How to Renew License in the Portal



City of Topeka Permit Portal

Logging In to the Portal

- After creating your account, hit the City of Topeka Seal in the top left-hand corner of the page (yellow arrow below). This will take you back to the log in screen shown below.
- You will enter your new username and password in the fields indicated with red arrows. Link: <u>https://cityworks.topeka.org/PublicAccess/login</u>

Торебалини	
	Login
	Don't have an account? Sign Up
Username	Usemame
	Password
Password	
	Login
	Forgot Password?

Renewing License

When you log in, you will click on the "License Renewals" tab at the top of the page (green arrow below) You will then click on your license number (purple arrow below)





Once in your license, you will need to upload your current CEUs for the renewal year. You can do this by attaching the documents under the section named "Related Documents" (red arrow below). Please make sure to upload only your CEUs for your license. You will click the "Add" option with the paperclip next to it (green arrow below) to upload your CEUs.

After you have uploaded the documents, you will need to select a label for the document (yellow arrow below). If you select the incorrect label, you can click into the label & backspace so that you can change the label.

Related Documents		
Required Documents		
Drop Here		
DSL ACTIVE EMAIL LIST-NO EMAIL.XLS DSL Attached by aberven9@gmail.com	Label	0/256
POF POF Attached by aberven9@gmail.com	Label	0 / 256
PDF PAYMENT RECEIPT - 2024 RENEWAL STEVEN YORK.PDF Attached by aberven9@gmail.com	Label	0/255
		< 1-3 of 3
ees		

IMPORTANT: Fee Payments

Once you have uploaded your CEUs, you will not be able to see the renewal fees yet. Before the renewal fees will populate, we must go in and review & approve those documents. If the documents are what we need, we will approve them. Once they are approved, you will receive an email (example below) letting you know that the fees are available to pay in the portal. You can then log back into the portal to pay those fees.

If for any reason, the documents uploaded do not meet the qualifications for CEUs, you will receive an email with a note as to what more we are needing.



You will then want to click the drop-down menu to the right of your license number (orange arrow below) and you will want to select the "Pay Fees" option from the drop down.

Торскачки		+ New Application
SUBMITTED INCOMPLETE PENDING	REVIEW PENDING PAYMENT ACTIVE LICENSES L	ICENSE RENEWALS EXPIRED LICENSES ISSUED
202310045358	Select Task 🗸	
Electric Master License	Check Case Status	
ALLIE BERVEN	Pay Fees	
BL-RENEWAL	Print PDF Report	
Created: 10/04/2023	Create New Case From Current	
No application location	Link Case	
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From there, it will take you to the below screen where it will show your license renewal fee & the \$3.00 tech fee that is always charged.

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	Fee	Amount	Amount Due
	Master Trade License Renewal	\$75.00	\$75.00
	Technology Fee	\$3.00	\$3.00
Total:		\$78.00	\$78.00
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You will want to click the "Pay Now" button located at the bottom of the page (red arrow below). The payment amount (orange arrow below) should show the total amount due and that is what you will pay for the license renewal.

Payment Amount
\$78.00
Pay Now
Go To Summary

Once you hit the "Pay Now" button, a pop up will appear to confirm the redirection to Paymentus for payment of your license. You will select "Accept" (blue arrow below).

С	onfirm
Th Paj	e total amount due is \$78. You will now be redirected to symentus for payment processing, is that OK?
	Decline Accept

After clicking "Accept" it will take you to the screen below. You will enter all information needed below including payment information and the select "Continue" at the bottom of the screen (green arrow below)



One Time Payment

City of Topeka - Call 785-368-3111 to speak to a customer service representative.

Senter Payment Information		Current Bill
All fields are required unless labeled as optiona First Name	l. Middle Name	Accounts 202310045358
Allie		
Last Name	Optional	Important notice!
Berven		To view your Utility Water Bill or sign up for E-Bill <u>click</u>
7IP Code		HERE
66609		You can now also setup Auto-Pay, payment reminders or use mobile payments on any device.
	Re-Enter email	
Payment Components		
Payment Type Account Number Date Due	Amount Due Past Due Amount Payment Amount	
Permits 202310045358	\$0.00 \$0.00 78.00	
Payment Method		
echeck	eCheck / Bank Account	
	Debit Card	
	Credit Card	
Continue Cancel		

Once you have uploaded all CEUs required & made payment, you will be able to also print your license.

You will print it by going back to the top of the screen and clicking the drop down. In the drop down you will then click "Print PDF Report" (purple arrow below & highlighted blue).

Торекахни		+ New Application
SUBMITTED INCOMPLETE PENDING	REVIEW PENDING PAYMENT ACTIVE LICENSES LICENSE REM	NEWALS EXPIRED LICENSES ISSUED
202310045358	Select Task 🗸	
Electric Master License	Check Case Status	
ALLIE BERVEN	Pay Fees	
BL-RENEWAL	Print PDF Report	
Created: 10/04/2023	Create New Case From Current	
No application location	Link Case	
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