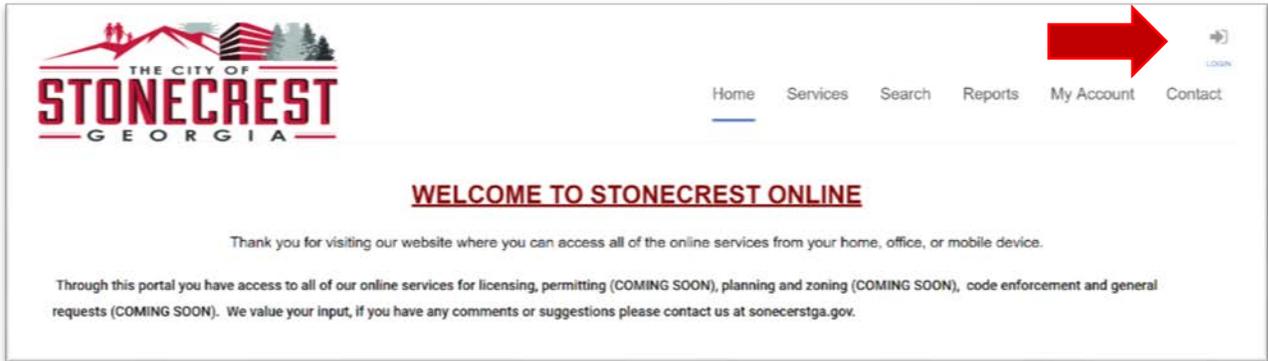
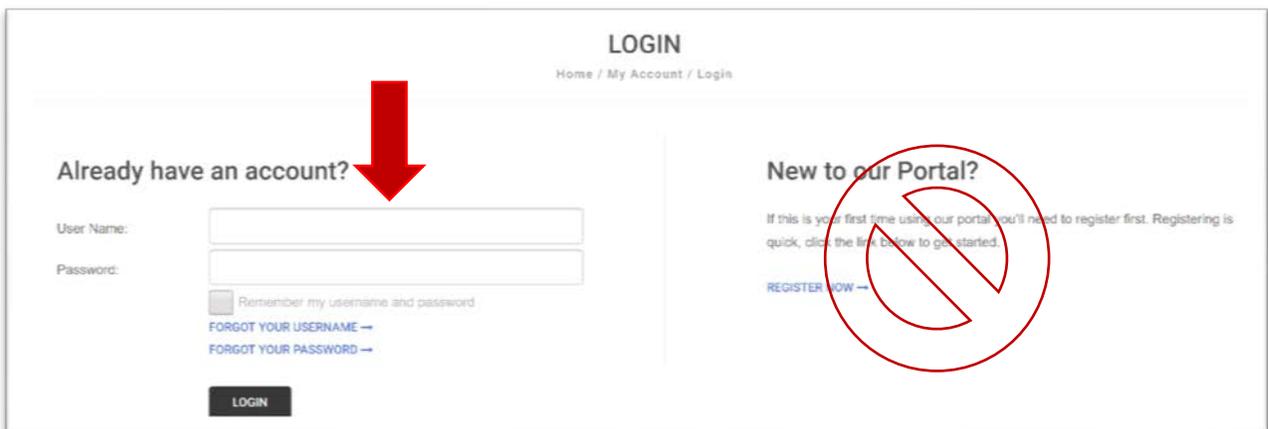


# City of Stonecrest Renewal Process

1. Copy the following link <https://www2.citizenserve.com/stonecrestga>
2. Click LOGIN in the top right corner of the screen



3. Click FORGOT YOUR USERNAME and enter the email address. If you do not have an email address tied to your account please contact the City of Stonecrest to update your information. Do not click REGISTER NOW.



4. Select View my requests from the left menu bar

THE CITY OF  
**STONECREST**  
GEORGIA

Home Services Search Reports My Account Contact

### MY ACCOUNT

Home / My Account

[View my requests](#)

[Update my information](#)

[Logout](#)

Welcome to your Stonecrest online account Ellen McAdams!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

5. Click on the license number you need to update

### MY REQUESTS

Home / My Account / My Requests

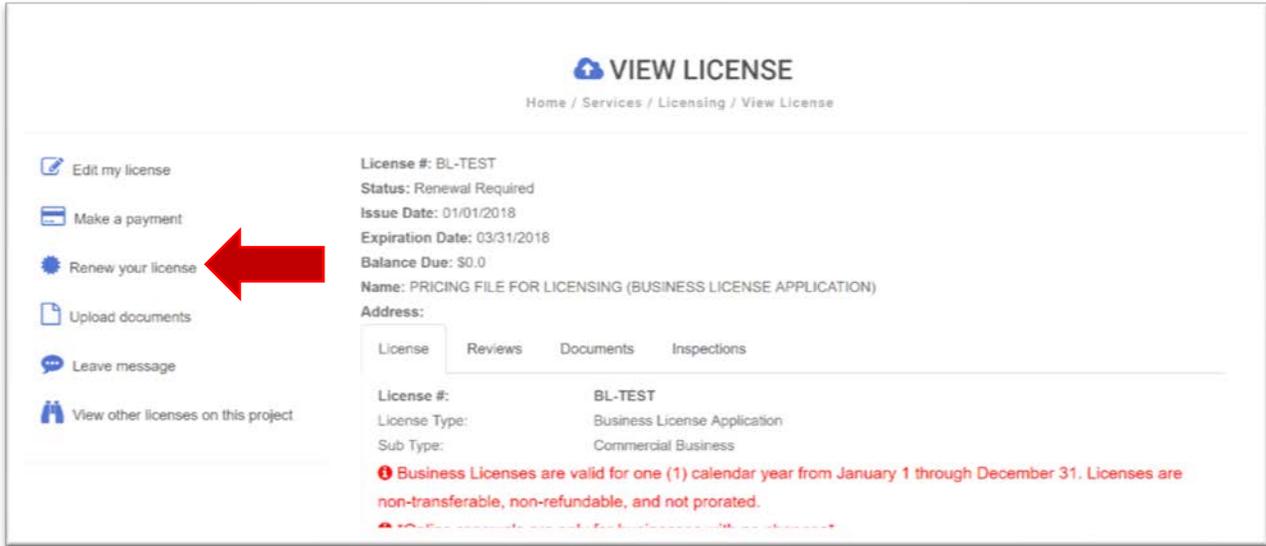
View My Licensing

Under Review Issued All

1-3 of 3

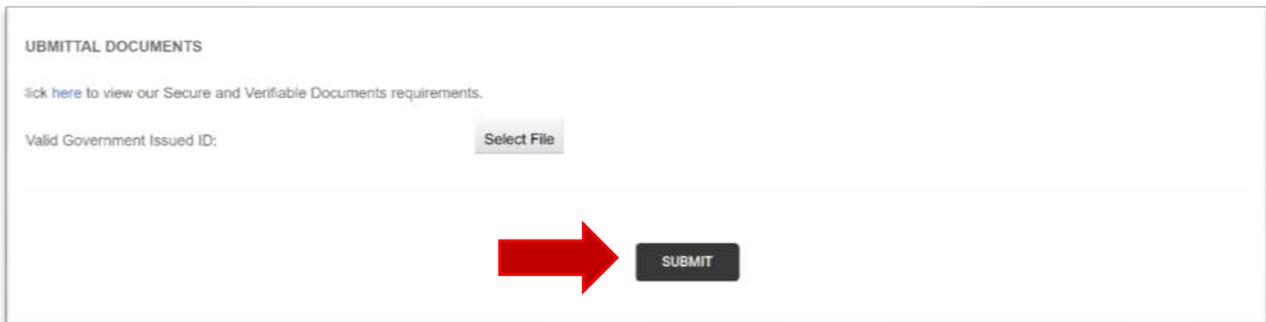
License #	Description	Address	Application Date	Status	Balance Due
<a href="#">BL-TEST</a>	PRICING FILE FOR LICENSING (BUSINESS LICENSE APPLICATION)		03/07/2018	Renewal Required	\$0.0
<a href="#">AL-TEST</a>	PRICING FILE FOR LICENSING (ALCOHOL BEVERAGE LICENSE)		03/07/2018	Under Review	\$0.0
<a href="#">BL17-000001</a>	McAdams Development		10/30/2017	Under Review	\$1486.5

6. Click Renew your license from the left menu



7. Fill out the required information as indicated by the red vertical line next to the field.

8. Scroll down to the bottom of the screen and press submit



9. The next screen will send you to our **secure payment processor** so you may make a payment online.

The screenshot shows a payment processor interface with the following elements:

- Header:** A blue credit card icon followed by the word "PAYMENT" in bold. Below it is a breadcrumb trail: "Home / My account / View license / Make a payment".
- License Information:** "License #: BL-TEST" and "Amount Due: \$150.00".
- Payment Form:** A series of input fields on the right side, each preceded by a red vertical bar and a label on the left:
  - Payment Amount:** A greyed-out field containing "\$150.00".
  - Payment Type:** A dropdown menu currently set to "Credit Card".
  - Cardholder Name:** An empty text input field.
  - Card Number:** A yellow-highlighted text input field.
  - Card Expiration Month / Year:** Two dropdown menus for selecting the month and year.
  - Security Code:** A text input field with a blue question mark icon to its right.
  - Billing Address:** A multi-line text input area consisting of three stacked boxes.
- Legend:** A red vertical bar followed by the text "Indicates a required field".

You will receive an email confirmation that your renewal was received. The City of Stonecrest will contact you once your license is issued.