

## STEP 1

Open Form - in email

A. Log in to [digital.cityoforlando.net](https://digital.cityoforlando.net).

B. **ATTENTION** select the green buttons labeled **"Sign in Anonymously"** If you do not have a login, you will need the BUS# you would like to pay, as well as the CoU#.

C. **ATTENTION** - If you are a new user and in need of assistance, please email [businessstax@orlando.gov](mailto:businessstax@orlando.gov). **DO NOT** use link listed in the third bullet point stating, "First time here? Register for an online account."

City Of Orlando  
DIGITAL CITY HALL

Welcome to Digital City Hall

- If you have an online account, enter your user name and password then click "Sign In"
- If you have an online account, but can't remember your password [click here](#)
- If you are new to the system [click here](#)

Sign In

User Name:

Password:

Remember me on this computer

Sign In

Or

Sign In Anonymously

[Forgot my password](#)

First time here?  
[Register for an online account](#)

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## STEP 2

Click "My Business Tax Receipts" in the Look Up section.

City Of Orlando  
DIGITAL CITY HALL

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

City Of Orlando  
Portal Home

My Account

- [Modify Account](#)
- [Notifications](#)

Pay Fees

- [Business Tax Receipt Fees](#)
- [My Use Fees](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

Look Up

- [My Business Tax Receipts](#)
- [My Greenwood Cemetery Plot Applications](#)

Pay Fees

- [Pay fees for your Business Tax Receipts](#)
- [My Greenwood Cemetery Plot Fees](#)

Links

Links to forms and other information.

- [Flower Regulations](#)
- [Business Tax Information](#)
- [Completing your Business Tax Declaration](#)

## STEP 3

Select **"Business Tax Receipt"** in the Application Type drop down menu located in the My Applications Information section. Click **"Search"**. Please disregard all other fields located under the Application Type drop down.

City Of Orlando  
DIGITAL CITY HALL

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

City Of Orlando  
CDR Home

My Account

- [Modify Account](#)
- [Notifications](#)

Business Tax Receipt

- [My Business Tax Receipts](#)

Fees

- [My Fees](#)

Lookup Business Tax Receipt

- [BUS Number](#)
- [Applicant](#)
- [Address](#)

My Business Tax Receipts

Business Tax Receipt Information associated with all the time TEST PJW

Search Criteria

My Applications Information

- [Select application type \(Optional\)](#)
- [Select application status](#)
- [Select the dates](#)
- [Click "Search"](#)

Application Type:  
Business Tax Receipt

Application Status:  
 In Progress  Closed  All

Application Between Dates:  
From\* 6/27/2004 To\* 6/27/2024

Search

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## STEP 4

Select "fees" under the action heading of the related Case Number you would like to pay.

The screenshot shows the City of Orlando Digital City Hall website. The header includes the logo and navigation links. The main content area is titled "My Business Tax Receipts" and displays a search result for "BUS-1110071". The search criteria are "Search Criteria" and "Search Result - 16". The results table has columns for "BUS #", "Type", "Address", and "Actions". The first row is highlighted, and the "Fees" link in the "Actions" column is highlighted in red.

BUS #	Type	Address	Actions
BUS-1110071	Business Tax Receipt	100 E PINE ST ORLANDO FL	Summary   Fees
COU-1094496	Certificate of Use	737 W COLONIAL DR ORLANDO FL	Summary   Clone   Fees
COU-1094497	Certificate of Use	737 W COLONIAL DR ORLANDO FL	Summary   Clone   Fees
COU-1100286	Certificate of Use	400 S ORANGE AVE ORLANDO FL	Summary   Clone
COU-1102703	Certificate of Use	VARIOUS LOCATIONS ORLANDO FL	Summary   Clone   Fees
COU-1110072	Certificate of Use	100 E PINE ST ORLANDO FL	Summary   Clone   Fees

## STEP 5

Add fees to cart.

The screenshot shows the City of Orlando Digital City Hall website. The header includes the logo and navigation links. The main content area is titled "My Business Tax Receipts" and displays the "Fees - 2" tab. The table shows two fees: "Business Tax Receipt" and "Administration Fee". The "Add All To Cart" button is highlighted in red.

Description	Total	UnPaid	Status	Paid Date	Actions
Business Tax Receipt	\$110.26	\$110.26	Unpaid		Add to Cart
Administration Fee	\$5.00	\$5.00	Unpaid		Add to Cart

## STEP 6

Select "fees" under the action tab for the related applications you would like to pay.

The screenshot shows the City of Orlando Digital City Hall website. The header includes the logo and navigation links. The main content area is titled "My Business Tax Receipts" and displays the "Related Application" tab. The table shows one related application: "COU-1110072". The "Fees" link in the "Actions" column is highlighted in red.

License #	Type	Location	Relation	Actions
COU-1110072	Certificate of Use	100 E PINE ST ORLANDO FL	Child	Summary   Clone   Fees

## STEP 7

Add all to cart.

The screenshot shows the City of Orlando website interface. At the top, the logo and 'DIGITAL CITY HALL' are visible. A navigation bar indicates '2 items in My Cart \$115.26' with 'Check Out' and 'Sign Out' buttons. The main content area is titled 'My Business Tax Receipts' and shows 'Business Tax Receipt information associated with all the time TEST PJW'. There are three tabs: 'Summary', 'Fees - 2', and 'Related Application'. The 'Fees - 2' tab is active, displaying a table with two rows of fee information. The 'Actions' column for each row contains an 'Add to Cart' link. A red box highlights the 'Add All To Cart' button at the bottom right of the table. A 'Back to Search Results' button is located below the table. On the left sidebar, there are links for 'City Of Orlando', 'CDR Home', 'My Account', 'Business Tax Receipt', 'Fees', and 'Lookup Business Tax Receipt'.

Description	Total	UnPaid	Status	Paid Date	Actions
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		<a href="#">Add to Cart</a>
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		<a href="#">Add to Cart</a>

## STEP 8

If paying more than one related record click on the related application and click on "fees" for the other case.

The screenshot shows the City of Orlando website interface. At the top, the logo and 'DIGITAL CITY HALL' are visible. A navigation bar indicates '3 items in My Cart \$130.26' with 'Check Out' and 'Sign Out' buttons. The main content area is titled 'My Business Tax Receipts' and shows 'Business Tax Receipt information associated with all the time TEST PJW'. There are three tabs: 'Summary', 'Fees - 2', and 'Related Application'. The 'Related Application' tab is active, displaying a table with one row of application information. The 'Actions' column for this row contains a 'Fees' link. A red box highlights the 'Fees' link. A 'Back to Search Results' button is located below the table. On the left sidebar, there are links for 'City Of Orlando', 'CDR Home', 'My Account', 'Business Tax Receipt', 'Fees', and 'Lookup Business Tax Receipt'.

License #	Type	Location	Relation	Actions
COU-1110072	Certificate of Use	100 E PINE ST ORLANDO FL	Child	<a href="#">Summary</a>   <a href="#">Close</a>   <a href="#">Fees</a>

## STEP 9

Add all to the cart.

The screenshot shows the City of Orlando website interface. At the top, the logo and 'DIGITAL CITY HALL' are visible. A navigation bar indicates '4 items in My Cart \$145.26' with 'Check Out' and 'Sign Out' buttons. The main content area is titled 'My Business Tax Receipts' and shows 'Business Tax Receipt information associated with all the time TEST PJW'. There are three tabs: 'Summary', 'Fees - 2', and 'Related Application'. The 'Fees - 2' tab is active, displaying a table with two rows of fee information. The 'Actions' column for each row contains an 'In the Cart' link. A red box highlights the 'Add All To Cart' button at the bottom right of the table. A 'Back to Search Results' button is located below the table. On the left sidebar, there are links for 'City Of Orlando', 'CDR Home', 'My Account', 'Business Tax Receipt', 'Fees', and 'Lookup Business Tax Receipt'.

Description	Total	UnPaid	Status	Paid Date	Actions
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		In the Cart
Certificate of Use Admin Fee	\$15.00	\$15.00	Unpaid		In the Cart

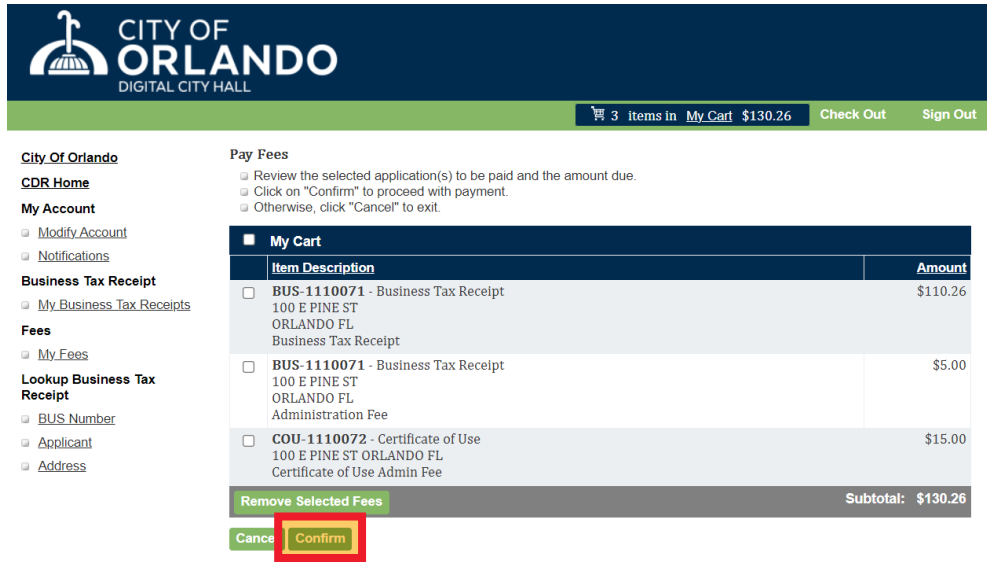
### STEP 10

Select 'My Cart' at the top of the page.



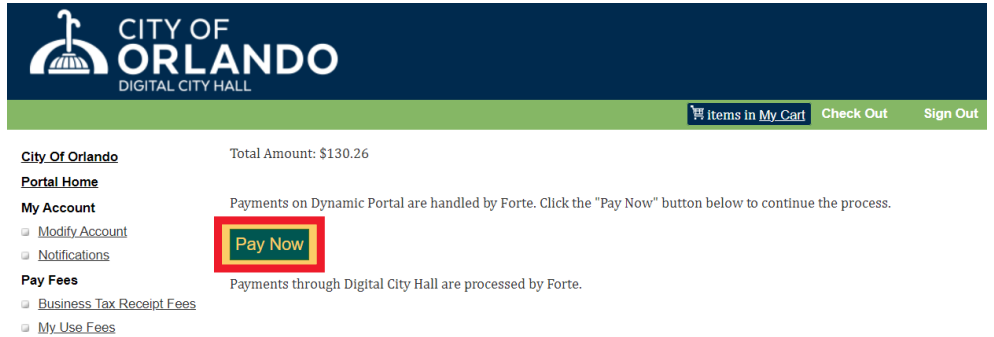
### STEP 11

Select "Confirm" at the bottom of the page.



### STEP 12

Select "Pay Now".



### STEP 13

Enter credit card information.

City of Orlando, FL ✕

PAYMENT METHOD

Credit or debit card

Card number:

Exp date(MM YYYY):

Security code:

eCheck

Next

### STEP 14

Enter card holder information.

City of Orlando, FL ✕

PAYMENT INFORMATION Edit Payment Information

VISA Exp. 08/2024

BILLING INFORMATION United States of America

Company name:  \*

Full name:  \*

Address line 1:

Address line 2:

City State:

Postal code:  \*

Phone number:

Email address:

\* required (only one name field is required)

Next

### STEP 15

Validate the information for payment is correct and authorize if all the information is correct.

City of Orlando, FL ✕

PAYMENT INFORMATION Edit Payment Information

VISA Test Customer

BILLING INFORMATION Edit Billing Information

Test Customer  
54321

AMOUNT SUMMARY

Amount: \$130.26

I authorize CSG Forte to initiate a one-time electronic payment from my listed account in the amount specified above.

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Authorize

## STEP 16

Payment confirmation - you may print at the bottom of the page if needed.

**CITY OF ORLANDO**  
DIGITAL CITY HALL

0 Items in My Cart \$0.00 Check Out Sign Out

**City Of Orlando**

- CDR Home
- My Account
  - Modify Account
  - Notifications
- Business Tax Receipt
  - My Business Tax Receipts
- Fees
  - My Fees
- Lookup Business Tax Receipt
  - BUS Number
  - Applicant
  - Address

**Payment Confirmation**

You paid for the following City of Orlando application(s):  
BUS-1110071 - Business Tax Receipt  
BUS-1110071 - Administration Fee  
COU-1110072 - Certificate of Use Admin Fee

Payment Transaction Number:	30852
Authorization #:	008182
Your credit card has been charged:	\$130.25

Please keep this information as verification of payment.  
Important: If you do not receive a confirmation email within a few minutes, your payment may not have been applied successfully. If this occurs, please visit [cityoforlando.net/digitalcityhall](http://cityoforlando.net/digitalcityhall) for contact information.

Printer-friendly version

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## ID DEFINITIONS

Please use the following definitions to complete your “Item ID’s” and determine how to report variable information requested on your Business Tax Receipt Declaration. Not all categories will apply to your business. If you need further assistance, contact [businesstax@orlando.gov](mailto:businesstax@orlando.gov).

- **Square Feet - provide the total square feet of your facility** including office, sales, service or storage area for your business.
- **Workers - provide number of workers** including:
  - All full-time and part-time employees
  - Owners, principals and partners who worked for the business during the previous calendar year
  - Number of compensated agents and representatives, including, but not limited to, real estate agents, insurance agents and securities agents who have performed services on behalf of the business, on a normal business day during the previous calendar year
  - Temporary employment agencies, security guard services, etc. will include employees that work out of your office
- **Workers (Professional Firm/Office)** - See **Workers** above, but **EXCLUDE** individuals holding city business tax receipts as professionals. Professionals, as defined in Chapter 36.36 (199), should be taxed individually in addition to the professional firm/office business tax receipt or other business tax receipts required by city code.
- **Average Inventory Value** - retail/wholesale merchants (including equipment rental) - **provide the dollar value, at cost, of your business’ ending inventory** as of the end of the most recent completed fiscal year. Inventory includes:
  - Items commonly referred to as goods, wares and merchandise (as well as inventory) which are held for sale, rental or lease to others in the ordinary course of business
  - Determine the ending inventory by adding (1) the dollar value, at cost, of inventory on hand as of the beginning of the fiscal year, plus (2) the dollar value, at cost, of inventory purchases made during the same fiscal year, and minus (3) the dollar value, at cost, of inventory out during the same fiscal year
- **Rooms - provide the total number of units or rooms. Examples include:**
  - Public lodging - apartments, hotels, motels, bed and breakfasts
  - Group care facilities - hospitals, nursing homes, retirement homes, convalescent centers, congregate living facilities
- **Subscribers** - telephone/television cable companies, newspapers - **provide total number of subscribers.**
- **Rental Spaces** - mobile home parks - **provide the total number of spaces for rent.**
- **Mobile Homes for Rent or Lease** - mobile home parks - **provide the total number of mobile homes for rent or lease.**
- **Child Care** - day nurseries, children centers, preschools - **provide the maximum number of children allowed by DCF.**
- **Deposits Needed** - bank and trust companies (applicable to main bank locations only) - **provide the total deposits** as of December 31 of the previous calendar year to include those of all branch offices located within the City of Orlando.
- **Leased Vehicle Inventory** - vehicle leasing/rental companies - **provide the average number of vehicles** available for lease/rent during the past calendar year.
- **Dispensing Nozzles** - service stations - **provide the total number of fuel dispensing nozzles** available.
- **Seats Available** - theaters - **provide the total number of seats available.**
- **Vending machines under cutoff** (Product machine vending at 25 cents or less); **vending machines over cutoff** (Product machine vending at 26 cents or more); music or game machines; kiddie rides; weighing machines; movie machines; laundry washers/dryers; pool/billiard tables; hot air balloons; bowling lanes - **provide the highest number of machines** located in the City of Orlando on any given day during the past calendar year.