Renewal instructions for online payments:
Please note you cannot make any changes or adjustment online

Use Internet Browser: Google Chrome

https://etrakit.ci.richmond.ca.us (*This is a secured website*)

1. **Log in** (**1**st ***time users must set-up an account***) **or enter Username and Password**
2. **On the left panel under License click "Search Licenses"**
3. **Enter your business license number** (no spaces or dashes) and click "Search"
4. **Click or Double click on your license number**
5. Select **"Fees"** tab (verify information)
6. On the bottom right of screen select **"Pay all fees"** or on top of the fees select **"Add to Cart"**
7. **Proceed to check out**
8. **Proceed to payment** by entering credit card information
9. Select **"Process Payment"**
   (VISA or MASTERCARD ONLY)

Please retain your confirmation page containing an authorization code for your records.

Your Business License Certificate will be mailed within one week.

Thank you for your payment.

Enjoy the rest of your day!

Karla Robles
City of Richmond
Business License Specialist