

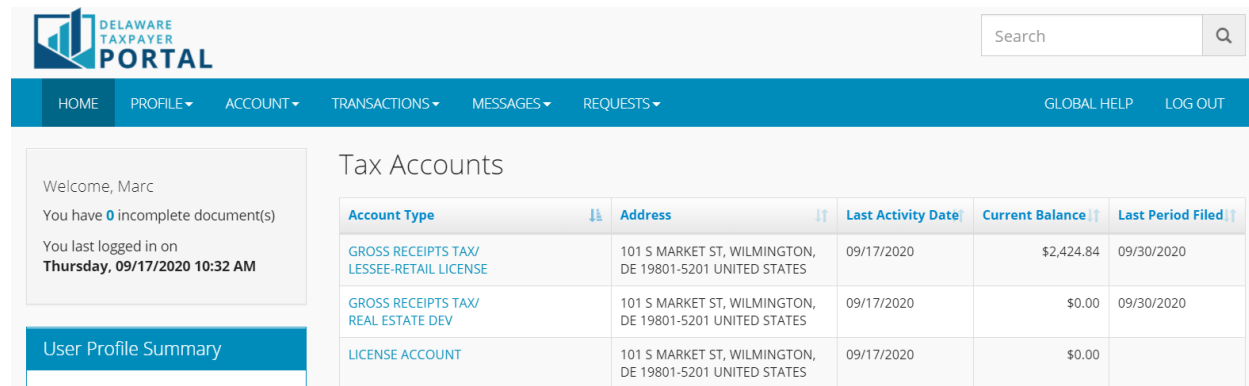
## Delaware Taxpayer Portal – Renew License(s)

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.

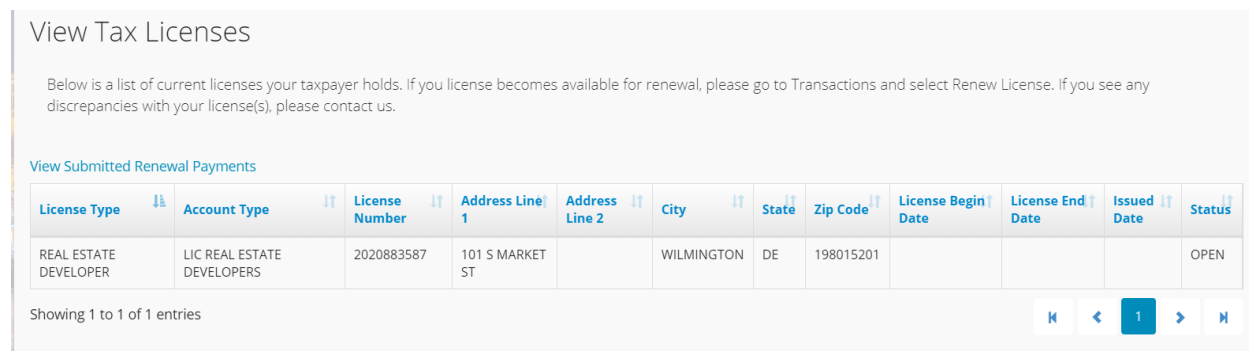


The screenshot shows the Delaware Taxpayer Portal homepage. At the top left is the logo. A search bar is on the top right. A navigation menu includes HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. A welcome message for 'Marc' is displayed, along with a notification about incomplete documents and the last login time. A 'User Profile Summary' button is visible. The main section is titled 'Tax Accounts' and contains a table with the following data:

Account Type	Address	Last Activity Date	Current Balance	Last Period Filed
GROSS RECEIPTS TAX/ LESSEE-RETAIL LICENSE	101 S MARKET ST, WILMINGTON, DE 19801-5201 UNITED STATES	09/17/2020	\$2,424.84	09/30/2020
GROSS RECEIPTS TAX/ REAL ESTATE DEV	101 S MARKET ST, WILMINGTON, DE 19801-5201 UNITED STATES	09/17/2020	\$0.00	09/30/2020
LICENSE ACCOUNT	101 S MARKET ST, WILMINGTON, DE 19801-5201 UNITED STATES	09/17/2020	\$0.00	

#### 2 View Current Licenses

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



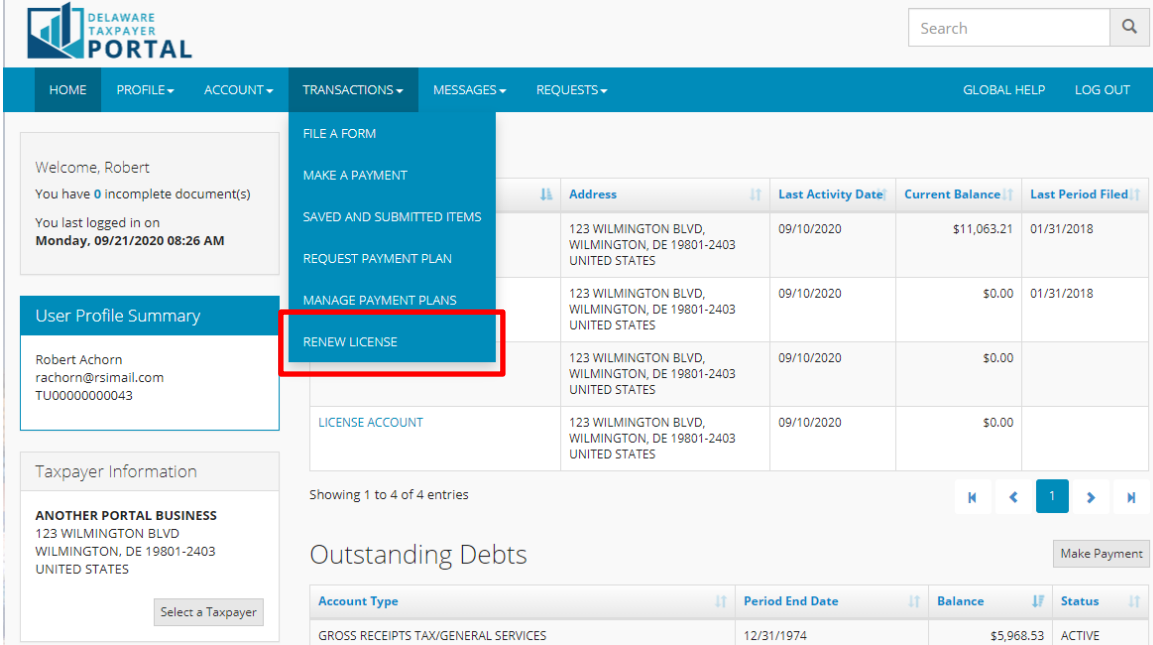
The screenshot shows the 'View Tax Licenses' page. It includes a heading, a paragraph of instructions, and a 'View Submitted Renewal Payments' link. Below is a table with the following data:

License Type	Account Type	License Number	Address Line 1	Address Line 2	City	State	Zip Code	License Begin Date	License End Date	Issued Date	Status
REAL ESTATE DEVELOPER	LIC REAL ESTATE DEVELOPERS	2020883587	101 S MARKET ST		WILMINGTON	DE	198015201				OPEN

Showing 1 to 1 of 1 entries

### 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.



The screenshot shows the Delaware Taxpayer Portal interface. The 'TRANSACTIONS' menu is open, and 'RENEW LICENSE' is highlighted with a red box. The main content area displays a table of accounts and an 'Outstanding Debts' section.

Address	Last Activity Date	Current Balance	Last Period Filed
123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/10/2020	\$11,063.21	01/31/2018
123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/10/2020	\$0.00	01/31/2018
123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/10/2020	\$0.00	
123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/10/2020	\$0.00	

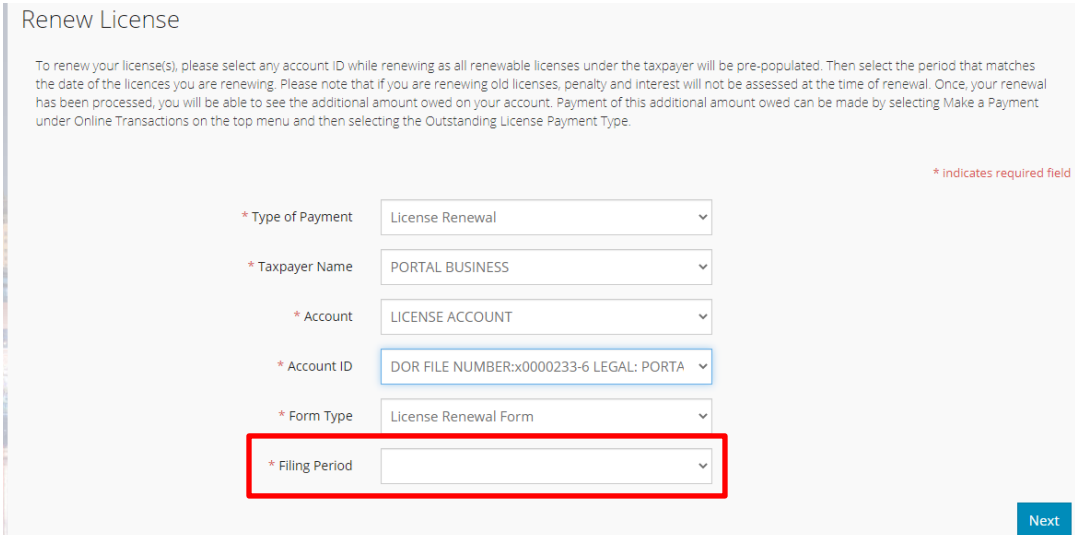
Showing 1 to 4 of 4 entries

**Outstanding Debts**

Account Type	Period End Date	Balance	Status
GROSS RECEIPTS TAX/GENERAL SERVICES	12/31/1974	\$5,968.53	ACTIVE

### 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”.



The screenshot shows the 'Renew License' form. The 'Filing Period' dropdown menu is highlighted with a red box. A 'Next' button is visible at the bottom right.

**Renew License**

To renew your license(s), please select any account ID while renewing as all renewable licenses under the taxpayer will be pre-populated. Then select the period that matches the date of the licenses you are renewing. Please note that if you are renewing old licenses, penalty and interest will not be assessed at the time of renewal. Once your renewal has been processed, you will be able to see the additional amount owed on your account. Payment of this additional amount owed can be made by selecting Make a Payment under Online Transactions on the top menu and then selecting the Outstanding License Payment Type.

\* indicates required field

\* Type of Payment: License Renewal

\* Taxpayer Name: PORTAL BUSINESS

\* Account: LICENSE ACCOUNT

\* Account ID: DOR FILE NUMBER:x0000233-6 LEGAL: PORTA

\* Form Type: License Renewal Form

\* Filing Period: [Dropdown menu]

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.

Enter Tax Return - Tabular Form

Please complete the tax return information requested in the tabs below. Click Submit to file the return. You may click Save at any time to save your changes and come back to this return later to complete it.

After completing your tax form, select the Calculate button. Before a return can be submitted, it needs to be calculated to confirm the information that you entered. After you have selected the Calculate button, select the Submit button. Once a return has been submitted, you cannot edit or delete the return. You must return to the File a Form page found under Transactions on the top menu bar and select the return type of amended.

Tax Return Instructions

\* Indicates required field

Return Header License Renewal

LicenseRenewal

Please complete the input fields below.

License renewal is license year ending on	Number of units 1	Number of units 2	Check for 1-Year license	Amount Due for 1-Year	Check for 3-Year license	Amount Due for 3-Year
MM/DD/YYYY			<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
MM/DD/YYYY			<input type="checkbox"/>	\$	<input type="checkbox"/>	\$

Add Row

Back

Cancel Save and Exit Save and Continue Calculate Submit

*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.

Return Header
License Renewal

**LicenseRenewal**

Please complete the input fields below.

This renewal is for license year starting on	This renewal is for license year ending on	Number of units 1	Number of units 2	Check for 1-Year licence	Amount Due for 1-Year	Check for 3-Year licence
01/01/2021	12/31/2021	0	0	<input checked="" type="checkbox"/>	\$ 75.00	<input type="checkbox"/>
01/01/2021	12/31/2021	0	0	<input checked="" type="checkbox"/>	\$ 75.00	<input type="checkbox"/>

[Add Row](#)


[Back](#)

Cancel

Save and Exit
Save and Continue
Calculate
Submit

## 7 Summary Information

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



HOME
PROFILE ▾
ACCOUNT ▾
TRANSACTIONS ▾
MESSAGES ▾
REQUESTS ▾
GLOBAL HELP
LOG OUT

TRANSACTIONS / FILE A TAX RETURN

### Summary Information

Please verify the summary information and select Next when ready to proceed.

<b>Total Tax</b>	\$150.00
<b>Total Amount Due</b>	\$150.00

**Please Note:** Allow a minimum of 72 hours for this document to be processed before contacting the Department with any questions.

Penalty and interest is calculated as of 21-Sep-2020.

← Back
Next

## 8 Review Declaration

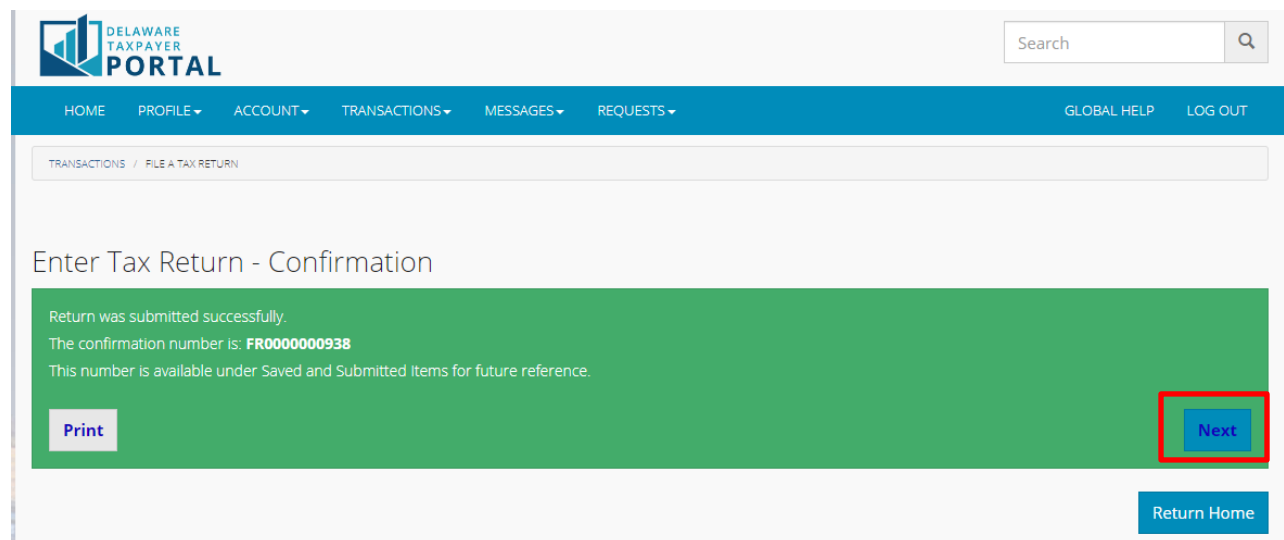
Review the declaration to agree that the information provided is accurate and reflects who you are. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming. The system will process the return, send a confirmation email, and display a confirmation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

Enter Tax Return - Signature

The undersigned acknowledges that I am aware of the possible penalties that may be incurred for improper use of the Portal and that I am authorized to file a return for the taxpayer represented in the tax return now being submitted online.  
Please select the “Yes” button if you agree. Select the “No” button to cancel the submission and go back to the return.

## 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.



The screenshot shows the Delaware Taxpayer Portal interface. At the top left is the logo, and at the top right is a search bar. A navigation menu includes HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. The breadcrumb trail reads 'TRANSACTIONS / FILE A TAX RETURN'. The main heading is 'Enter Tax Return - Confirmation'. A green message box contains the text: 'Return was submitted successfully. The confirmation number is: **FR0000000938**. This number is available under Saved and Submitted Items for future reference.' Below this message are two buttons: 'Print' and 'Next'. The 'Next' button is highlighted with a red rectangle. At the bottom right, there is a 'Return Home' button.

## 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.

Form Payment \* indicates required field

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Form Details

<b>Taxpayer Name</b>	PORTAL BUSINESS	<b>Period End Date</b>	12/31/2020
<b>Account</b>	LICENSE ACCOUNT	<b>Amount Due</b>	\$150.00
<b>Account ID</b>	DOR FILE NUMBER:000002336	<b>Return Confirmation #</b>	FR0000000391

Penalty and Interest is calculated as of 21-Sep-2020.

**Total Tax** \$150.00  
**Total Amount Due** \$150.00

**Please Note:** Allow a minimum of 72 hours for this document to be processed before contacting the Department with any questions.

\* Payment Amount   Check here to pay the total amount due

\* Payment Method

[Cancel](#)

[Next](#)

## 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.*

Form Payment \* indicates required field

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Form Details

<b>Taxpayer Name</b>	PORTAL BUSINESS	<b>Period End Date</b>	12/31/2020
<b>Account</b>	LICENSE ACCOUNT	<b>Amount Due</b>	\$150.00
<b>Account ID</b>	DOR FILE NUMBER:000002336	<b>Return Confirmation #</b>	FR0000000391

Penalty and Interest is calculated as of 21-Sep-2020.

**Total Tax** \$150.00  
**Total Amount Due** \$150.00

**Please Note:** Allow a minimum of 72 hours for this document to be processed before contacting the Department with any questions.

\* Payment Amount   Check here to pay the total amount due

\* Payment Method

[Cancel](#)

[Next](#)

## 12 Navigate to Processing Site

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

Warning - Exiting Site

**You are leaving the Portal site.**  
Click "Continue" to be redirected or "Back" to select a different payment method.

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

## 13 Govolution Information

Complete the payment on the Govolution payment page.