To renew your business license online go to:

West Sacramento Citizen Access

1. On a laptop or desktop (no mobile devices), **log into** the Citizen Access portal, or **Register for an Account**. *Email the Community Development Department at buslic@cityofwestsacramento.org to get your existing license linked.*
2. Once logged in, select the **HOME** tab, and under Business License click **SEARCH APPLICATION**.
3. Your business license will now appear at the top of the page.
4. Under *Action* Click **RENEW APPLICATION.**
5. Answer the required field (*) under **CUSTOM FIELDS,** then click **CONTINUE APPLICATION.**
6. Answer required fields (*) under **LICENSE INFORMATION.**
7. Enter the **SIC Code** for your business and answer the following question by selecting **Yes** or **No** then click **CONTINUE APPLICATION (**Failure to provide the required information may result on a hold on your business license renewal).
8. Review all information, then click **CONTINUE APPLICATION.**
9. Click **CONTINUE APPLICATION** to submit payment.
10. Complete all highlighted fields under **Credit Card Information**, then click **SUBMIT PAYMENT.**
11. Click **PRINT LICENSE** to print your updated business license and click **PRINT/VIEW RECEIPT** to print your receipt.