand All / Collapse All

▸ My Animal License Applications

▾ My Business License Applications

Show Active ▾

Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created ▾
LC20200000861	My Resident Business	10005 102 ST, Fort Saskatchewan, AB T8L2C5	Active	11/22/2020

Renew this Licence

Apply for a NEW Business Licence

6) Review and make any changes required to the mailing address.

▾ Licence Details

Application Number: LC20200000861

Licence Type: Resident Business

Business Name: My Resident Business

Email Address: MyResBusiness@test.ca

Description:* Resident business serving Fort Saskatchewan

Limit 4000 characters

Preferred Contact Method:* Email ▾

Mailing Address:* 10005 102 ST

Address Extra Line 1:

Address Extra Line 2:

City/Province/Postal Code:* Fort Saskatchewan ALBERTA ▾ T8L2C5

Contact Number(s):

Type*	Contact Number*	Ext.	
Primary ▾	(780) 992-6227		X
▾			X

7) Review and update choices for the Economic Development communication options.

▼ **INFORMATION REQUIRED FOR RENEWAL**

Display my business name, business address, business phone number, and business email publicly in the City of Fort Saskatchewan Business Directory?:

Interested in receiving notification about the latest economic news, announcements and reports impacting Fort Saskatchewan?:

Interested in hearing about upcoming procurement opportunities and Requests for Proposals (RFP) with the City of Fort Saskatchewan?:

The background image that will appear on your licence:

8) For Professional, Not for Profit and Society businesses, check the Verification Status as proof that the business still holds the appropriate credentials.

▼ **VERIFY SOCIETY, NOT FOR PROFIT OR PROFESSIONAL STATUS**

The current registered and logged in user hereby verifies that this business is still qualified to operate as a certified Professional, a Society or Not for Profit Organization.:

9) Click "Next Step: Upload Files". Attach any required documents. NOTE: This does not apply to all businesses.

▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

10) After uploading document or if none are required for your business type or situation, click “Next Step: Review & Submit”.

▼ Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

11) Review the final information, when satisfied enter the CAPTCHA code shown and click “Next Step: Submitted”.

Type the characters you see in the image below to continue.



12) Print a copy of your renewal if required.

Business Licence Renewal - Submitted

Application Number: **LC20200000861**

Thank You! Your Licence Renewal information has been submitted.

As Council passed a bylaw amendment waving the annual renewal fee for resident business licences in 2021. The decision was made to further assist local businesses who were forced to shut-down or saw sharp decreases in revenue due to the COVID-19 pandemic.

Once the renewal is submitted the license is considered renewed and active for the 2021 business year. No fee payment is required. You can log out of Portal. A business licence will be emailed directly to the renewal email account and can be printed if desired.

NON-RESIDENT Business licence holders, please continue to the next step.

13) Submitting the renewal will automatically add the required fees to the Shopping Cart

Sign Out My Account My Items My Shopping Cart (1) Portal Home Property Search **** PORTAL HELP ****

Step 1: Update Information **Step 2:** Upload Files **Step 3:** Review & Submit **Step 4:** Submitted

Business Licence Renewal - Submitted

Application Number: **LC20200000861**

[Print This Page](#)

Thank You! Your Licence Renewal information has been submitted.

There are fees totaling **\$330.00** owing on this application.

14) If there are multiple businesses linked under the portal account, repeat the renewal process for all businesses.

15) When all renewals have been submitted, click the My Shopping Cart option.

Sign Out My Account My Items My Shopping Cart (1) Portal Home Property Search Portal Help

16) Once in the Shopping cart, please ensure you have a credit card or debit card ready before clicking the Make Payment button.

My Shopping Cart

▼ LC20200000861

[Remove Fees from My Cart](#)

Fee Type	Amount	Amount Paid
Non-resident Business Licence Fee (Deferred)	\$330.00	\$0.00
Totals:	\$330.00	\$0.00
Total Selected:	\$330.00	
Total Amount Owing:	\$330.00	

You will be redirected to our payment page hosted by Bambora. Please wait for your receipt number to show before closing this page, otherwise your payment will not be recorded properly.

[Make Payment](#)

17) Click the Make Payment button. You will be redirected to an external payment processor site to enter your payment details.

It is very important that you do not close either website before receiving payment confirmation.

PAYMENT INFORMATION		
\$100.00 CAD	cb082555-896d-4651-af74	
Card ▼		
Name on card		
Card number		
01 ▼	2020 ▼	Card cvd
ADDRESS INFORMATION		
Name		
Email	Phone number	
Address line 1	Address line 2	
City	Postal/zip code	
Alberta ▼	Canada ▼	
COMMENTS		
<div style="border: 1px solid #ccc; height: 60px;"></div>		
<div style="background-color: #4a4a8a; color: white; padding: 10px; display: inline-block;">Submit Payment</div>		

18) Once your payment is processed successfully you will be redirected back to the Cityview Portal.

19) You will be emailed a copy of the receipt. You can also print a copy if you prefer by clicking the Print Receipt button.

[Print This Receipt](#)

Thank you! Your payment has been received and processed.

Transaction ID: 10000209

Application Number(s): LC20200000861

Date: 11/24/2020

Amount: \$330.00

- 20) Your Business License(s) have now been renewed. You will receive an email with your license in PDF format to print if desired.
- 21) To print your business license you can download the PDF attached to the email or log back in to the Portal.
- 22) Go to the My Items page, expand the Business License section.
- 23) Click on the Reference Number to open the License Status page.

▼ My Business License Applications

Show Active ▼

Reference Number ↕	Name ↕	Address ↕	Status ↕	Date Created ▼
LC20200000861	My Resident Business	10005 102 ST, Fort Saskatchewan, AB T8L2C5	Awaiting Approval	11/22/2020

- 24) This page shows all you license information. Scroll down to the Documents and Images section and click the arrow to expand the section.

▼ Documents & Images

Date Uploaded **File Type**

11/24/2020 Letter

Document Name

Business License NonRes WaterTower_Word.pdf

- 25) Click on the Document Name to download your PDF copy of your renewed license.

BUSINESS LICENCE

THIS IS TO CERTIFY THAT THE BUSINESS KNOWN AS:

My Resident Business

**100100 100 AVE
Edmonton, AB**

is licenced to operate a business in the City of Fort Saskatchewan, subject to all applicable City bylaws. This licence is personal and cannot be sold or transferred, except through the Licence Department, as the bylaws direct. In the event of a change in the nature of the business, the Licence Department must be notified.

The Business Licence Department must be notified if the business ceases, the name changes, or the ownership is transferred.

Expiry Date: December 31, 2021



CITY OF
FORT SASKATCHEWAN