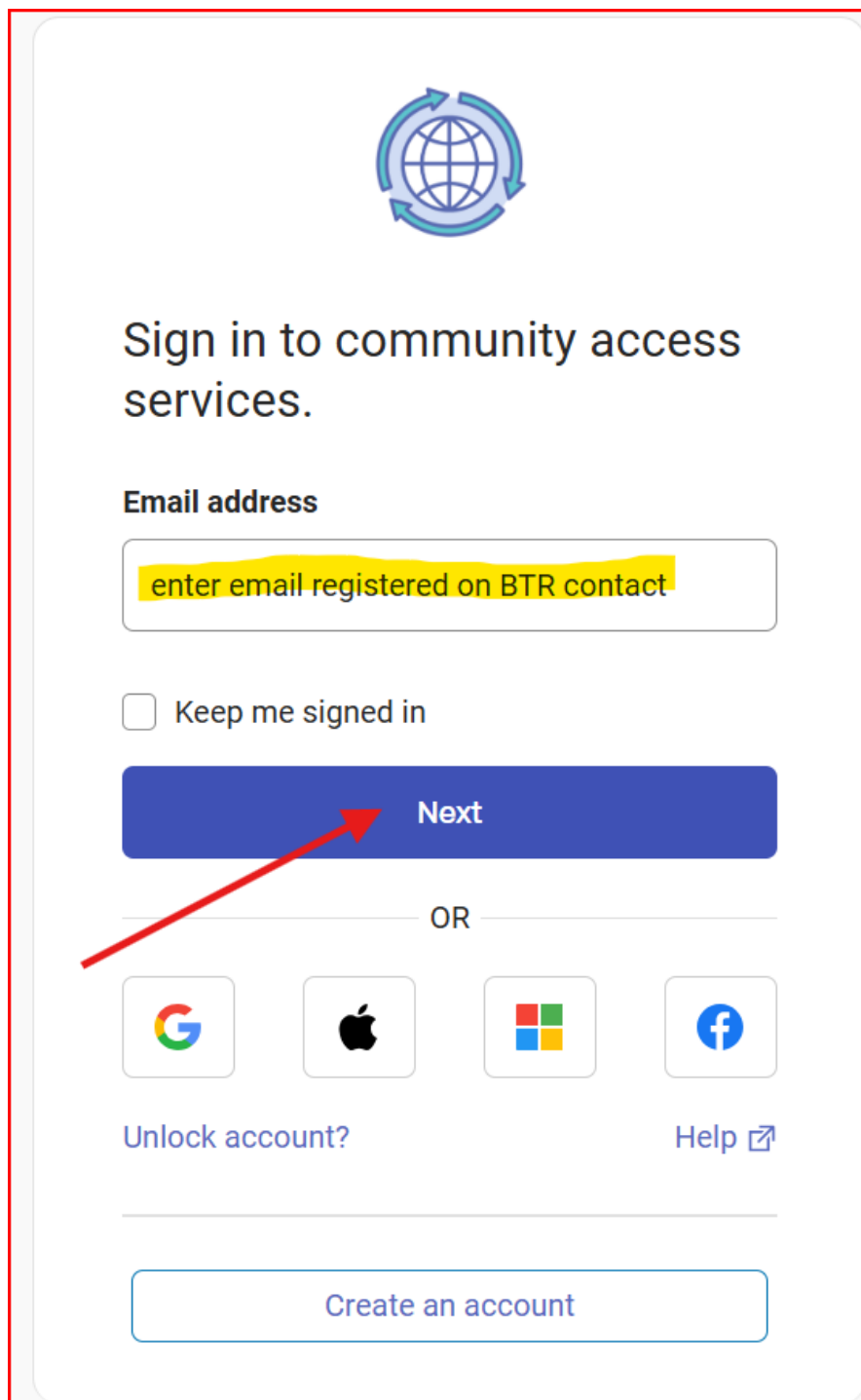How to RENEW Local Business Tax Receipt (BTR)
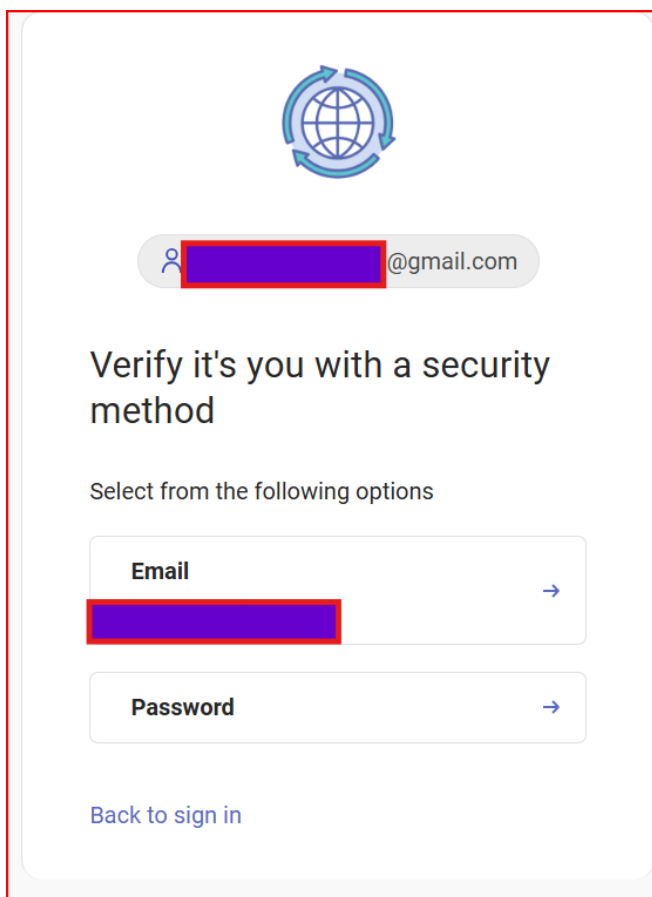
<u>Please note</u>: It is the responsibility of the BTR holder to ensure that all State licenses and Sunbiz/Fictitious Name registrations are current prior to renewing the local BTR.

1. Enter email registered on BTR main contact – **DO NOT SELECT ANY OF THE OR OPTIONS UNLESS YOU HAVE ACCESS**
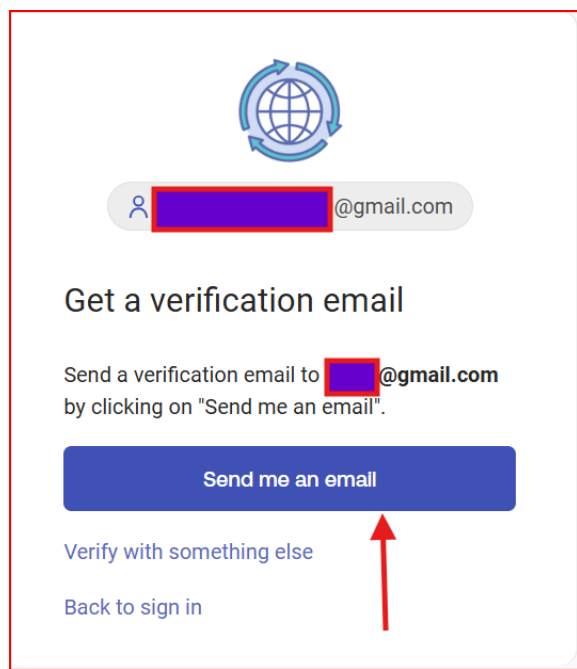
How to RENEW Local Business Tax Receipt (BTR)

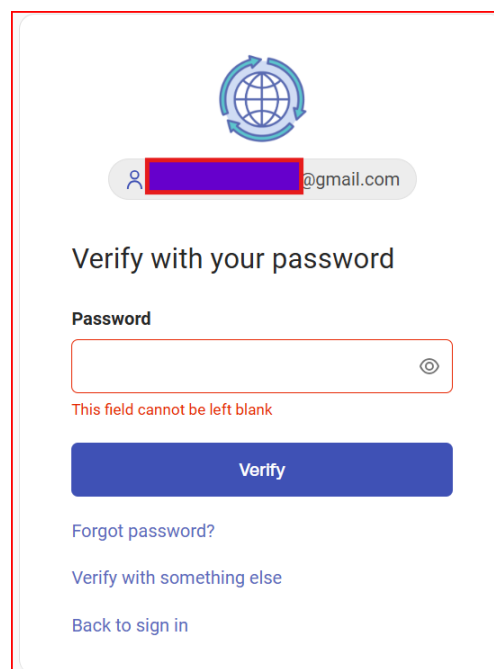**2.** Verify security via one of two methods: Select one Email **or** Password

Option 1   **Option 2**

How to RENEW Local Business Tax Receipt (BTR)

Example of email from

3. Go to your email and retrieve the 6-digit verification code as seen below.

One-time verification code Inbox ×

Community Access Identity <noreply@identity.tylerportico.com>   7:57 PM (0 minutes ago)
to me ▾

Hi

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

968540

If you believe you have received this email in error, please disregard.

This is an automatically generated message from Community Access. Replies are not monitored or answered.

4. Scroll down to My Licenses and click on [Renew]

My Licenses

Expires in

0

DAYS

No. BTR-   2025

Type   Home-Based Busine...

Renew

▸ View My Licenses

Draft

0
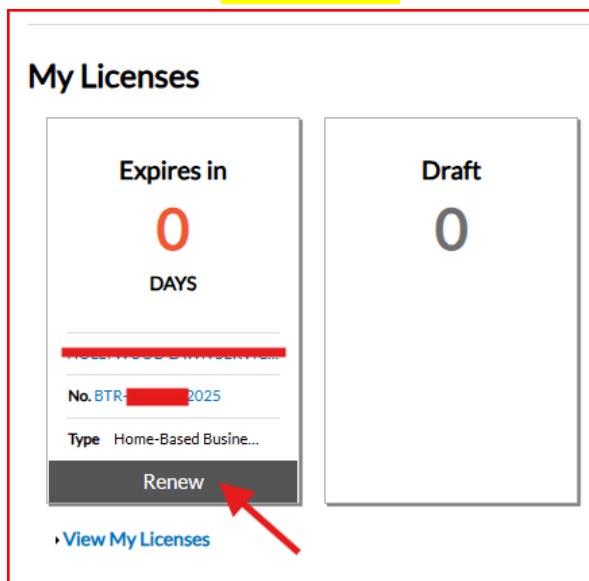
5. Click [NEXT] under 1. Type   Next
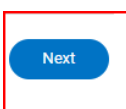
How to RENEW Local Business Tax Receipt (BTR)

6. **State License Documentation** If your business or profession requires a State license, please upload a copy of your current license. This step is mandatory if your license is set to expire within the next month. If you have not yet received your renewed license, you may proceed with the renewal process. However, you must email the updated license to businesstaxreceipts@capecoral.gov upon receipt to avoid your Business Tax Receipt (BTR) being placed on hold and potential enforcement actions.

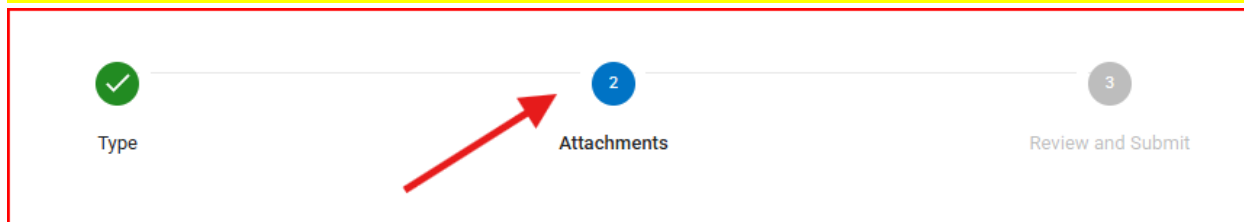**Please note: It is the responsibility of the BTR holder to ensure that all State licenses and Sunbiz/Fictitious Name registrations are current prior to renewing the local BTR.**

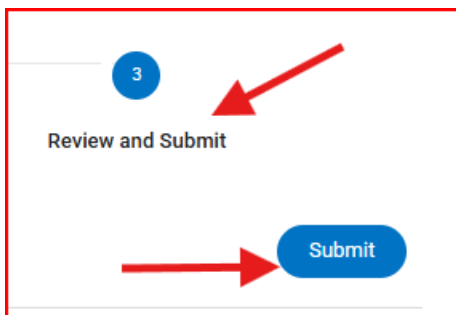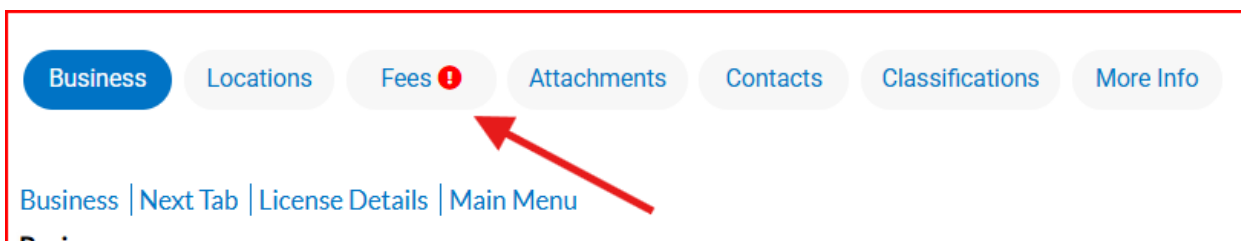**If there are no attachments, then click [NEXT]**

If you need to go back to any section, Click on [BACK]

How to RENEW Local Business Tax Receipt (BTR)

7. **It is time to Review and Submit your renewal request.**

8. **Click on the Fees tab**

9. **Review Fee amount and click [Add to Cart]**
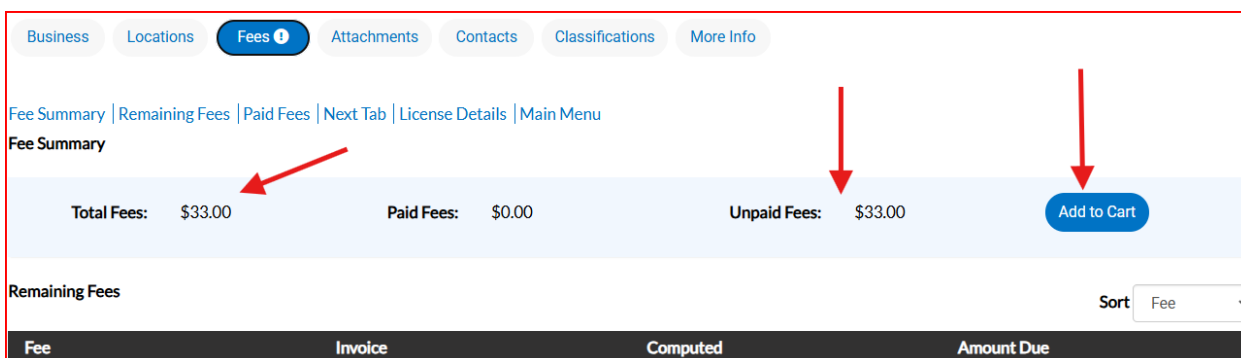
You can view the invoice and print by clicking on the invoice number

How to RENEW Local Business Tax Receipt (BTR)

10. Click on [Go to Cart]
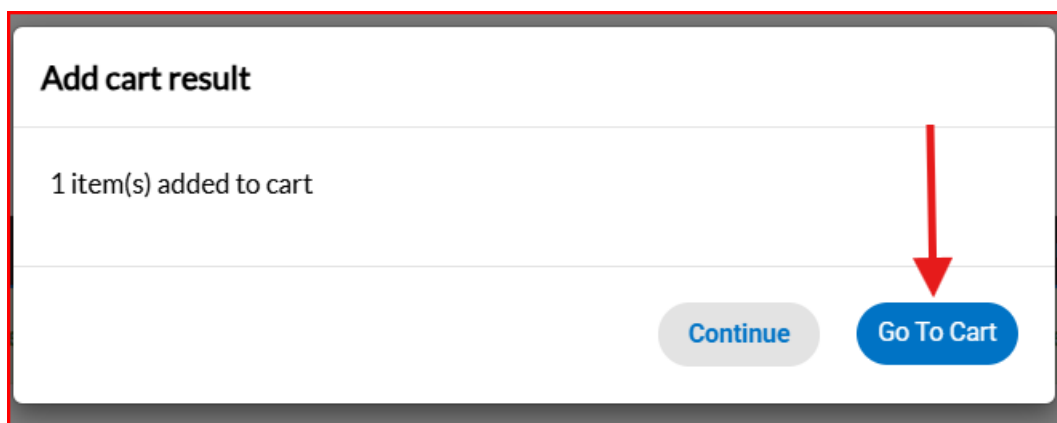
11. Click on [Check out] and follow next screens to input payment information
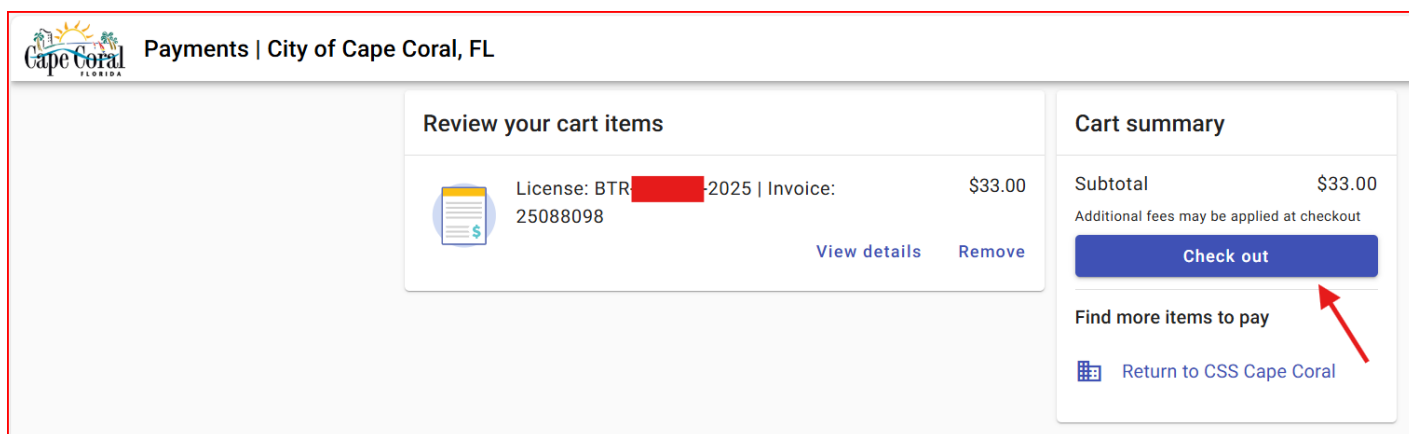
How to RENEW Local Business Tax Receipt (BTR)

12. **You can choose to use the credit card on file by entering the Security Code of the card <OR> Click on Enter new credit card <OR> Enter new eCheck and follow the next screens to complete the payment.**

13. **You can save the payment method for future renewals by clicking on [SAVE] <OR> click on the top [X] to bypass this option.**

How to RENEW Local Business Tax Receipt (BTR)

14. Complete your payment by clicking [Submit Payment]

Complete your payment

Review your payment method

Visa ending in ████
Expiration date ████

Summary of charges

License: BTR-████-2025	Invoice: 25088098	$33.00
Subtotal	$33.00
Processing fee	$0.00
Total	**$33.00**

By clicking **Submit payment**, you agree to the following privacy policy and terms of use.

[Back]   [**Submit payment**]

15. Thank you for your payment!

Thank you for your payment   🖨 ✉

Allow up to 48 hours for your payment to be reflected on your account statement.

An email confirmation was sent to ████@gmail.com.

City of Cape Coral

1015 Cultural Park Boulevard Cape Coral, FL 33990

(239) 574-7722

https://www.capecoral.gov/

Transaction details

Date: September 30, 2025 08:54 PM EDT

License: BTR-████-2025	Invoice: ████8098	$33.00
Total	**$33.00**

Examples of the emails received when renewing a local BTR.

1. One-time verification code - from Community Access Id.
2. EnerGov Open Invoice
3. Online Payment Confirmation

☐ ☆	**Online Payments**	**City of Cape Coral Payment Confirmation** –
☐ ☆	**energov**	**Open Invoice** ████8098 – Hello, Invoice numb
		📄 Invoice 2_30-0...
☐ ☆	Community Access Id.	One-time verification code - Hi ████, You are