

# Linking your Online Account to a Business License

This step-by-step guide provides instructions on linking your online account to a business license. Linking enables you to take action on that license such as:

- ✓ Completing the annual renewal of business license.
- ✓ Receiving email notifications regarding the linked account.

## Step-1 First Time Users

If you are new to the online system, you will first have to create an online account. If you are not a first time user, skip to Step 2.

- Click this [link](#) to create online account.
- Click on **New Users: Register for an Account**. Please follow the online instructions to receive a user ID and password. Step by step instructions can also be found on our website on how to create an online account at this [link](#)
- Once you have your user ID and password click on **Login** button. After logging on, go to Step 3.

City of TORRANCE California

Torrance Online Permit, Request and License Center

Return to City of Torrance Website

Announcements(1) Accessibility Support Register for an Account Login

City of Torrance Online Permit, Request and Licensi Password Reset Required Starting May 11, 2018: Passwords created before Friday, May 11 2018 8:00 AM PT have been reset. If your password has not been reset, please click on the 'I've Forgotten My Pas... more

Home Service Request Building

Advanced Search Mark as Read

**Welcome to the Torrance Online Permit, Request and Licensing Center**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

The City of Torrance strives to deliver useful e-government services and provide valuable information to the community while making citizen interactions with us more efficient, convenient, and interactive. You can view information and access limited services as an anonymous user, i.e. without being logged in. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

You are currently not logged in. Many online services, such as applying for a permit or renewing a license, require a free online account with the City which can be created by clicking on the Login link above.

**Login**

User Name or E-mail:

Password:

**Login »**

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

## Step-2 Returning Users

If you have previously registered for an online account and renewed your business license in prior years:

- Click [link](#) to be directed to the login page.
- All users who had a login before May 11, 2018 will be required to reset their password by clicking on “**I’ve forgotten my password**” underneath the login button. Disregard this step if you have reset your password since mid-May.

**Note: You must be logged in to the online system below to be able to see and renew your City of Torrance business license.**

The screenshot shows the website header with the City of Torrance logo and the title "Torrance Online Permit, Request and License Center". Navigation links include "Return to City of Torrance Website", "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar is present with the text "Quick Search...". A main menu contains "Home", "Service Request", "Building", "Enforcement", "Engineering", "Fire", "Licenses", and "more". Below the menu is an "Advanced Search" dropdown.

**Welcome to the Torrance Online Permit, Request and Licensing Center**  
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The City of Torrance strives to deliver useful e-government services and provide valuable information to the community while making citizen interactions with us more efficient, convenient, and interactive. You can view information and access limited services as an anonymous user, i.e. without being logged in. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

You are currently not logged in. Many online services, such as applying for a permit or renewing a license, require a free online account with the City which can be created by clicking on the Login link above.

**Login**

User Name or E-mail:

Password:

**Login »**

Remember me on this computer

**I've forgotten my password**  
[New Users: Register for an Account](#)

### Step-3 Business License Number & Pin

Once logged in you'll want to have ready information from your Business License Renewal Notice. The notice is sent annually in the mail and you should receive it no later than the second week in January.

- Business License Number - On the left hand side will be the business license number (i.e. BL-LIC-038296).
- Pin code (10-characters) - In the top right hand corner will be the PIN code (i.e. 18CAP00T1U).



**City of Torrance, California**  
**Business License Renewal Notice**  
 3031 Torrance Boulevard, Torrance, California 90503  
 (310) 618-5923

PIN: 18CAP00T1U

\*BL-LIC-038296\*

License Number	Category	Business Type	License Effective Date	Payment Due Date	Delinquency Date
BL-LIC-038296	0034	Accounting	1/1/2018-12/31/2018	1/1/2018	2/1/2018

**Mailing Address**

TORRANCE REVENUE  
 3031 TORRANCE BLVD  
 TORRANCE, CA 90503

**Business Address**

TORRANCE REVENUE  
 3031 TORRANCE BLVD  
 Torrance CA 90503

## Step-4 Linking Business License

After logging into system, the following dashboard screen should appear

The screenshot shows the dashboard for the City of Torrance Online Permit, Request and License Center. The header includes the City of Torrance logo and the title "Torrance Online Permit, Request and License Center". A navigation bar contains links for "Return to City of Torrance Website", "Announcements", "Logged in as: Suzanne Revenue", "Collections (0)", "Cart (0)", "Account Management", and "Logout". Below this is a search bar labeled "Quick Search...". A main menu includes "Home", "Service Request", "Building", "Enforcement", "Engineering", "Fire", "Licenses", and "more". A secondary menu shows "Dashboard", "My Records", "My Account", and "Advanced Search". The user is greeted with "Hello, Suzanne Revenue".

Two main content areas are visible:

- Saved in Cart (0)**: A box with a "View Cart" link and the message "There are no items in your shopping cart right now."
- My Collection (0)**: A box with a "View Collections" link and the message "You do not have any collections right now."

At the bottom, there is a "Work in progress" section with a "View All Records" link. Below this is a table with the following structure:

Record Name	Record ID	Module	Creation Date	Action
No records found				

## Step-4 Linking Business License (continued)

- Click on the **Licenses** tab.
- Click **Apply for a License** in the blue box to begin the process of linking your online account to your business license.

City of TORRANCE California

# Torrance Online Permit, Request and License Center

Return to City of Torrance Website

Announcements Logged in as: Suzanne Revenue Collections (0) Cart (0) Account Management Logout

City of Torrance Online Permit, Request and Licensing Center

To Renew a License:

1. Click on Login above.
2. Click on Renew License below if available, or
3. If your license is not shown below, click on Apply for a License to register your business.

Home Service Request Building Enforcement Engineering Fire **Licenses** more ▾

Apply for a License • Track & Renew Licenses

### My Records

To register an existing business license with this online account, click on Apply for a License above.  
Records that are already linked to this online account are shown immediately below.

Showing 0-0 of 0

Created Date	Record Type	Record Number	Expiration Date	Status	Action	Address
No records found.						

### **Important Note:**

You must be logged in at all times to complete the linking of your online account to your business license. No records will be shown under “My Records” until this linking process has been completed.

The registration process can be canceled at any time prior to submitting the application by clicking on the Save and Resume Later button at the bottom right. None of your information will be saved but you can come back later if you decide you want to link your business license to your online City account.

## Step-4 Linking Business License (continued)

A box will appear with the General Disclaimer.

- Read the disclaimer within the box.
- Check the box next to: **“I have read and accepted the above terms.”**
- Click: **Continue Application >>**

The screenshot shows the City of Torrance Online Permit, Request and License Center website. The header includes the City of Torrance logo and the text "Torrance Online Permit, Request and License Center". Navigation links include "Return to City of Torrance Website", "Announcements", "Logged in as: Suzanne Revenue", "Collections (0)", "Cart (0)", "Account Management", and "Logout". A search bar is labeled "Quick Search...". The main content area is titled "City of Torrance Online Permit, Request and Licensing Center" and "To Renew a License:". It lists three steps: 1. Click on Login above. 2. Click on Renew License below if available, or 3. If your license is not shown below, click on Apply for a License to register your business. A navigation menu includes "Home", "Service Request", "Building", "Enforcement", "Engineering", "Fire", "Licenses", and "more". Below the menu are two buttons: "Apply for a License" and "Track & Renew Licenses". The "Online Application" section welcomes users to the system and provides instructions on how to use it. It also includes a disclaimer: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." A scrollable box contains the full text of the disclaimer, starting with "Click here to read the complete City Web Site Policy Disclaimer." and "CITY OF TORRANCE WEB SITE POLICY DISCLOSURE AGREEMENT BETWEEN USER AND THE CITY OF TORRANCE". Below the disclaimer, there is a checked checkbox with the text "I have read and accepted the above terms." and a green button labeled "Continue Application >>".

City of TORRANCE California

Torrance Online Permit, Request and License Center

Return to City of Torrance Website

Announcements Logged in as: Suzanne Revenue Collections (0) Cart (0) Account Management Logout

City of Torrance Online Permit, Request and Licensing Center

To Renew a License:

1. Click on Login above.
2. Click on Renew License below if available, or
3. If your license is not shown below, click on Apply for a License to register your business.

Home Service Request Building Enforcement Engineering Fire Licenses more

Apply for a License Track & Renew Licenses

### Online Application

Welcome to City of Torrance's Online Permitting System. Using this system you may be able to submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Click here to read the complete City Web Site Policy Disclaimer.

**CITY OF TORRANCE WEB SITE POLICY DISCLOSURE AGREEMENT BETWEEN USER AND THE CITY OF TORRANCE**

This web site is owned and operated by the City of Torrance ("CITY"), offered to the User conditioned on acceptance by the User without modification of the terms, conditions and notices contained herein. Use of content, services, and/or products presented in any

I have read and accepted the above terms.

**Continue Application >>**

## Step-5 Enter valid License Number and Pin

- Under “Register License Record,” enter the following:
  - ✓ **\*Business License Number**
  - ✓ **\*PIN Code From Renewal Notice**
- When both fields are entered, click **Continue Application**>>.

The screenshot shows the City of Torrance Online Permit, Request and License Center website. The header includes the City of Torrance logo and navigation links like 'Return to City of Torrance Website', 'Announcements', 'Logged in as: TorrancRevenue', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is present with the text 'Quick Search...'. Below the header, there are instructions for renewing a license and a navigation menu with 'Licenses' highlighted. A sub-menu shows 'Apply for a License' and 'Track & Renew Licenses'. A progress bar indicates three steps: '1 Link Online Account', '2 Review', and '3 Record Issuance'. The main content area is titled 'Step 1: Link Online Account > PIN Entry' and provides instructions on how to enter the license number and PIN. A note states '\* indicates a required field.' Below this, the 'Register License Record' form is shown with two required fields: '\* Business License Number' (with value BL-LIC-038296) and '\* PIN Code From Renewal Notice' (with value 18CAP00T1U). At the bottom, there are two buttons: 'Continue Application >>' and 'Save and resume later'.

City of TORRANCE California

Torrance Online Permit, Request and License Center

Return to City of Torrance Website

Announcements Logged in as: TorrancRevenue Collections (0) Cart (0) Account Management Logout

City of Torrance Online Permit, Request and Licensing Center

To Renew a License:

Quick Search...

1. Click on Login above.
2. Click on Renew License below if available, or
3. If your license is not shown below, click on Apply for a License to register your business.

Home Service Request Building Enforcement Engineering Fire Licenses more

Apply for a License Track & Renew Licenses

Register Online Account with License

1 Link Online Account	2 Review	3 Record Issuance
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**Step 1: Link Online Account > PIN Entry**

On the License Renewal Notice that you received from the Business License Division, please locate your business’s license number and 10 digit PIN code. The PIN is a unique code that will allow you to register and identify your license with the user account you are currently logged in with. This is a one-time process, and takes effect immediately. Following successful registration with your business’s Renewal record, your online account will have access to completing the current and future license renewals online.

After completing this process (a confirmation page will be shown when completed successfully), click on the Licenses tab and your business license should be visible. In the Action column, you should find a link labeled “Renew License”, which will allow you complete your license renewal online, including paying any required fees.

\* indicates a required field.

### Register License Record

Business PIN Registration

\* Business License Number: BL-LIC-038296

PIN Code is Valid.

\* PIN Code From Renewal Notice: 18CAP00T1U

Continue Application >> Save and resume later

## Step-6 Acknowledge Certification

- Review information and verify Business License Number and PIN Code was entered accurately.
- Check the box: **“By checking this box, I agree to the above certification.”**
- Click **Continue Application**>>.

City of **TORRANCE** California

# Torrance Online Permit, Request and License Center

[Return to City of Torrance Website](#)

[Announcements](#) [Logged in as: TorrancRevenue](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

City of Torrance Online Permit, Request and Licensing Center

To Renew a License:

1. Click on Login above.  
2. Click on Renew License below if available, or  
3. If your license is not shown below, click on Apply for a License to register your business.

[Home](#) [Service Request](#) [Building](#) [Enforcement](#) [Engineering](#) [Fire](#) **Licenses** [more](#) ▾

[Apply for a License](#) [Track & Renew Licenses](#)

### Register Online Account with License

1 Link Online Account	2 Review	3 Record Issuance
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### Step 2: Review

[Continue Application >](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

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Register Online Account with License

### Register License Record

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Business PIN Registration [Edit](#)

Business License Number: BL-LIC-038296

PIN Code From Renewal Notice: 18CAP00T1U

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 10/31/2018

## Step-7 Registration Receipt

- When you have successfully linked your online account under the **Receipt/ Record Issuance** there will be a check mark and a message in a highlighted green box.
- This means you have successfully linked your business license to your online account.

\* Proceed to **Renewal Process** on the next page.

- To continue renewal process, click **Track & Renew Licenses**.

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## Step-8 Payment Processing

- Click on the **Licenses** tab and **Track & Renew Licenses**. The registration record is proof that license is linked to City account.
- Click on the **Renew License** link in the Action column to begin payment processing.
- Follow the online instructions to renew your license and make payment.

**Note: Once your City of Torrance business license has been paid and activated, it will be active until December 31 of the current calendar year.**

City of TORRANCE California  
Torrance Online Permit, Request and License Center

Return to City of Torrance Website

Announcements Logged in as:TorrancRevenue Collections (0) Cart (0) Account Management Logout

City of Torrance Online Permit, Request and Licensing Center  
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Home Service Request Building Enforcement Engineering Fire Licenses more ▾

Apply for a License Track & Renew Licenses

### My Records

To register an existing business license with this online account, click on Apply for a License above.  
Records that are already linked to this online account are shown immediately below.

Showing 1-8 of 8 | Add to collection | Add to cart

<input type="checkbox"/>	Created Date	Record Type	Record Number	Expiration Date	Status	Action	Address
<input type="checkbox"/>	10/31/2018	General Business License	BL-LIC-038296	11/30/2018	Active	Renew License	3031 TORRANCE BLVD, Torrance CA 90503 United States
<input type="checkbox"/>	10/31/2018	Register Online Account with License	BL-REG-002535				