



Town of Ocean City, MD
Online License Renewal Procedure
www.oceancitymd.gov

STARTING HERE:

- Click on “License Information” located on the left. DO NOT click on Renew License.

You will receive this screen:

- Under the “License Inquiry”, select the appropriate search type such as “Business Name”, “Business Owner Name”, “Business Address”, “Business Zip” or “License Number” as it appears on your old license. For this example we have selected “Business Name”.
- Under “Search Criteria”, enter the information you want to search. For purposes here, we are using the Business Owner Name. For this example we are using the lastname: Doe
- Click on Search

You will receive a screen showing a list of the search criteria

- Select the correct listing by clicking on the name as it appears in blue. For this example, we selected Doe, John with license number: 15-00022726

You will receive this page:

The screenshot displays the Town of Ocean City Business Licenses web application. The header includes the town's logo, the title "Town of Ocean City | Business Licenses", and navigation links for "Contact Us", "Create New User", and "Login". The left sidebar contains a menu with options: "Business License Application", "Home", "License Information", "Renew License", and "Explore a License". The main content area, titled "Licenses", features a table with the following data:

License Number	Classification	Status
15-00022728	RENTAL OF SINGLE DWELLING UNIT	PAYMENT PENDING

Below the table, it indicates "Showing 1 to 1 of 1 entries" and provides a link: [View report with all licenses matching this criteria »](#). The footer contains contact information for City Hall and copyright details for SunGard Public Sector.

- Click on the license number which appears in blue.

You will receive this screen:

Town of Ocean City | Business Licenses [Contact Us](#) | [Create New User](#) | [Login](#)

Business License Application

- Home
- License Information**
- Renew License
- Explore a License

Public License Information

[Renew](#)

License Number: 15-00022728
Business Control: 0068611
Location ID: 000065641

Business Information

Business Name: DOE, JOHN
Business Address: 301 BALTIMORE AVE OCEAN CITY MD 21842
Mailing Address: 301 BALTIMORE AVE OCEAN CITY MD 21842
Owner Name:
Date Opened:
Contractor Flag:
Type of Ownership:
Status: Active

License Information

Classification: 0100 - RENTAL OF SINGLE DWELLING UNIT
License Status, Date: PAYMENT PENDING, 03/09/2016
Appl, Issue Date: 03/09/2016, 03/09/2016
License Valid Thru Date: 04/30/2016

Additional Requirements

Code	Description	Document Number	Expiration Date
			0

Showing 1 to 1 of 1 entries

City Hall - Hours: Monday-Friday 8:00 a.m. - 5:00 p.m. - Phone: 410-289-8221
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- Click on “Renew” which appears in blue under Public License Information in the upper left hand corner

You will receive this screen:

Town of Ocean City | Business Licenses [Contact Us](#) | [Create New User](#) | [Login](#)

Renew License

* = Required

* License Number:

* Pin:

[Search](#)

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- Enter your pin number. Your pin number can be found on the renewal letter that was sent to you.
- Click on Search.

Town of Ocean City | Business Licenses [Contact Us](#) | [Create New User](#) | [Login](#)

License Information

License Name: DOE, JOHN	License Number: 15 00022728
License Address: 301 BALTIMORE AVE OCEAN CITY, MD 21842	Business Control: 0068611
Owner:	Renew To Year: 16
License Status: PAYMENT PENDING	Classification: 0100
Issue Date: 03/09/2016	Renew/Transfer Date:
Balance Due: 70.50	Renew Thru Date: 04/30/2016

[Renew License »](#) [Pay Outstanding Balance »](#)

[« Cancel](#)

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- Click on Renew License



Business License Application

Home

License Information

Renew License

Explore a License

Review Renewal Information

* = Required

License Name: DOE, JOHN
License Address: 301 BALTIMORE AVE
OCEAN CITY, MD 21842
Owner:

License Number: 15 00022728
Business Control: 0068611
Renew To Year: 16
Classification: 0100

Please carefully review and adjust the Renewal Period and Gross Receipts below for this license

* Renewal Period: One year - May, 2016 thru April, 2017

* Gross Receipts: 0.00

Continue

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- Click Continue

You will receive this screen:



Business License Application

Home

License Information

Renew License

Explore a License

Additional Charges

License Name: DOE, JOHN
License Address: 301 BALTIMORE AVE
OCEAN CITY, MD 21842
Owner:

License Number: 15 00022728
Business Control: 0068611
Renew To Year: 16
Classification: 0100

Please carefully review and adjust the Additional Charges below for this License

Description	Quantity	Unit Charge	Unit Of Measurement	Total
NOISE PERMIT	1.00	\$25.00		\$25.00
Total				\$25.00

Showing 1 to 1 of 1 entries

Continue

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- Click Continue

You will receive the following screen:

The screenshot displays the Town of Ocean City Business Licenses portal. The header includes the town's logo, the text 'Town of Ocean City | Business Licenses', and links for 'Contact Us', 'Create New User', and 'Login'. A left-hand navigation menu contains 'Business License Application', 'Home', 'License Information', 'Renew License' (highlighted in orange), and 'Explore a License'. The main content area is titled 'Amount Fixed' and lists license details for 'DOE, JOHN'. The license address is '301 BALTIMORE AVE, OCEAN CITY, MD 21842'. The license number is '15 00022728', business control is '0068611', and it renews in '16'. The license classification is '0100'. A list of charges is provided: Exemption (\$0.00), Transaction Date (03/10/2016), Renewal Charge (\$116.00), Penalty Charge (\$0.00), Additional Charges (\$25.00), Interest Charge (\$0.00), Less: Exemption (\$0.00), Less: Paid, and Total Charges (\$141.00). A 'Pay Bill' link with an external icon is located in the bottom right corner of the main content area. The footer contains contact information for City Hall and a copyright notice for SunGard Public Sector.

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- Click on Pay Bill in the lower right hand corner

You will receive this screen:

The screenshot displays the 'Town of Ocean City | Business Licenses' website. The page features a navigation menu on the left with options: Business License Application, Home, License Information, Renew License, and Explore a License. The main content area is titled '1. Payment' and includes a progress bar with steps: 1. Payment, 2. Charges, 3. Review, and 4. Receipt. The 'Payment Information' section contains a red asterisk indicating required fields and a note: 'Please complete the fields below with your payment information. The cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card as it appears on your statement.' Below this are logos for MasterCard, VISA, American Express, and DISCOVER. The form is divided into sections: 'Card Details' with fields for Card Number, Expiration Date, and Card Security Code; 'Cardholder Name' with fields for First Name, Middle Initial, and Last Name; and 'Billing Address' with fields for Address, City, State, and ZIP Code. A 'Continue' button is located at the bottom right of the form, and a 'Cancel' link is at the bottom left. The footer includes contact information for City Hall and copyright information for SUNGARD® PUBLIC SECTOR.

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- Enter your credit card details, cardholder name and billing address.
- Click Continue

You will receive this screen:

The screenshot shows the 'Review Payment and Charge Information' screen in the Town of Ocean City Business Licenses application. The page features a navigation menu on the left with options: Business License Application, Home, License Information, Renew License, and Explore a License. At the top, there is a progress bar with four steps: 1. Payment (highlighted in green), 2. Charges, 3. Review (highlighted in green), and 4. Receipt. The main content area displays the following information:

- Bill To**: [Redacted]
- Expires**: 10/2016
- Billing Name**: [Redacted]
- Billing Address**: 301 N Baltimore Avenue, Ocean City, MD 21842
- Total Amount Due**: \$141.00

Below this information is a section for 'Application Fees' containing a table:

Fee	Amount
15-00022728	\$141.00
Total Application Fees	\$141.00

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are three buttons: 'Back', 'Submit', and 'Cancel'.

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- Click Submit
- You will receive notification that your payment was received.