ONLINE PAYMENT PORTAL REGISTRATION INSTRUCTIONS (FIRST TIME USERS)

- First time users - at the Beaufort Self Service homepage, click on the payment portal tab to the right.
- Click Register to gain access to your business account(s).
- In the User ID field, type your **Account** number located on your business license and your D.B.A. (doing business as)
- Re-type your User ID.
- Create a password.
- Re-type your password.
- Type a password hint
- Provide email address of the business owner – *or, the email of a registered agent that will be responsible for the online filings.*
- Enter the validation numbers into the box below.
- Click Save.
- Then contact the Business License Office at 843-525-7025 or buslicense@cityofbeaufort.org to have your business account(s) linked to your User ID to make online payments.
- Once you have received confirmation from that Business License Office, you can then login into your online payment portal and access your account(s).
- Enter User ID and temporary password and then click login.
- You will then be prompted to change your password.

PLEASE NOTE, if you have MULTIPLE business licenses, you may have all accounts linked under one payment portal User ID by contacting the Business License Office after the initial registration. Otherwise, you may register each business under an individual payment portal User ID