

Renewing an Occupational License

City of Leawood, KS

- Step 1: Go to <https://www.citizenserve.com/leawood> and click on “Renew a License” as shown below.

The screenshot shows the City of Leawood website interface. At the top left is the City of Leawood logo with the address "4800 Town Center Drive • Leawood, Kansas 66211". To the right are navigation links: Home, Services, Search, My Account, and Contact. Below the navigation is a "WELCOME TO OUR ONLINE PORTAL" section with a thank-you message and contact information for technical questions. The main content area is titled "Online Services You Need" and lists three categories: LICENSING, PET LICENSING, and RENTAL LICENSING. Under LICENSING, there are four links: "APPLY FOR A LICENSE", "RENEW A LICENSE", "SEARCH FOR A LICENSE", and "LEARN MORE ABOUT LICENSING". A red arrow points from a red-bordered box containing the text "Click on RENEW A LICENSE" to the "RENEW A LICENSE" link. The PET LICENSING section includes a blue "Apply now" button and two links: "APPLY/RENEW FOR A PET LICENSE" and "OR FILL OUT THE PAPER APPLICATION AND MAIL IT TO CITY HALL". The RENTAL LICENSING section includes a keyboard image and one link: "APPLY FOR A RENTAL LICENSE". At the bottom, there is a copyright notice "2015 COPYRIGHT BY ONLINE SOLUTIONS, LLC" and the Citiserve logo.

Renewing an Occupational License

City of Leawood, KS

- **Step 2: Enter your User Name and Password and click the Login button.**
 - You would have set this up last year when you applied for the license.
 - If you forgot your User Name and/or Password, use the links for assistance.

DO NOT REGISTER FOR A NEW ACCOUNT!

City of Leawood
4800 Town Center Drive • Leawood, Kansas 66211

Home Services Search My Account Contact

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

Use these links if you forgot your User Name and/or Password.

2015 COPYRIGHT BY ONLINE SOLUTIONS, LLC

citisense

Renewing an Occupational License

City of Leawood, KS

- **Step 3: Review your information.**
 - Scroll through the page and ensure the information in the system is correct.
 - Make any updates necessary.
 - If your license fee is based on the square footage or the number of employees, be sure to update those fields.
 - If the field name has a red line (|) next to it then it is a required field.
 - Once you are satisfied that everything is correct, click the Submit button at the bottom of the page.



City of Leawood
4800 Town Center Drive • Leawood, Kansas 66211

LOGOUT, STEPHEN

Home Services Search My Account Contact

RENEW MY LICENSE

Home / Services / Licenses / View License / Renew my license

	indicates a required field
License #:	BL22-000346
Name:	Test Business
Address:	1234 Main St
License Type:	Business / Occupation License
Sub Type:	Business / Occupation License

Make corrections as necessary

SCROLL DOWN TO BOTTOM WHEN DONE, CLICK SUBMIT

License year is July 1 thru June 30. The annual fee is prorated from the date the first application is submitted. Remittance must be submitted with this application. Make a credit card payment online now or write a check/money order payable to the City of Leawood for the amount due. If you have any questions, please call (913)663-9123 or email Licensing@Leawood.org.

I declare under penalty of false statement that to the best of my knowledge and belief the statements made herein are correct and true, and that the conduct of the business described above is in compliance with City Ordinances.

Name of Owner(s) or Corporation:

Test Business

Official Use Only (Public Works)

SUBMIT

2015 COPYRIGHT BY ONLINE SOLUTIONS, LLC

citienserve

Renewing an Occupational License

City of Leawood, KS

- **Step 4: Pay for your license.**
 - Click on the “Make a payment” button to pay with online with a credit card.



PAYMENT
Home / My account / View license / Renew license

WE DO ACCEPT AMERICAN EXPRESS

License #: BL22-000346
Amount Due: \$1.00

Payment Amount:
Payment Type:

MAKE PAYMENT

Note: A red arrow points from a box labeled "You fee will display here." to the \$1.00 amount due.

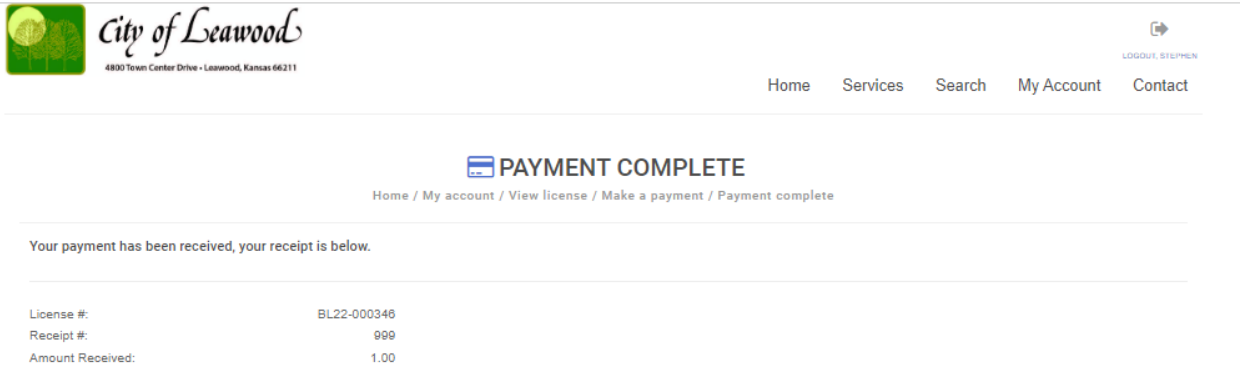
- Enter your credit card information and your customer information.
- Click the Make Payment button.

This screenshot shows the payment form with a light blue background. The "Order Information" section shows a total amount of \$1.00. The "Card Information" section includes fields for Card Number, Expiry Date, and CVV. The "Customer Information" section includes fields for Customer Title, First Name, Middle Name, Last Name, Company Name, Address One, Address Two, City, Country, State or Province, and Postal Code. A "Make Payment" button is at the bottom. Red annotations include a box labeled "Enter Credit Card Info" pointing to the card fields and another box labeled "Enter Customer Info" pointing to the customer fields. The "Make Payment" button is circled in red.

Renewing an Occupational License

City of Leawood, KS

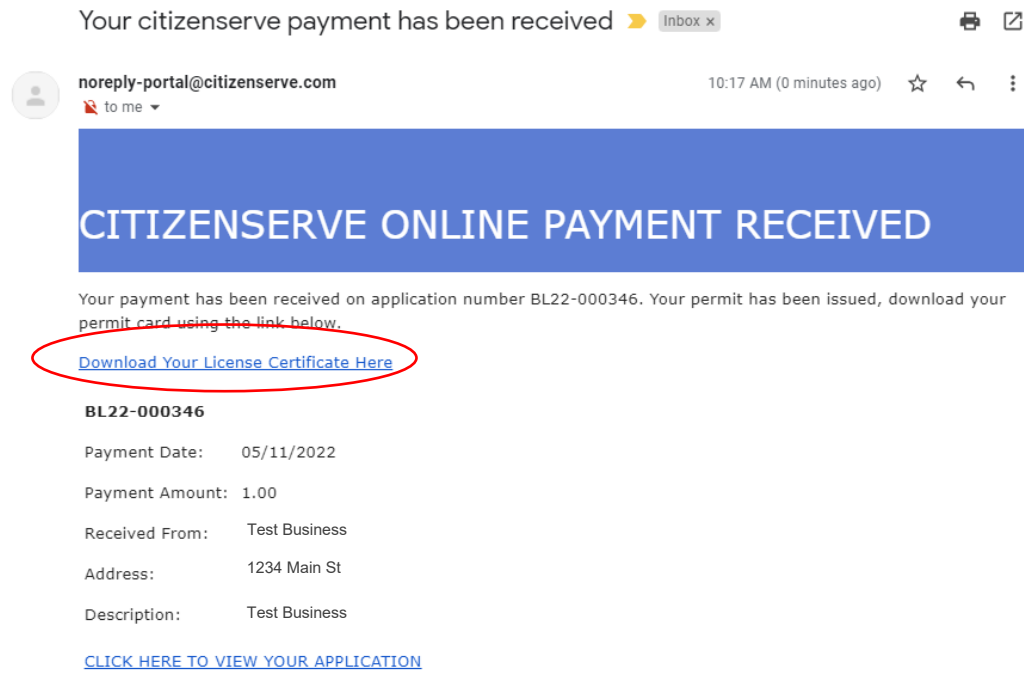
- **Print the Payment Complete page for your records.**



The screenshot shows the City of Leawood website header with the logo and address: 4800 Town Center Drive - Leawood, Kansas 66211. Navigation links include Home, Services, Search, My Account, and Contact. A 'LOGOUT, STEPHEN' link is also present. The main content area displays a 'PAYMENT COMPLETE' message with a breadcrumb trail: Home / My account / View license / Make a payment / Payment complete. Below this, a message states: 'Your payment has been received, your receipt is below.' A table provides the following details:

License #:	BL22-000346
Receipt #:	999
Amount Received:	1.00

- **Step 5: Download and print your license.**
 - **After you make a payment, you will receive an email from noreply-portal@citizenserve.com with a link to your license (example below).**
 - **Open the email and click on the “Download Your License Certificate Here” link.**



The screenshot shows an email notification with the subject: 'Your citizenserve payment has been received'. The sender is 'noreply-portal@citizenserve.com' and the time is '10:17 AM (0 minutes ago)'. The main body of the email features a large blue banner that reads: 'CITIZENSERVE ONLINE PAYMENT RECEIVED'. Below the banner, the text states: 'Your payment has been received on application number BL22-000346. Your permit has been issued, download your permit card using the link below.' A link, '[Download Your License Certificate Here](#)', is circled in red. Below the link, the following details are listed:

BL22-000346

Payment Date: 05/11/2022

Payment Amount: 1.00

Received From: Test Business

Address: 1234 Main St

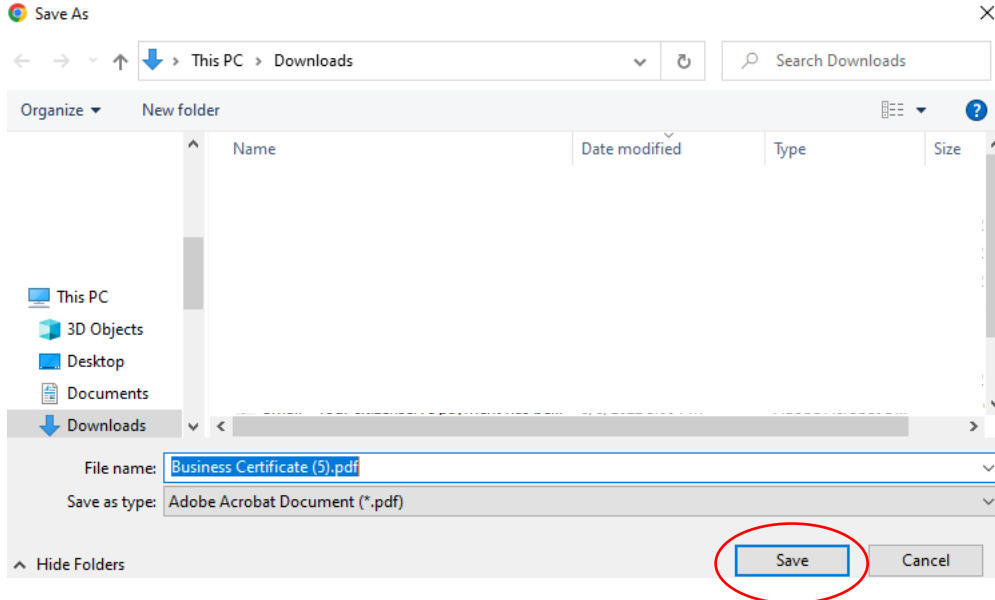
Description: Test Business

[CLICK HERE TO VIEW YOUR APPLICATION](#)






Renewing an Occupational License

City of Leawood, KS

- When you click on the link, it will ask you to save the PDF of your license to your computer files. Select the location to save it and then you can open the PDF and print a copy.



- Below is what the printed license should look like. This license must be posted in your place of business (if the business is physically located with the City of Leawood).

 4800 Town Center Drive Leawood, KS 66211 (913) 339-6700	BUSINESS / OCCUPATIONAL LICENSE
Test Business 1234 Main St Leawood, KS 66211	Test Business No. BL22-000346 Issue Date: 05/05/2022 To: 06/30/2023 Amount Paid: \$1.00
<i>Having paid the City of Leawood, Kansas, the fee required by law, as evidenced by the receipt therefore, and having complied with all pertinent City Ordinances, is hereby authorized and licensed to do business as</i>	
<i>This is a testing case.</i>	
<i>within the corporate limits of said city; subject, nevertheless, to the provisions of said ordinances. In accord with various state and federal civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.</i>	
	 Mayor  City Administrator  City Clerk
Mailing Address: Test Business 1234 Main St Leawood, KS 66211	
5-108. DISPLAY OF LICENSE. Any and all persons doing business in a permanent location within the City are hereby required to have their licenses conspicuously displayed in their places of business, and all persons to whom licenses are issued who do not have permanent places of business within the City are hereby required to carry their licenses, or copies thereof, with them and to present the licenses or copies for inspection when requested to do so by any citizen or officer of the City, when conducting a business in the City.	
(Ord. No. 638, 07-02-79) (Code 2000) (Ord. 2043C, 02-02-04)	