Step 1: To create an account click on the "Online Business License Renewal" link on the Murray City website to display the Munis Self Services page.

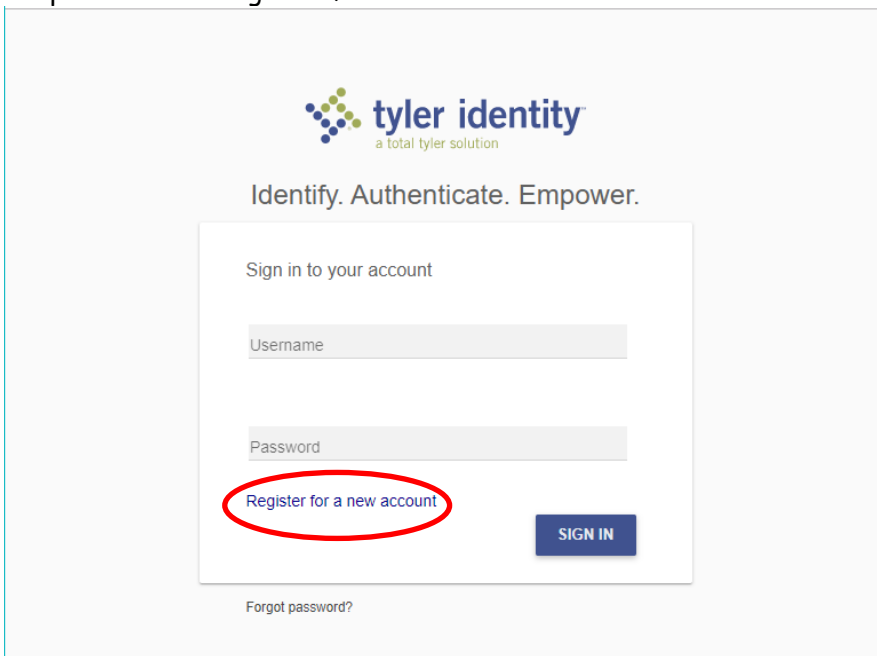**Online Business License Renewal**

Only licenses without changes can be removed online. If there are any updates to the number of employees, vehicles, etc., you will need to come into our office or mail your renewal notice along with your payment. Business licenses are not transferable. If there is a change in ownership or business location, please contact the Business Licensing office at 801-270-2432.

- **Exempt businesses with no fees** must submit the renewal notice to the business licensing office and are not able to renew online.
- By using the online renewal option, you agree to the terms and conditions as outlined above.
- **First time users** will need to register to create an account for the Citizen Self Service. **Step by step instructions to create an account are available by clicking** "Create Citizen Self Service Account."
- Click Online Business License Renewal to pay your bill and renew your business license.

Step 2: Click on the arrow to access the Sign in screen.

tyler technologies

MUNIS Self Services

Home

Citizen Self Service

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Step 3: Click on "Register for a new account"

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a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Username

Password

Register for a new account

SIGN IN

Forgot password?

Step 4: Complete all fields. Notice the Password rules that appear at the bottom of the screen. You will be required to select a password that meets these rules.

Step 5: Click on the "REGISTER" button

Step 6: When you receive the message displayed below, you will need to go to your email and open the message from "blicenses" with the subject "[Tyler Identity] Email Account Verified". This email will contain a link to confirm your email address. Click on the link that will direct you to the "Email Confirmation" page.
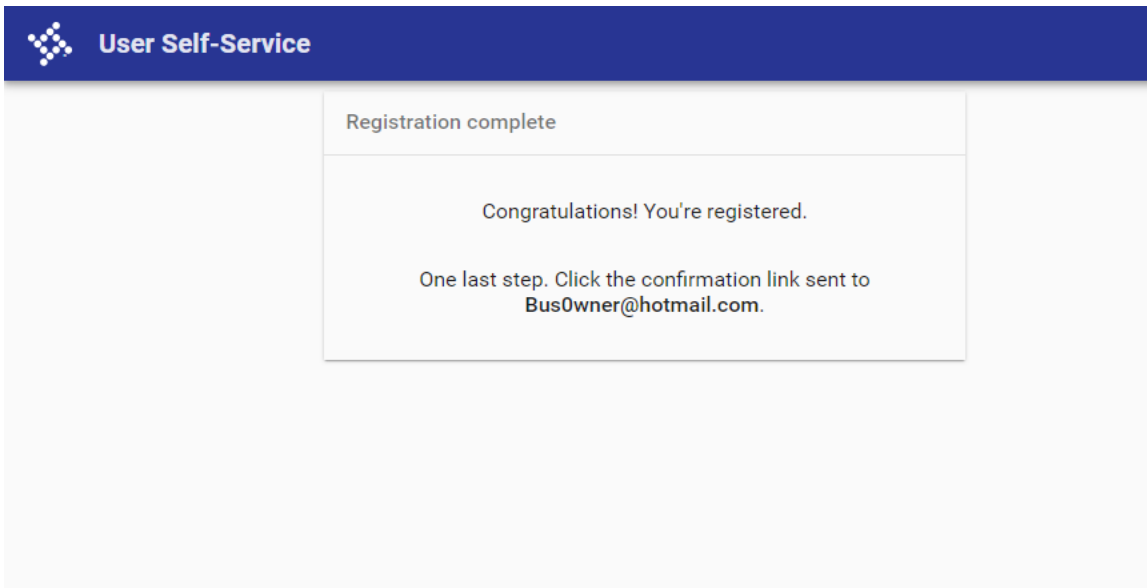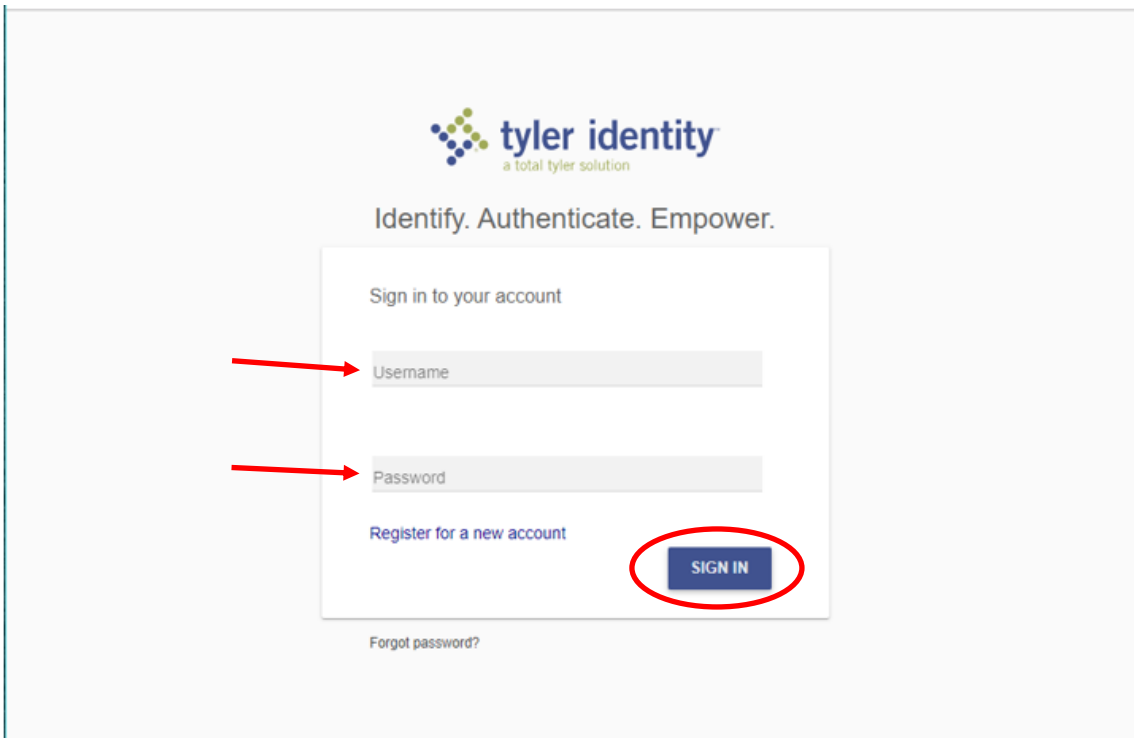

Step 7: Enter your newly created password and click on "CONFIRM EMAIL"
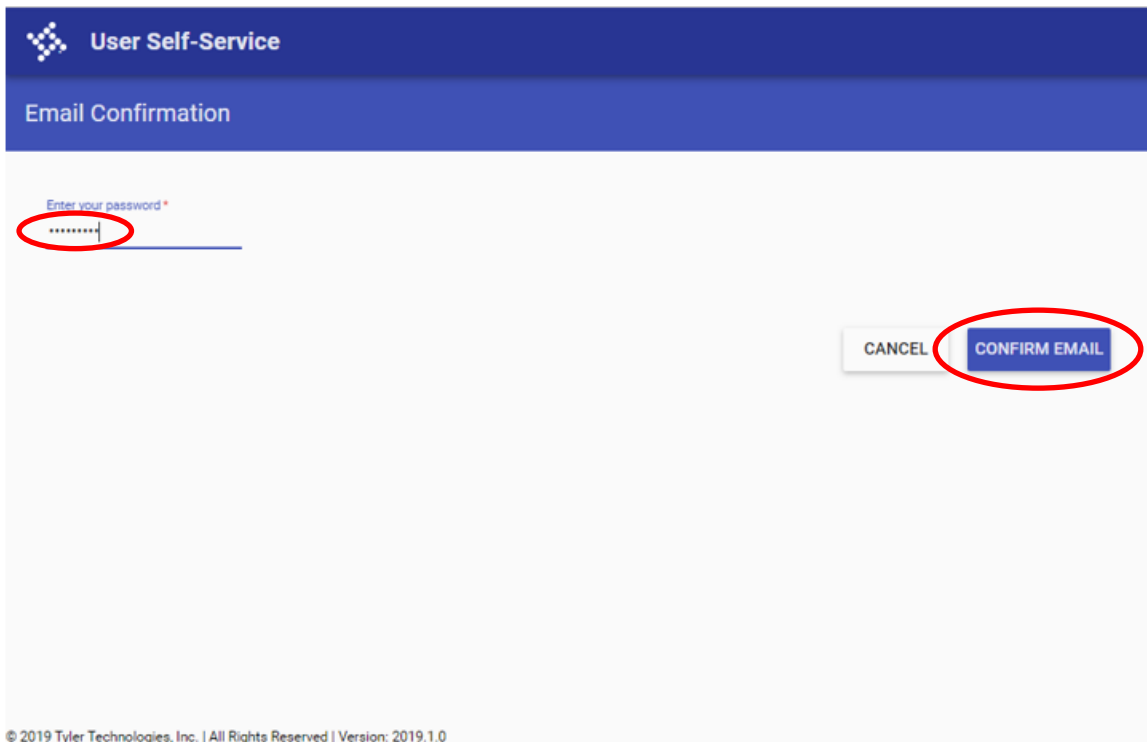
Step 8: Click on the link "here" to sign in to your new account.
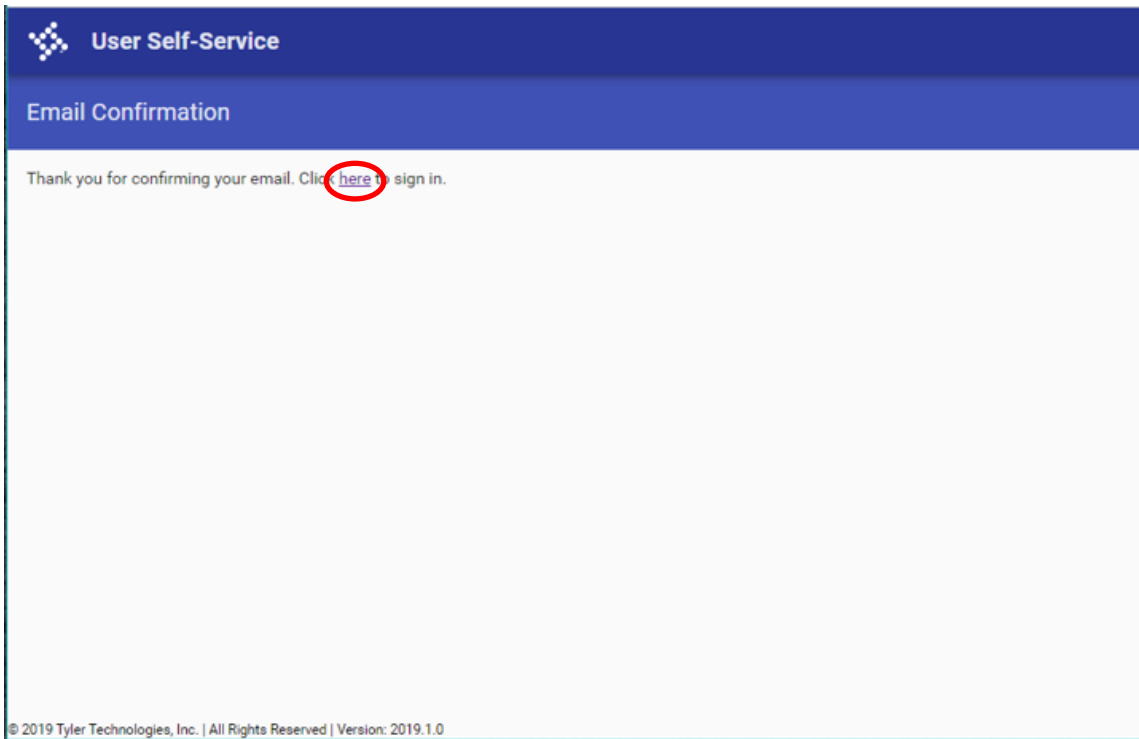
Step 9: The original "sign in" screen will display. Enter your email address as your "Username" and the new password you created. Click on the "SIGN IN" button to access your account.
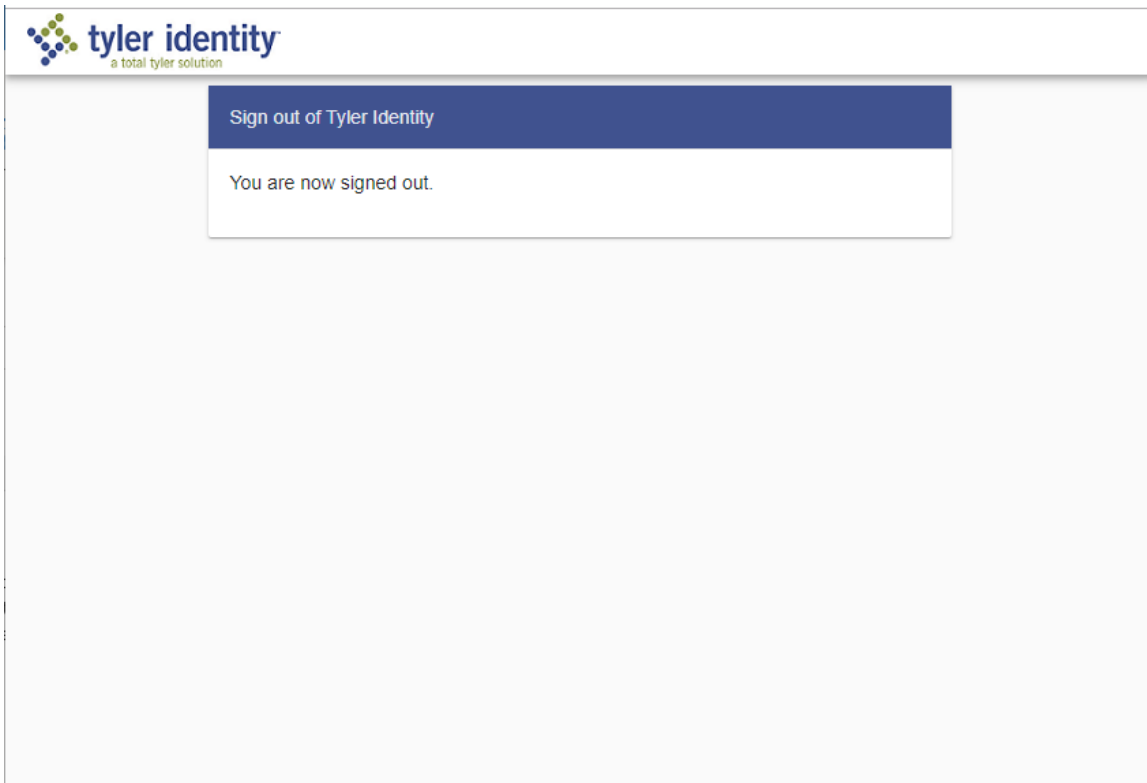
Step 10: When you log in the first time, you will see the screen below that allows you to update your profile information. Click on the ">" in each section to add additional information to your profile.
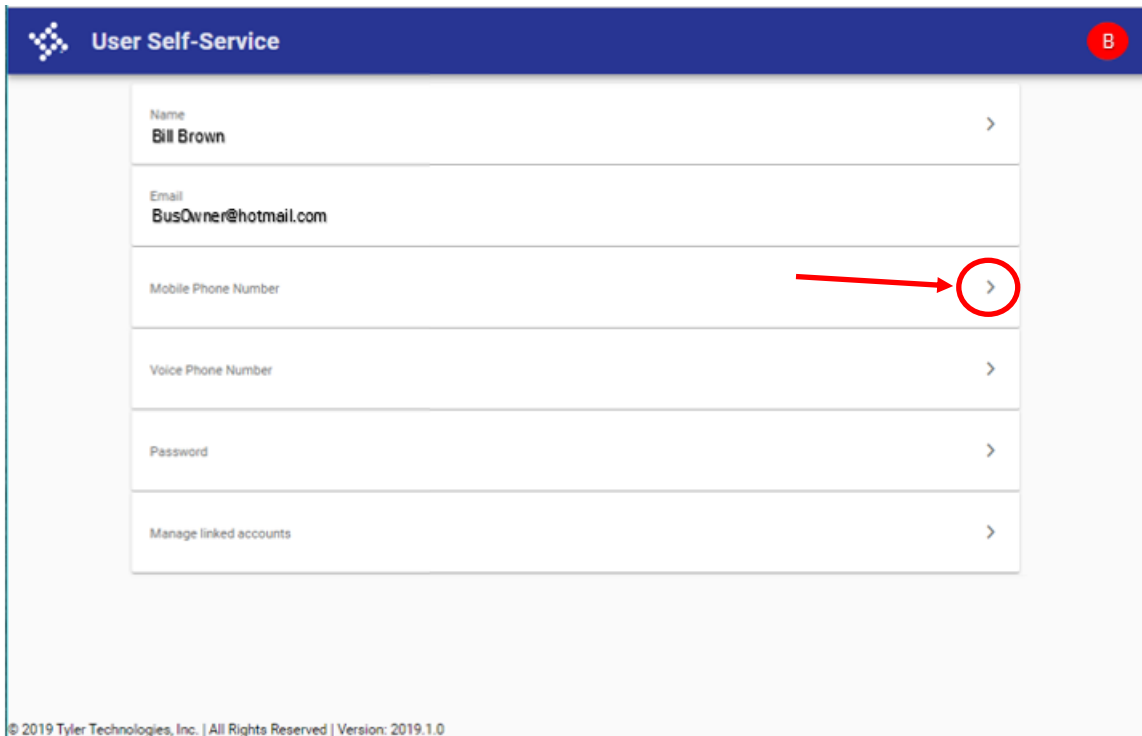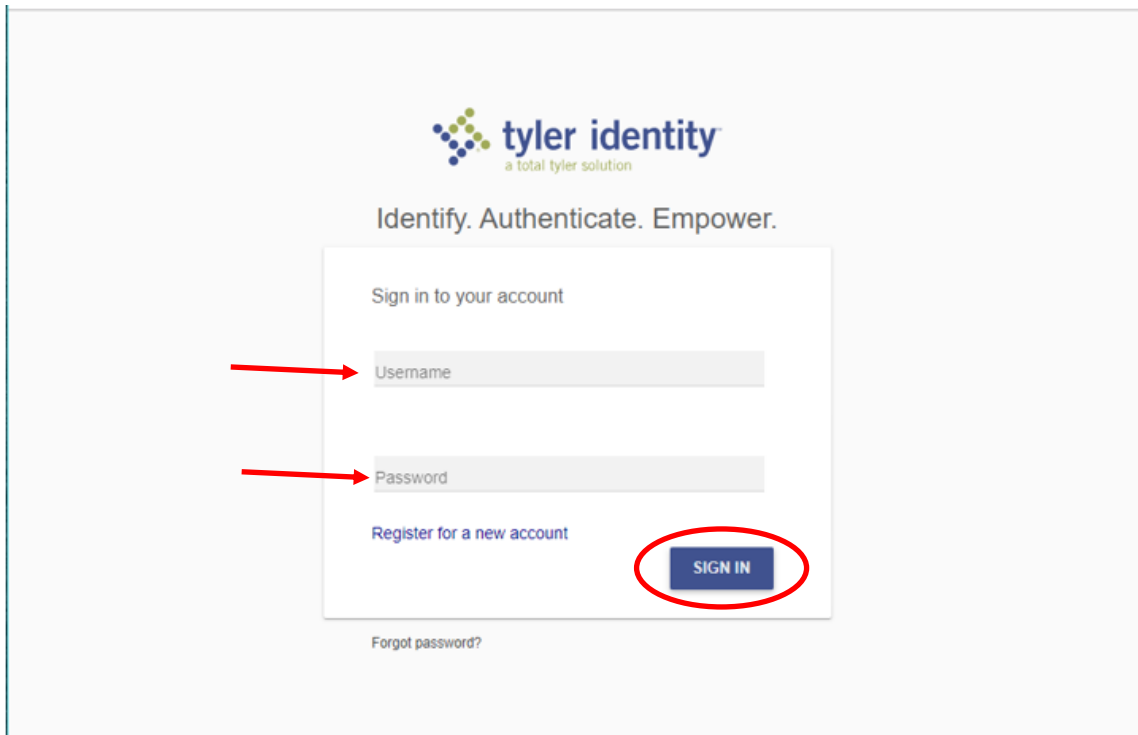

Step 11: Log out by clicking on the circle "B" in the upper right corner and then click "SIGN OUT".
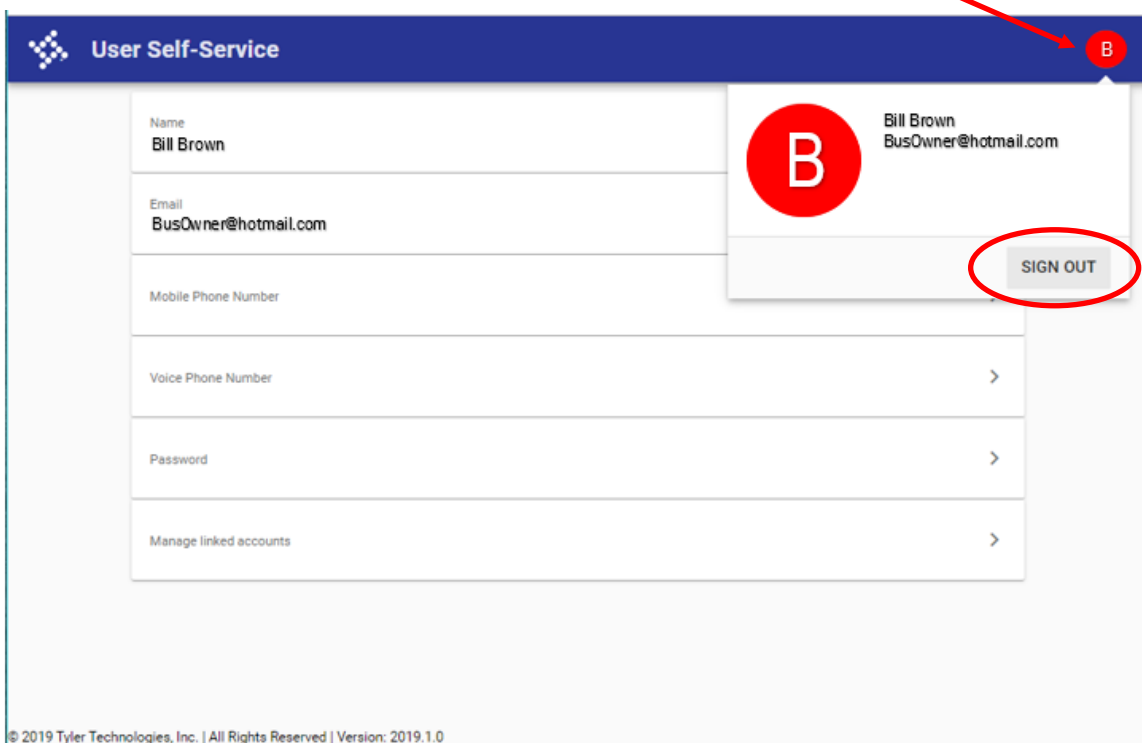
Step 12: Once you are signed out, repeat steps 1 and 2 before proceeding to Step 13.
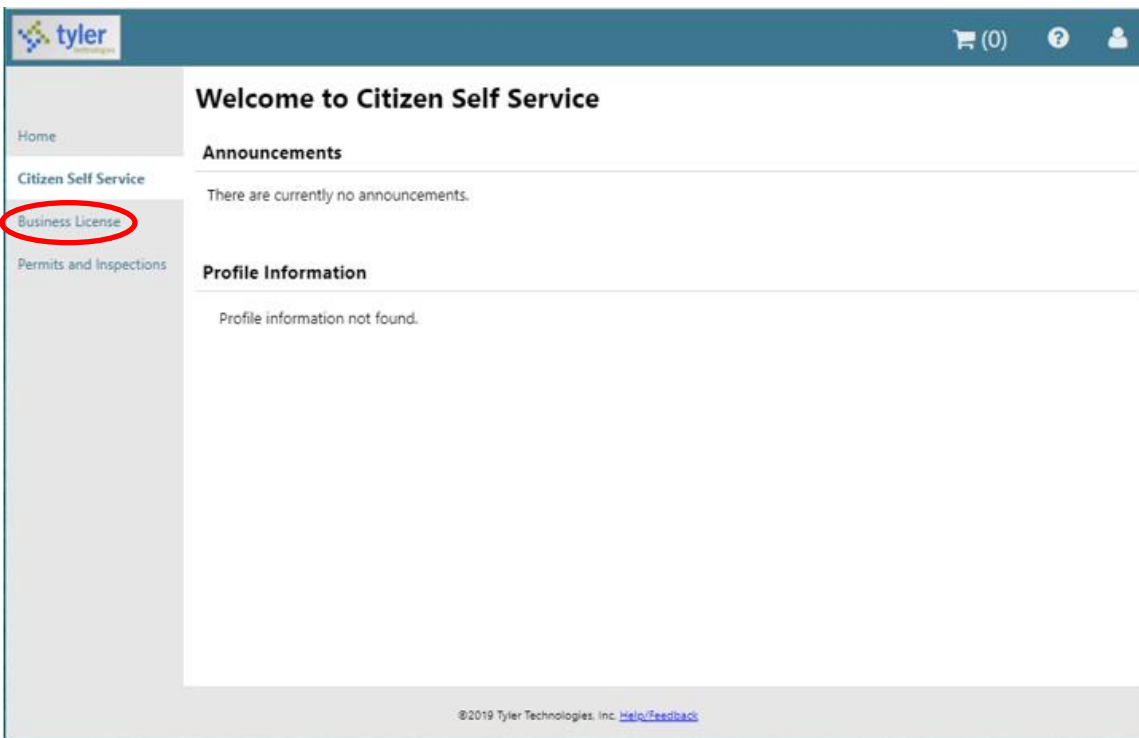

Step 13: Enter your Username (email address) and password to link to your business license account and make an online payment.
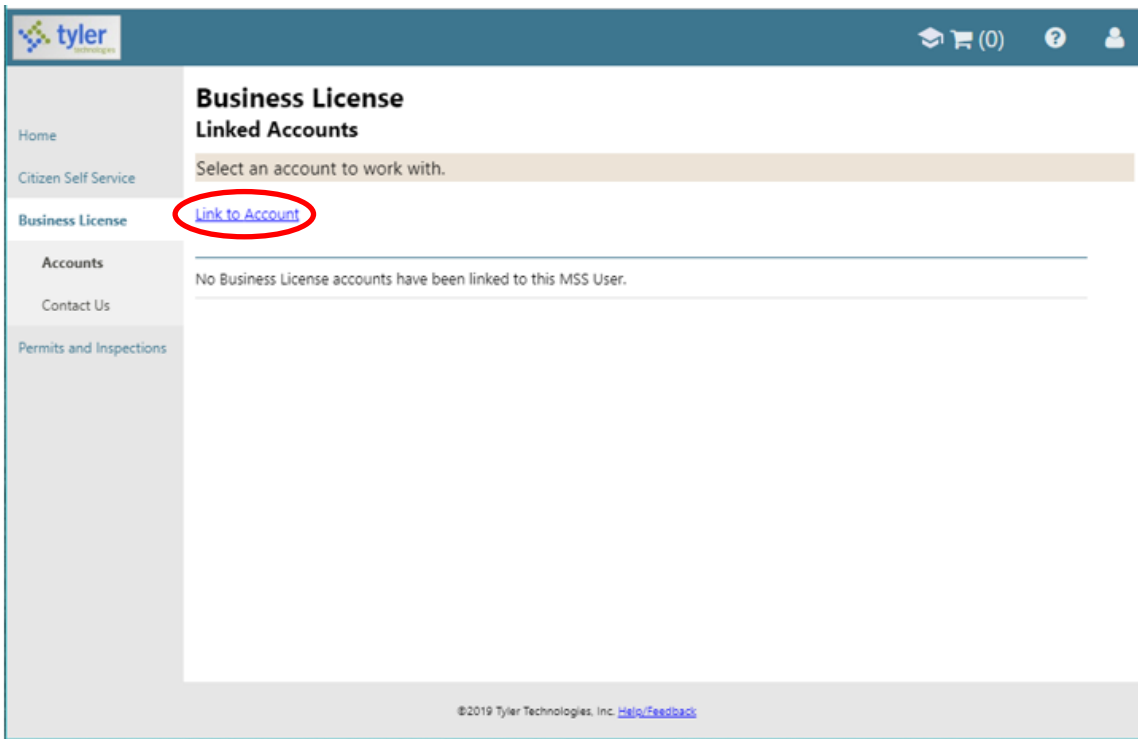
Step 14: Select "Citizen Self Service" to access "Business License" option as shown on the next screen.
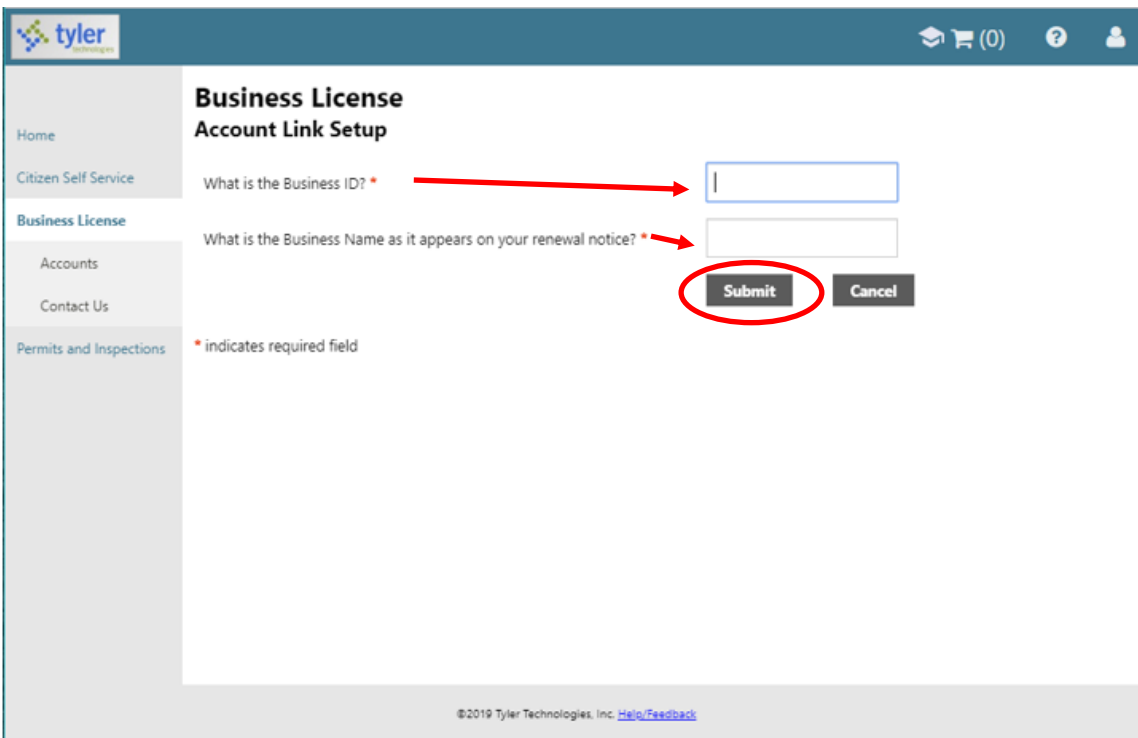

Step 15: Select "Business License".

Step 16: Select "Link to Account"

Step 17: Enter the required information from your Renewal Notice and click the "Submit" button.

Step 18: You can now view your account information by clicking on "Account" or view/pay your bill by clicking on "Bills".