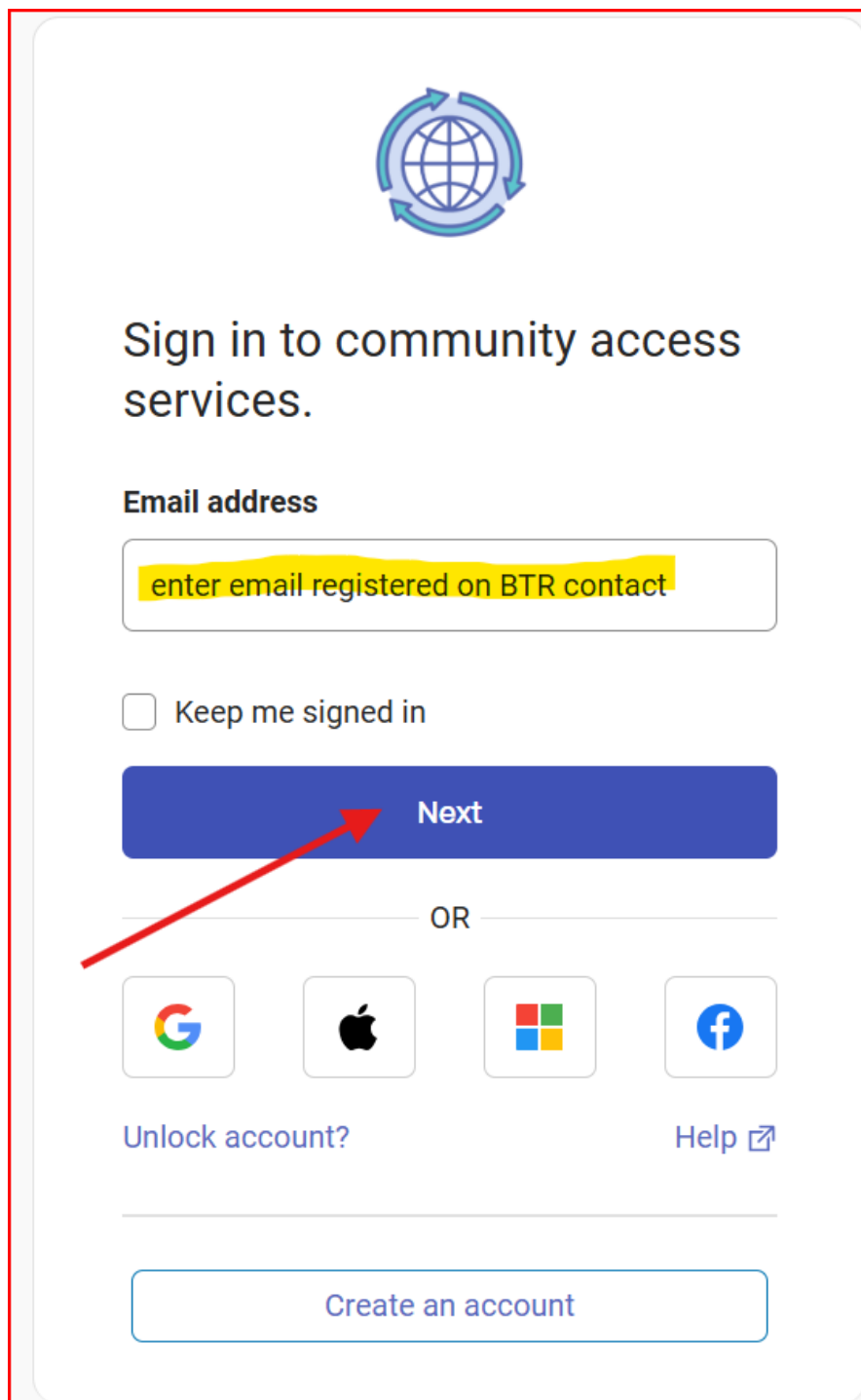


How to RENEW Local Business Tax Receipt (BTR)

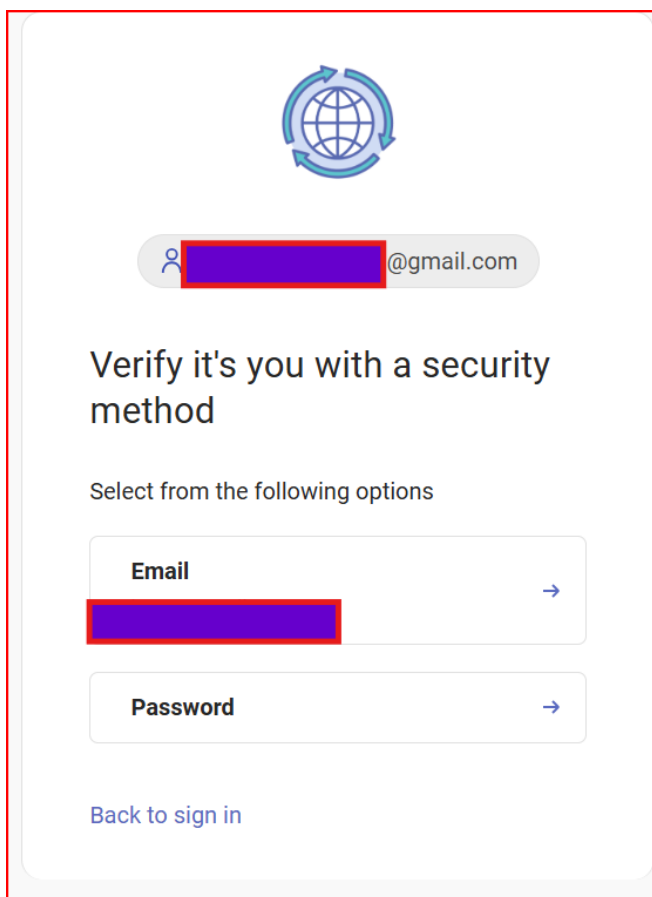
Please note: It is the responsibility of the BTR holder to ensure that all State licenses and Sunbiz/Fictitious Name registrations are current prior to renewing the local BTR.

1. Enter email registered on BTR main contact – **DO NOT SELECT ANY OF THE OR OPTIONS UNLESS YOU HAVE ACCESS**



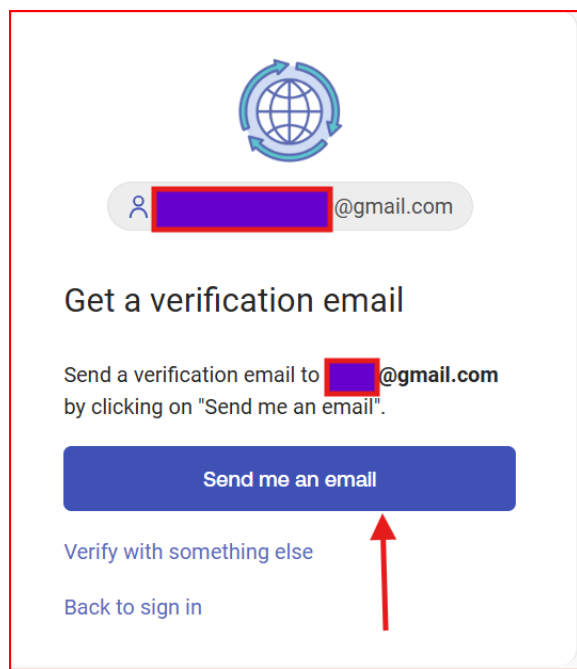
The image shows a web interface for signing into community access services. At the top is a circular logo with a globe and arrows. Below the logo, the text "Sign in to community access services." is displayed. Underneath, the label "Email address" is followed by a text input field containing the placeholder text "enter email registered on BTR contact". Below the input field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is positioned below the checkbox, with a red arrow pointing to it from the left. Below the "Next" button is a horizontal line with the word "OR" in the center. Underneath this line are four square buttons with logos: Google (G), Apple (Apple logo), Microsoft (Windows logo), and Facebook (f). Below these buttons are two links: "Unlock account?" and "Help" with an external link icon. At the bottom of the form is a button labeled "Create an account".

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

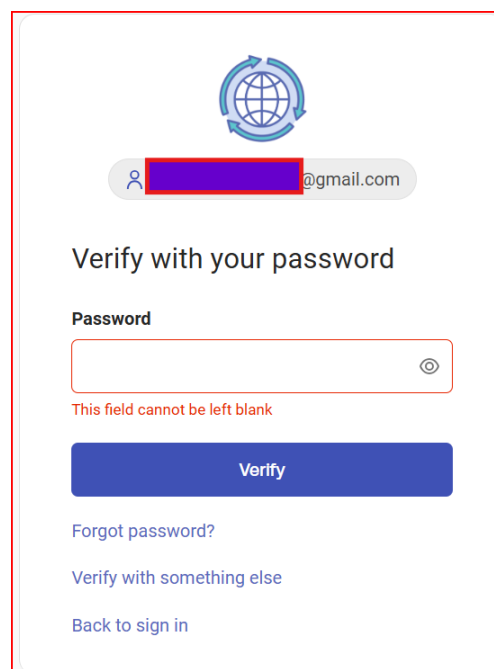
A screenshot of a security verification screen. At the top is a circular icon with a globe and arrows. Below it is a grey rounded rectangle containing a person icon, a redacted email address, and "@gmail.com". The main heading is "Verify it's you with a security method". Below this is the text "Select from the following options". There are two white rounded rectangles: the first is labeled "Email" and contains a redacted email address with a blue arrow to its right; the second is labeled "Password" and also has a blue arrow to its right. At the bottom left is a blue link that says "Back to sign in".

Option 1



A screenshot of the "Option 1" screen. It features the same globe icon at the top. Below it is a grey rounded rectangle with a person icon, a redacted email address, and "@gmail.com". The heading is "Get a verification email". Below this is the text "Send a verification email to [redacted]@gmail.com by clicking on 'Send me an email'". There is a large blue button labeled "Send me an email". Below the button is a blue link "Verify with something else" and another blue link "Back to sign in". A red arrow points upwards to the "Send me an email" button.

Option 2



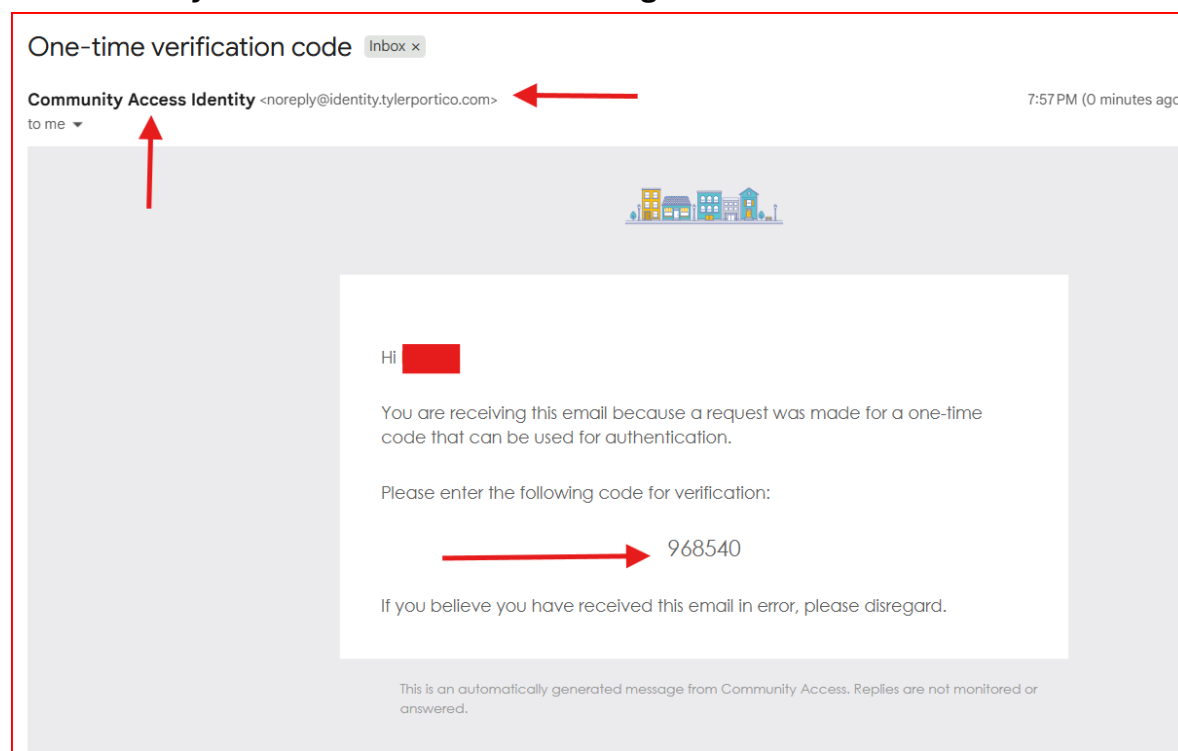
A screenshot of the "Option 2" screen. It features the same globe icon at the top. Below it is a grey rounded rectangle with a person icon, a redacted email address, and "@gmail.com". The heading is "Verify with your password". Below this is the label "Password" and a white password input field with a red border and an eye icon to its right. Below the input field is the text "This field cannot be left blank" in red. There is a large blue button labeled "Verify". Below the button is a blue link "Forgot password?", another blue link "Verify with something else", and a final blue link "Back to sign in".

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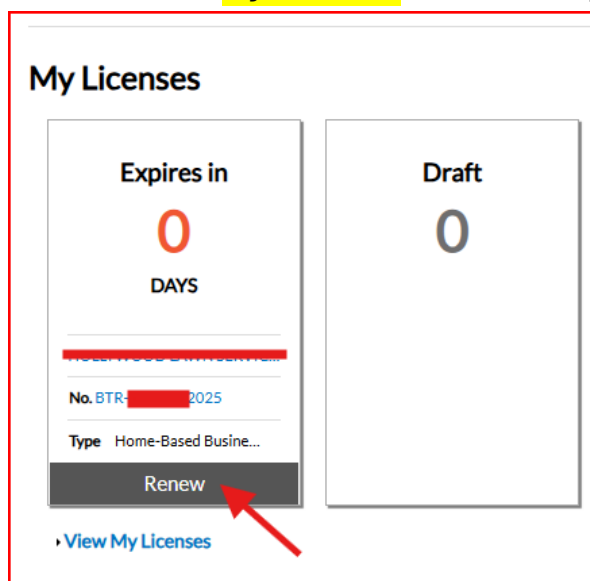
Example of email from

Community Access Identity <noreply@identity.tylerportico.com>

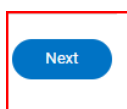
3. Go to your email and retrieve the 6-digit verification code as seen below.



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



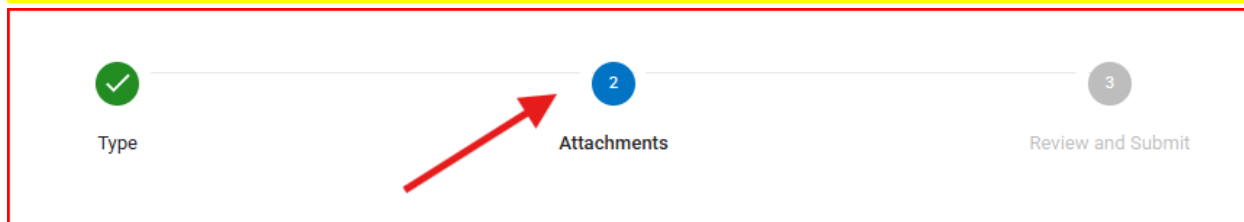
5. Click [NEXT] under 1. Type



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- 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.



The screenshot shows the 'Attachments' section. At the top, there's a progress bar with 'Type' and 'Attachments' (highlighted with a blue circle and number 2). Below the progress bar, the text reads: "You must attach a copy of your State issued ID. If your business requires a State License, be sure Exemption you will need to provide supporting documents for review." Below this text is a blue box containing a dropdown menu labeled 'Select Type' and a large white plus sign on a blue background labeled 'Add Attachment'. A red arrow points to the plus sign, and another red arrow points to the 'Select Type' dropdown. Below the plus sign, it says 'Supported: .pdf'.

The screenshot shows the 'Attachments' section. At the top, it says 'Attachments' and 'You must attach a copy of your State issued ID. If your business requires Exemption you will need to provide supporting documents for review.' Below this is a list of attachments. One attachment is visible: 'Sunbiz: Printout / Articles of Organizatio...' with a size of 185.49 KB and a 'Remove' button. To the right is a blue button with a white plus sign labeled 'Add Attachment'.

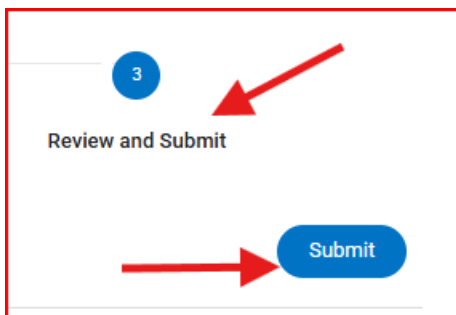
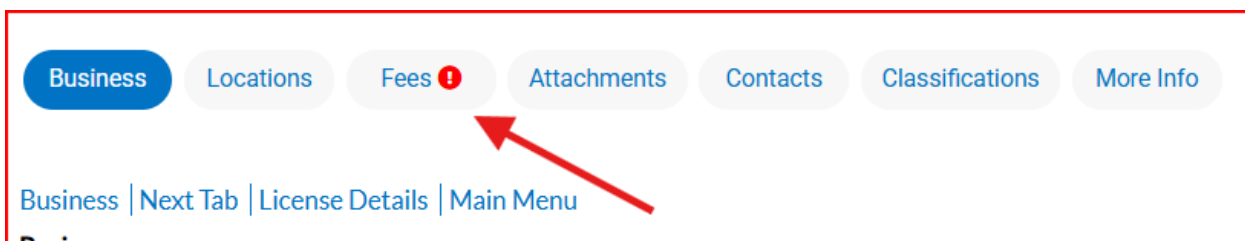
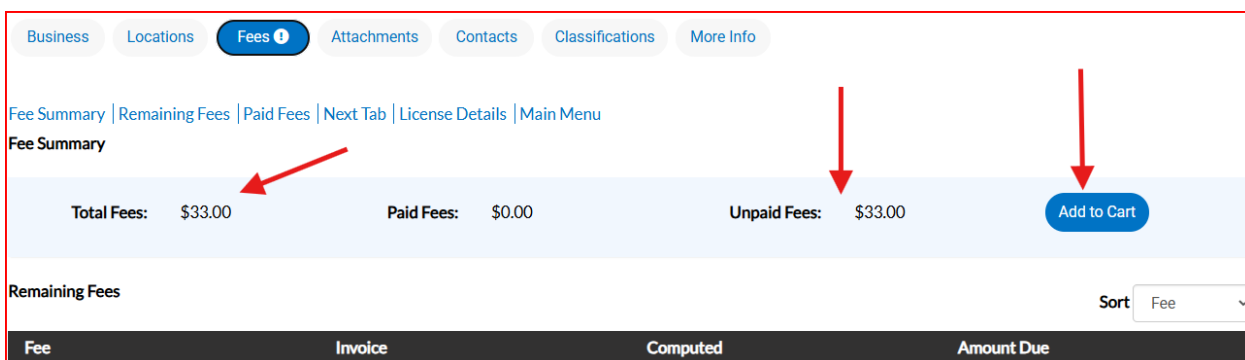
If there are no attachments, then click [NEXT]

Next

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

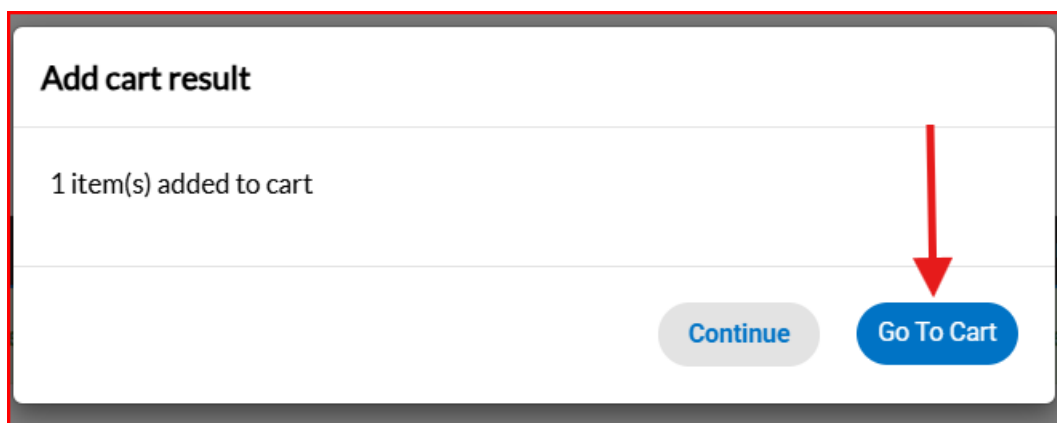
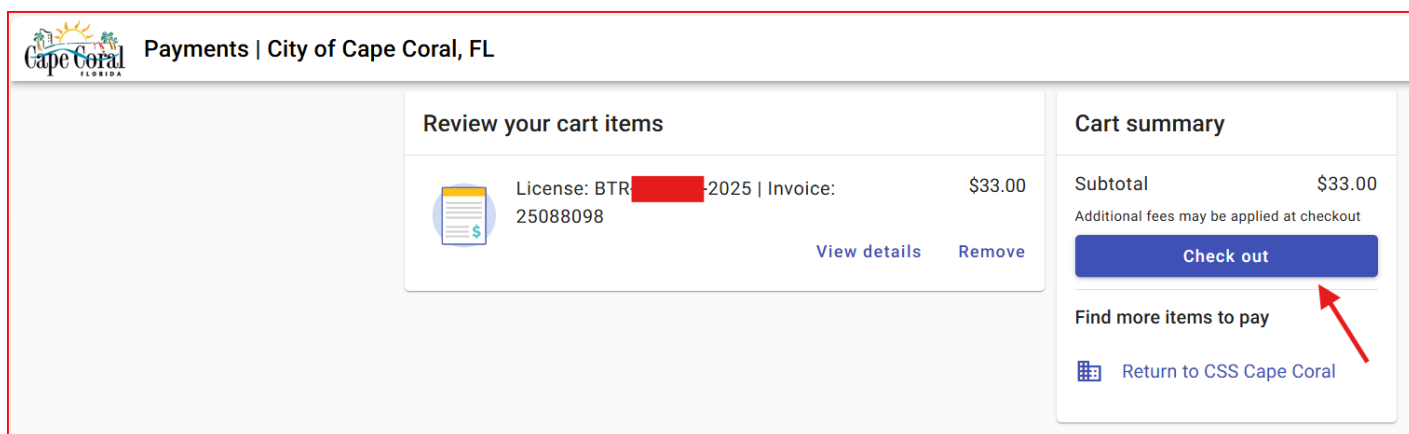
Back

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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

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10. Click on [Go to Cart]**11. Click on [Check out] and follow next screens to input payment information**

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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.

Enter your payment information

How are you going to pay?

☐ VISA [Redacted] ✎ ⋮

☐ Enter new credit card

☐ Enter new eCheck

Where should we send your receipt?

Email for receipt* [Redacted]@gmail.com

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

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

Save card ✕

Microsoft Edge will save your card info including billing address to your Microsoft account, to help you pay faster next time and pay from different devices.

VISA [Redacted] ✎ Edit

Exp: [Redacted] CVV: [Redacted]

[Save](#)

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 [REDACTED]
Expiration date [REDACTED]

Summary of charges

License: BTR-[REDACTED]-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 [REDACTED]@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-[REDACTED]-2025 Invoice: [REDACTED]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 [REDACTED]8098 - Hello, Invoice numb
	 Invoice 2_30-0...
☐ ☆ Community Access Id.	One-time verification code - Hi [REDACTED], You are