

# How to Renew Your Westminster Business License

## Step 1: Watch for Renewal Notices

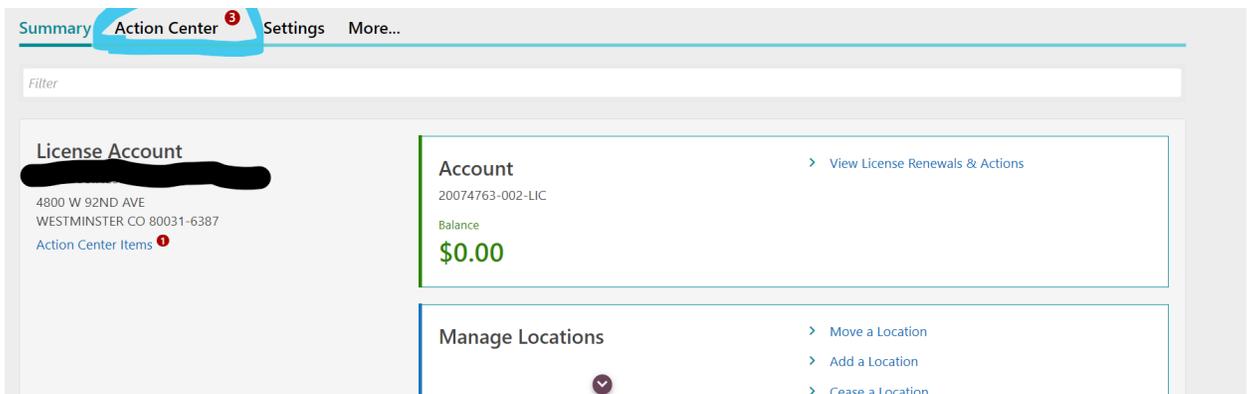
- **60 days before expiration:** You'll get an email letting you know it's time to renew.
- **30 days before expiration:** If you haven't renewed yet, we'll send a reminder postcard to your mailing address.

## Step 2: Log in to Your Portal

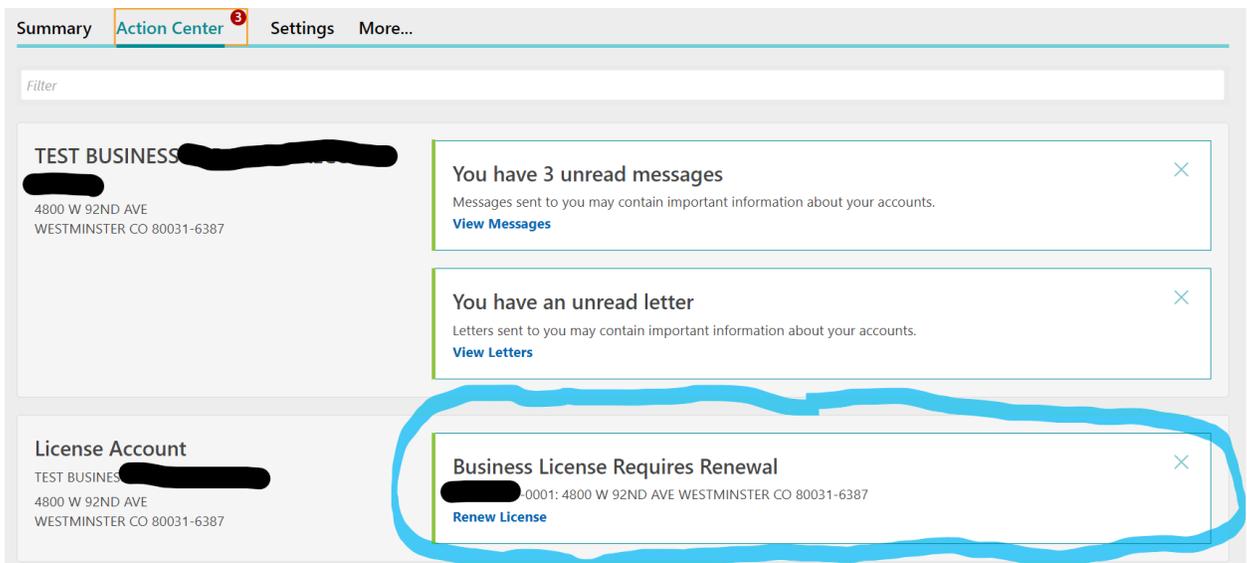
- Go to <http://etaxwestminster.gentaxcpc.net> and log in.

## Step 3: Go to the Action Center

- Look for the **red notification** in the **Action Center**.



- Click **"Renew License"** under "Business License Requires Renewal."



## Step 4: Review Corporate Officers

- At least **one officer is required**.
- If officers are already listed:
  - Click on “Record 1” or the officer’s title to review or update.
- If no officers are listed:
  - Click “Add Record” to enter their info.
  - Tip: You must **click into each officer's record** and confirm if it's staying the same, being updated, or removed.
  - The red exclamation icon disappears once you’ve reviewed each record.

### Corporate Officers & Business Owners

A corporate officer is considered a business owner, business member, or senior employee whose duties include managing a business's day-to-day operations. They are often responsible for ensuring compliance with the business's by-laws and regulations.

Information must be provided for all corporate officers in the business' structure. For existing officers, please choose if you'd like to update, keep, or delete them. To add new officers, select 'Add a Record' below, and add an additional record for all persons that make up the corporate structure.

All corporate officers **must** be reviewed before continuing. At least one corporate officer is required.

Summary Record 1

+ Add a Record

 Business Owner	██████████@gmail.com	(303) 658-2008	16-Feb-2023	0.00
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+ Add a Record

+ Add a Record

Summary Record 1 Record 2

Record 1

+ Add a Record

### Existing Corporate Officer / Business Owner

I do need to update this record.

I do not need to update this record.

Remove this record.

Please select an option.

### Information

This contact is a company,  not a person.

Legal Name ██████████

Phone Number (303) 658-2008

Email Address ██████████@gmail.com

Position Business Owner

Ownership Percentage 0.00

### Step 5: Review Other Contacts

- Works the same as the Corporate Officers section.
- **Common issue:** Missing email addresses — click “Update Record” to add one.
- All records must be reviewed before continuing.

#### Review Contacts

Please confirm your contacts below. When you're finished with a contact, you can minimize the contact by clicking *Hide*, or make additional changes by clicking *Expand*. If a contact is no longer valid or does not need to be updated, please indicate in the options below.

All contacts **must** be reviewed before continuing. You will have the opportunity to add additional contacts on the next page.

#### Existing Contacts

**Emergency: KATE BEHAN - katearoni@gmail.com** Hide

I do need to update this contact.

I do not need to update this contact.

Remove this contact

Contact Information		Phone Numbers				
Contact Name	<input type="text"/>	Phone Type	Area Code	Phone Number	Extension	Country
	<input type="text"/>	Business Phone	(303)	658-2008	<input type="text"/>	USA
Contact Type	<input type="text"/>	Phone Type	Area Code	Phone Number	Extension	Country
	Emergency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USA
Email	<input type="text"/>					
	<input type="text"/>					

### Step 6: Additional Contacts

- Add any additional emergency contacts, if needed.

#### New Contacts

You may add new contacts by clicking *Add Contact*. Once added, you may minimize the contact by clicking *Hide*, or continue working on the contact again by clicking *Expand*. Contacts can be removed by clicking the **X** icon to the left.

[+ Add a Record](#)

### Step 7: Mailing Address

- Review your current mailing address.
- If it's changed, you'll be prompted to add a new one.

Has your primary mailing address changed?  Yes  No

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**Current Mailing Address**

Country

Street

Street 2

Unit Type  Unit  City

State  Zip  County

Attention

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**New Mailing Address**

\* When did you move this mailing address?

Country

**Step 8: Business Location**

- Confirm your business location in Westminster.
- If you've **moved**:
  - Enter the **move date**, then your **new address**.

**Check-In Questions**

Has the business moved from this address?  Yes  No

**Location Closed Date** \*

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**New Location Address**

**A location is a business's physical address.** The use of a post office or private mailbox rental address as the location address for an Westminster business is prohibited and will result in the denial of the application until corrected.

\* Location Name

\* When did you move this address?

Country

\* Street

Street 2

Unit Type  Unit  City

State  \* ZIP Code  County

Attention

[Click Here to Verify Address](#)

- If you've closed:
  - Enter the **closure date**.

**Check-In Questions**

Has the business moved from this address?  Yes  No

Has this location closed?  Yes  No

Location Closed Date \*  Required

### **Step 9: Hours of Operation**

- Enter or update your business hours.

**Hours of Operation**

	Open	Close		
Monday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Monday	<input type="checkbox"/> Open 24 Hours
Tuesday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Tuesday	<input type="checkbox"/> Open 24 Hours
Wednesday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Wednesday	<input type="checkbox"/> Open 24 Hours
Thursday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Thursday	<input type="checkbox"/> Open 24 Hours
Friday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Friday	<input type="checkbox"/> Open 24 Hours
Saturday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Saturday	<input type="checkbox"/> Open 24 Hours
Sunday	12:00 AM	12:00 AM	<input type="checkbox"/> Closed Sunday	<input type="checkbox"/> Open 24 Hours

### **Step 10: Final Emergency Contact Review**

- Same format as before — click each contact to confirm, update, or remove them.

**Emergency Contacts**

Emergency contacts information is provided to the Westminster Police Communications Center.

Each record needing your attention is marked with a red exclamation point. Please click on each record individually and answer the necessary questions. Finally, when all records have been addressed and there are no more red exclamation points, click the Next button to move to the final page.

**Emergency Contacts** **Record 1** + Add a Record

Name	Formatted Phone	Email
[Redacted Name]	+1 (303) 658-2008	

+ Add a Record

**Emergency Contacts** **Record 1**

Record 1 + Add a Record Copy Record Delete this Record

Would you like to update this emergency contact? \*

Yes  No

This contact is a company, not a person.

Title

Phone Number

Email

First Name

Extension

Middle Name

Phone Country

Last Name

Suffix

**Record 1** + Add a Record Copy Record Delete this Record

Would you like to update this emergency contact?

Yes  No

Would you like to remove this emergency contact?

Yes  No

This contact is a company, not a person.

Title

Phone Number

Email

First Name

Extension

Middle Name

Phone Country

Last Name

Suffix

### Step 11: Final Review & Submit

- Agree to the terms, **electronically sign**, and click **Submit**.

**Confirm Submission**

- I declare under penalty of perjury that this application has been examined by me and that the statements made herein are, to the best of my knowledge and belief, true, correct, and complete.
- I understand that failure to provide a clear and comprehensive description of the proposed business could delay the review of this application.
- I am capable of evidencing all claims made in this application upon request from the City of Westminster.
- I acknowledge that all businesses physically located in the City of Westminster are subject to Planning and Zoning review before the application can be approved. Prompt replies to correspondence from the Planning and Zoning department will help ensure timely processing of the license application
- I acknowledge that purchasing or establishing a business located within Westminster city limits requires payment of all applicable Initial Use Tax.

\* Signature

## **Step 12: Confirmation**

- You'll see a confirmation screen.
- Your renewed license will be available in the portal within **24 hours**.

**Confirmation**

Thank you for completing your business license renewal. Please keep this confirmation number for your records: **1-877-549-056**.

You will receive an email notifying you of when your renewal has been processed. Your business license will be available to print from the **Business Licenses** section in the **More...** tab from the home screen once we have completed the renewal process. If you moved locations, it will take additional time to process this request.

[Printable View](#)

[OK](#)