Delaware Taxpayer Portal – Renew License(s)

The following pages outline the steps required to renew a license in the Portal.

Renew License(s)

1. Log in to the Portal using an Administrator account

Log in to the Delaware Taxpayer Portal with your Authorized Administrator account, the portal should then display your homepage.

2. View Current Licenses

Verify that an entity linked to your account has at least one active or 1-year old license.
3 Navigate to Renew License page

From the Transactions drop-down menu, select “Renew License”. Once selected the website will take you to the Renew License page.

4 Renew License Form

Verify that the Taxpayer name is correct and select the filing period that matches the end date of the licenses you want to renew. After everything is filled out select “Next”.
5  License Renewal Details

Enter the renewal information. You can select the 1-year or 3-year checkbox for the license you wish to renew. If your license requires more information such as the number of units, complete that information.

You also have the option to delete a license from this renewal if you do not wish to renew it. Just select the trash-can icon at the end of the row for the specific license you wish to remove.
6  Submit Renewal

When complete, select the “Calculate” button to validate the return.
If there are no validation issues you can submit the return but if there are validation issues, you need to go back and fix the issues before submitting the return.
Select the “Submit” button.

7  Summary Information

The portal will display the Summary Information page. Review the Summary Information and select the “Next” button.
8  Review Declaration

Review the declaration to agree that the information provided is accurate and reflects who you are. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming. The system will process the return, send a confirmation email, and display a confirmation message.

9  Confirmation Page

You will now see a confirmation screen indicating that your renewal was submitted successfully. From this page select the “Next” button to navigate to the Form Payment page.
10  Enter the Payment Amount

Enter an amount in the Payment Amount field or select the checkbox to indicate that you want to pay the total outstanding balance.

11  Payment Details

Select the payment method from the Payment Method drop-down list. Select the “Next” button.

*If the payment amount is over $10,000 you will only be able to choose the ACH Payment type.*
12 Navigate to Processing Site

Select the “Continue” button and the Portal will transfer you to the payment processing site.

13 Govolution Information

Complete the payment on the Govolution payment page.