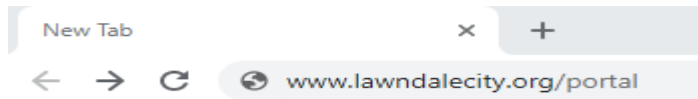


## Business License Renewal Navigation Procedures

1. In order to access the City of Lawndale Business License Portal, you will need an email address to obtain information and for communication with City staff. To access the portal, either log in directing to the site with the following URL address: [www.lawndalecity.org/portal](http://www.lawndalecity.org/portal)

- Type address into your web browser and click enter:



- Or go to the City of Lawndale's website and click on the Business License Portal button:

[www.lawndalecity.org](http://www.lawndalecity.org)



2. For the Calendar 2020 Business License renewals, all businesses with active licenses in 2019, were mailed a renewal notice with a username and temporary password to access their license information.



14717 BURIN AVENUE - LAWNDALE, CALIFORNIA 90260 - (310) 973-3200 - FAX (310) 644-4536

### BUSINESS LICENSE AND ALARM PERMIT RENEWALS

01/31/2020

Bericom It & Design  
24424 Neece St  
Torrance, CA 90505

RE: Business License and Alarm Permit Renewals Are Now Online  
Business License #: BL04863  
Business Name: Bericom It & Design  
Business Address: 24424 Neece St Torrance CA 90505

Business license and alarm permit renewals for calendar year 2020 are now online. Your business information has been partially uploaded into the City of Lawndale's online permit and licensing system. Please login and complete your application using the following:

[www.lawndalecity.org/portal](http://www.lawndalecity.org/portal)

User Name: 348BL04863  
Temporary Password: TRHA439

Once you login, you will be instructed to change your temporary password. Passwords are case sensitive, require between 6 and 30 characters and include letters and at least one number. Complete your application, upload required documentation, and make payments on the secured website. You will be able to edit your application, upload additional information, and check on your license status prior to application approval. Once approved, you will be able to print your license and/or permit directly from the website.

For businesses with a change of ownership, please create a new user name and password and apply for a new business license, rather than renewing the old license with the above name and temporary password.

All fees are due March 1, 2020. As a reminder, business licenses and permits not renewed by March 31st will incur penalties of twenty-five percent (25%) per month.

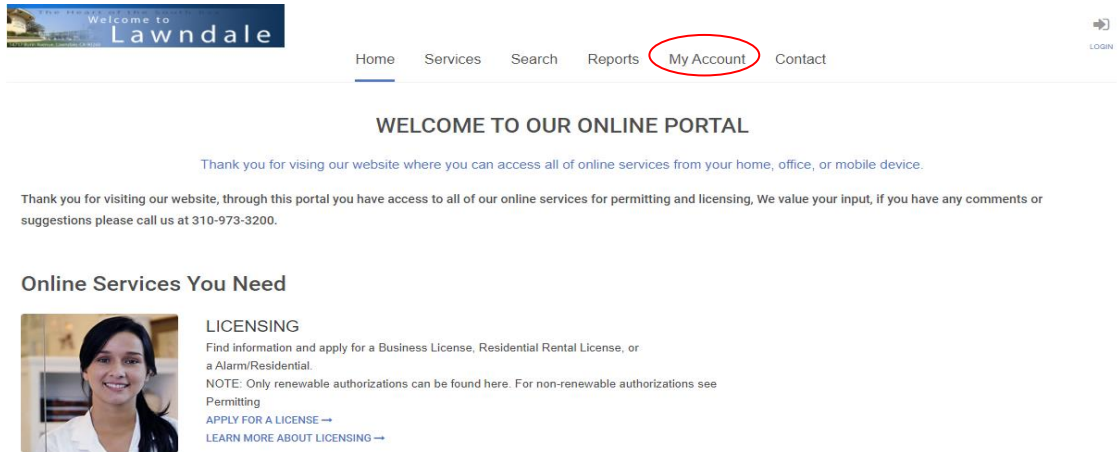
If you have questions, please call (310) 973-3246, or visit the Finance Department at City Hall during our office hours, Monday through Thursday, 7:00 a.m. to 5:30 p.m. A customer service kiosk is available at City Hall for your license and permit convenience.

For commercial or industrial businesses located on Hawthorne Boulevard, requiring employee parking permits, please indicate on your online application, the number of permits your business needs (not to exceed the number of employees included in your license fee). Once your license has been issued, you can obtain your permits from the Public Works Department located at 4722 Manhattan Beach Boulevard.

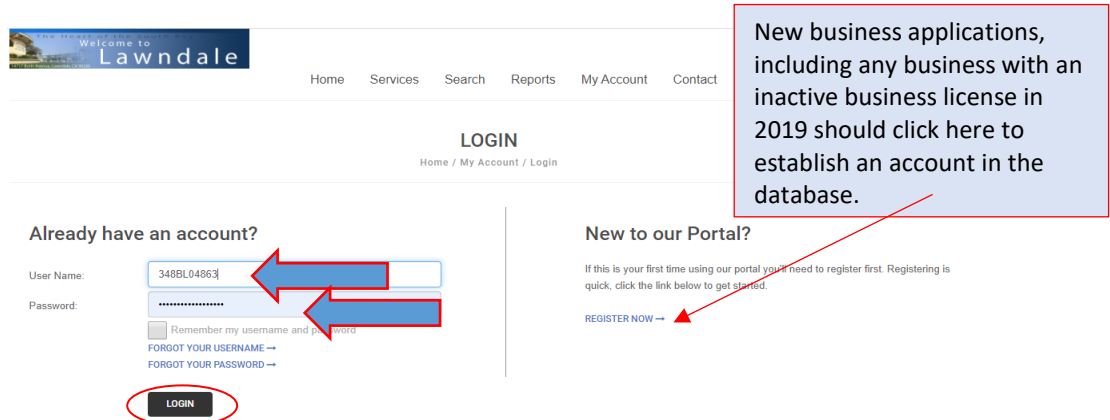
With the passage of Senate Bill 1193, certain businesses are required to post notices on human trafficking. Please visit the following website for additional information and to print the notices required under Civil Code Section 52.6. <https://victims.ca.gov/victims/sb1193.aspx>

My Account

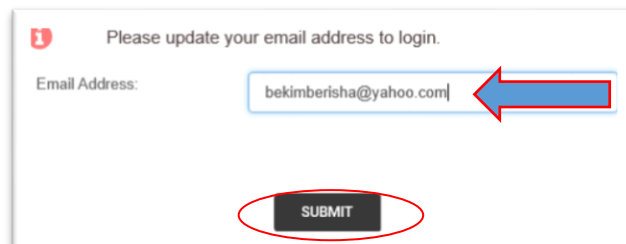
3. Click on at the top of the screen:



4. Enter the username and temporary password from your renewal notice into the appropriate fields on the left side of the screen. Then click on the **LOGIN** button:



5. At the prompt, enter your email address where you would like to receive communication, receipts and ultimately your license. Then click on the **SUBMIT** button.



6. Create your own secure password that you are able to remember in the future to annually renew your license and conduct other City business as our portal services expand to other City operations. Click the **SAVE** button after entering your password:

Please create a new password.

User Name: 348BL04863

Password: .....

**SAVE**

7. Click on  **Update my information** from the left side menu options.

WELCOME TO Lawndale

Home Services Search Reports My Account Contact

MY ACCOUNT

Home / My Account

View my requests

**Update my information**

Logout

Make a payment

Welcome to your online account Bericom IT & Design!

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.

**LICENSING**

Find information and apply for a Business License, Residential Rental License, or a Alarm/Residential Permitting

NOTE: Only renewable authorizations can be found here. For non-renewable authorizations see

[APPLY FOR A LICENSE](#) →

[SEARCH FOR A LICENSE](#) →

[LEARN MORE ABOUT LICENSING](#) →

8. Complete all information including name, address, and phone number. Click **SUBMIT** when completed.

WELCOME TO Lawndale

Home Services Search Reports My Account Contact

Business Licenses

UPDATE ACCOUNT INFORMATION

Home / My Account / Update my account

Indicates a required field

Registration Type: Citizen

Email: bakimbertha@yahoo.com

Your email address is accepted

First Name: [ ]

Last Name: [ ]

Home Address: [ ]

City, State, Zip: [ ] [ ] [ ]

Business Name: Bericom IT & Design

Mailing Address: [ ]

City, State, Zip: [ ] [ ] [ ]

Home Phone: [ ]

Cell Phone: [ ]

Work Phone: [ ]

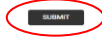
Fax: [ ]


User Name: 348BL04863

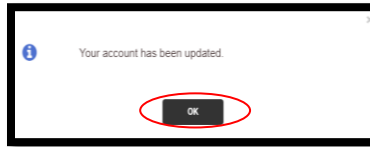
Password: .....


**SUBMIT**

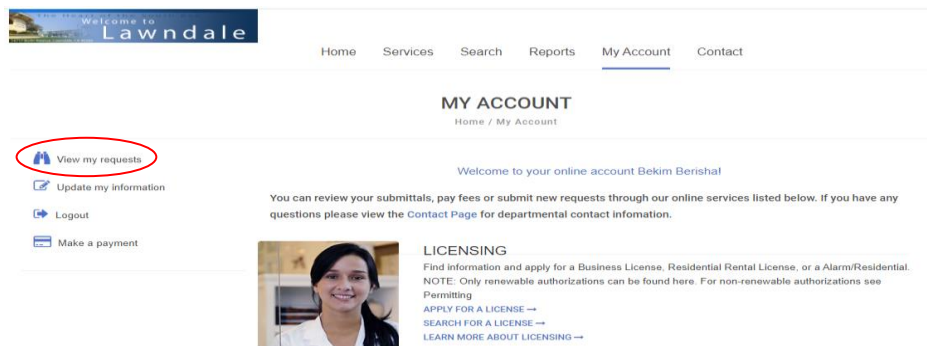
Password must be more than 6 characters, less than 30 and contains both a letter and a number. Note: Password is case sensitive.



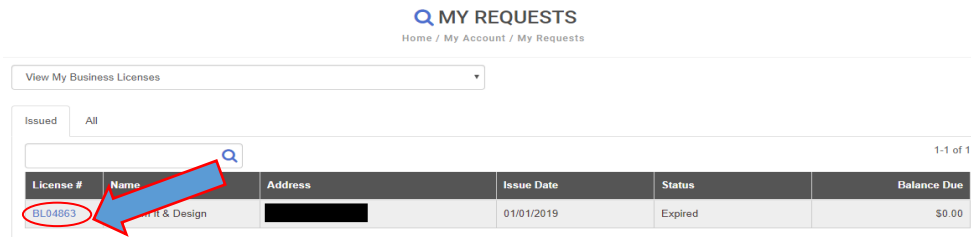
9. You will receive the following pop-up message. Click the  button.




10. Before paying your business license online for the first time, you will need to enter information regarding your business to generate your license/ tax amount. Click on  [View my requests](#) from the left side menu options.



11. Next click on the [blue](#) business license number in the first column:



12. Your license information will then come up on the screen. To update and complete requested information, click on the  [Renew your license](#) menu option on the left side of your screen.

Welcome to Lawndale

Home Services Search Reports My Account Contact

VIEW LICENSE  
Home / Services / Business Licenses / View License

License #: BL04863  
 Status: Expired  
 Issue Date: 5/10/2019  
 Expiration Date: 12/31/2019  
 Balance Due: \$0.00  
 Name: Bericom It & Design  
 Address: [REDACTED]

License    Reviews    Documents    Inspections

License #: BL04863  
 License Type: Business License  
 Sub Type: Business License Outside City Limits  
 Above address should be address of business  
 (Cannot be P.O. Box for non-exempt businesses per State of California, Business & Professions Code-Section 17538.5)  
 Check if mailing address is different than business address: Yes

Mail To Name: Bericom It & Design  
 Mail To Address: [REDACTED]  
 Mail To City, State, Zip: [REDACTED]  
 Description Of Business: Consultant  
 Type of Location:  
 Business Type: General Business  
 NAICS Code Search: [REDACTED]

13. Fill in requested data and respond to specific questions which may pop-up as a result of your responses. The fields that have a red line to the left of the description require responses. Sole proprietors do not have to provide a Federal Employer Identification Number (FEIN). Alarm systems only apply to businesses within the City of Lawndale. Once data has been completed, attach scanned documents such as contractor's license. At the bottom of the screen is a declaration; click on the  button next to Signature or Representative. Using mouse, right click and hold inside the pop-up box; drag mouse to create signature inside box (use stylist or finger for smart phones or tablets). Once satisfied with your signature, click on the  button and then the  button at the bottom of the page.

Welcome to Lawndale

Home Services Search Reports My Account Contact

RENEW MY LICENSE  
Home / Services / Business Licenses / View License / Renew my license

| License #: BL04863  
 | Name: Bericom It & Design  
 | Address: [REDACTED]  
 | License Type: Business License  
 | Sub Type: Business License Outside City Limits

**APPLICANT INFORMATION**

| Email: bekimberisha@yahoo.com  
 | First Name: Bekim  
 | Last Name: Berisha  
 Home Address: [REDACTED]  
 City, State, Zip: Torrance CA 90505  
 Business Name: Bericom It & Design  
 | Mailing Address: [REDACTED]  
 | City, State, Zip: Torrance CA 90505  
 Home Phone: [REDACTED]  
 Cell Phone: [REDACTED]  
 Work Phone: [REDACTED]



I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT.

Signature: 

If Representative, Attached authorization to apply:

\*NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies; The Division of the State Architect at [www.dgs.ca.gov/dsa/home.aspx](http://www.dgs.ca.gov/dsa/home.aspx) - The Department of Rehabilitation at [www.rehab.ca.gov/net.gov](http://www.rehab.ca.gov/net.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

#### FEE'S

Renewal Fee - \$52

State CASp fee - \$4

14. The payment screen will then prompt you to enter credit card information for the balance due. Once you've enter your information and the billing address for your credit card, click on the  button at the bottom of the screen.

Home / My account / View license / Renew license

License #:	BL04863
Amount Due:	\$122.00
Convenience Fee:	\$0.00
Total Due:	\$122.00

Indicates a required field

Payment Amount:	<input type="text" value="\$122.00"/>
Payment Type:	<input type="text" value="Credit Card"/>
Cardholder Name:	<input type="text" value="Bekim Berisha"/>
Card Number:	<input type="text" value="*****9966"/>
Card Expiration Month / Year:	<input type="text" value="July"/> <input type="text" value="2023"/>
Security Code:	<input type="text" value="..."/>
Billing Address:	<input type="text"/>

15. You will receive a message that your payment is complete. You may now logout of portal.





**PAYMENT COMPLETE**

Home / My account / View license / Renew license / Payment complete

Your payment has been received, your receipt is below.

License #:	BL04863
Receipt #:	0
Amount Due:	\$122.00
Amount Received:	\$122.00

16. At this time you will receive two notification emails for your application and payment being received.

**ONLINE LICENSE RENEWAL RECEIVED**

The license renewal has been received and is currently under review.

**BL04863**

Description: Bericom It & Design

Address:

[CLICK HERE TO VIEW YOUR APPLICATION](#)

**CITIZENSERVE ONLINE PAYMENT RECEIVED**

Your payment has been received on application number BL04863.

**BL04863**

Payment Date: 01/31/2020

Payment Amount: 122.00

Received From: Bericom It & Design Bekim Berisha

Address:

Description: Bericom It & Design

[CLICK HERE TO VIEW YOUR APPLICATION](#)

17. City staff will review your information and, if additional information is needed, request it through an email. Otherwise, if all information was obtained and there are no pending issues, you will receive your business license by email for your records.

	<b>CITY OF LAWNDALE</b> 1477 East Avenue Lawndale, California 90243 (310) 973-3348	<b>Business License</b> <b>BL04863</b>
	<p><small>Please note: This license does not allow a holder to operate the business until the permit is fully issued. It is for purposes of the City Department only. It does not authorize the holder to collect or use of any other City of Lawndale permit or City of Lawndale fee.</small></p>	
<b>NAME:</b> Bericom It & Design	<b>TYPE:</b> RENEWED - BL04863 <b>RECEIVED BY:</b> Bekim Berisha <b>Issue Date:</b> 01/31/2020 <b>Expiration Date:</b> 01/31/2021	
<b>ADDRESS:</b> 2803 Avenue 16 Torrance, CA 90503	<b>Person Direct City Treasurer</b> <b>TO BE REPORTED IN A COMPLAINT OR PLACE</b>	
	<b>NOT TRANSFERABLE</b>	