1. Go to BTR Homepage ([www.jupiter.fl.us/btr](http://www.jupiter.fl.us/btr)). Click on Renew Your BTR

2. Login to the Jupiter Community Development System

3. Select the Business Name or Professional license you are renewing.
   (If Business Click in Business License you are renewing in next screen ; see arrow)
4. Click on Renew License
Town of Jupiter
Business License Renewal

5. Answer the questions

6. Click on Calculate Fees

7. Upload current documents.

8. Click Next
9. Click Confirm and Submit

### Business License Renewal Confirmation

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>License Type</th>
<th>Account Number</th>
<th>Application Type</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-16-790</td>
<td>Business Registration</td>
<td></td>
<td>Alterations</td>
<td></td>
</tr>
<tr>
<td>License Year: 2010</td>
<td>Description: Text</td>
<td>Address: 1210 S OLD DIXIE HWY</td>
<td>Classification: Alterations</td>
<td>毁灭：毁灭</td>
</tr>
</tbody>
</table>

### Business info

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>MWells</th>
<th>DBA:</th>
</tr>
</thead>
</table>

### Additional Details

- # of Employees:
- # of Employees Full-Time:
- # of Employees Part-Time:
- # of Employees Salaried:
- Salary Range:
- # of Employees Live In-Town:
- # of Employees Live Out-of-Town:
- Years of Service Operated In Town:
- Hours of Operation:

### Alarm System:

By selecting NO below, you are agreeing that there have been no changes to your previous year’s Business Tax Receipt. If there have been changes, please submit a new application. Examples of changes would consist of: change in Address, Business Name, Classification or Use, Additional Classification or Use, Ownership, etc...

Are there changes to the info listed above? : No

### Calculate

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR - Alterations</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

### Upload Attachments

<table>
<thead>
<tr>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example.pdf</td>
</tr>
</tbody>
</table>

[Confirm and Submit button]
10. Invoice will come up to pay. Click on Make Payment.

11. You can pay with Credit Card or E-Check; just fill out the information (similar to Amazon). Below are the four screens you will process though.

Once paid Click on Return to Community Development System. Open your license you just processed, hit the printer icon in the upper right corner.