City of Durango Online License Renewal

1. Visit [www.durangogov.org/payments](http://www.durangogov.org/payments) and click Sales Tax & Business License link.

2. If you are a new user, create an account. Existing users can enter credentials and log in.

3. Click Tax and Licensing.

4. **4A New Users:** Click Manage Accounts and then Add Account. Enter the Acct # and Street address (no city, state, zip, or suite #) exactly as it is written on the front of the license renewal document attached to the renewal email. Click OK and then you can select Renew License to move to next step, 4B.

4B **Existing Users:** Click Renew License and then check the box next to your Active license showing the current licensing year ending on December 31st. Click Next, then click Submit to renew.

*Accounts with multiple Active licenses cannot click multiple boxes and renew all at the same time. You will need to click Renew License again and check the box/renew each separately.*

5. After you click Submit, the website will re-direct you to a payment portal to use E-Check or a Credit Card.

*You will be emailed a copy of your license, however, you can print a copy of your license under the License Information button. If you need additional assistance, call the Clerk’s Office at 970-375-5010.*