

Online Payments

User Process:

Once a user registers on the public portal, they may link their account to their business using the online access code from their renewal notice:



On the portal screen they're presented with a space to add the business using their access code:

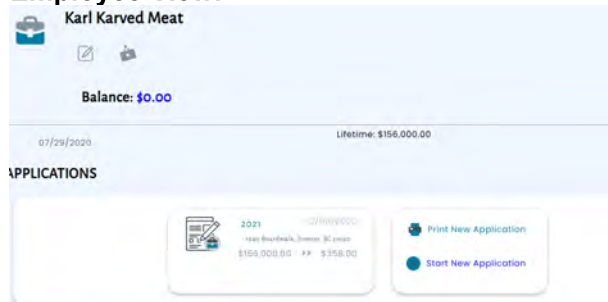
A screenshot of a web form titled "Link Up" with the subtitle "If you already have an account for one of our services, you can link to it here..". The form contains a section "Add a Business License" with a sub-label "Online Access Code". Below this is a text input field labeled "Online Access Code" with a question mark icon to its right. A blue "Add License" button is positioned at the bottom right of the form.

If they're adding an additional business, they can click on 'Link Your Account' on the menu at the top of the page:

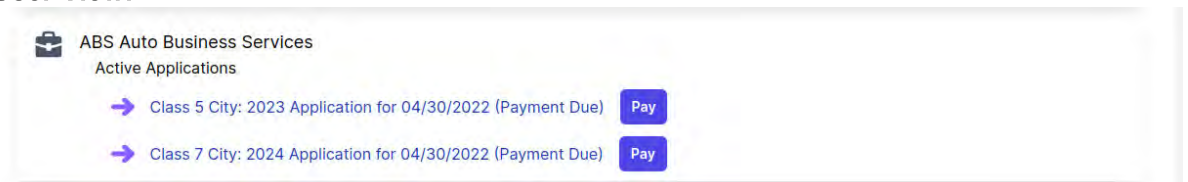


Once they link the business, they will see open applications:

Employee View:



User View:



They can then click on the application link or the 'Pay' button and complete the form:

Class 5 City: 2023 Application for ABS Auto Business Services (Payment Due)

All Credit Card payments, both online and in-person, are subject to the same convenience fee to cover the costs of processing.

- Instructions
1. Update your revenue in the Fee Calculator below to match your revenue reported to the IRS for the period prior to this application.
 2. Click 'Calculate Charge':
 3. Scroll down, review your fee due, and read the certification notice.
 4. If you agree and are ready to pay, Click the 'Add To Cart' button. You may add additional licenses to the cart before proceeding to payment.

Fee Calculator

Revenue

\$ 26000.0

Calculate Charge

Charge Description	Line Amount
between \$0.00 and \$2,000.00, \$2,000.00 flat rate charge: \$45.00	\$45.00
between \$2,000.01 and \$999,999.99, \$23,999.99 \$2.20 charge per \$1,000.00: \$52.80	\$97.80
Total:	\$97.80
50.0% penalty for 18 months past due date of 2022-04-30.	\$48.90
Adjusted Total:	\$146.70
Total Due: \$146.70	


By clicking the 'Add to Cart' button below, I certify that the above is a true statement, that this report corresponds with the records of the business and with the report of same filed or to be filed, for the corresponding period, with the South Carolina Tax Commission or Insurance Commissioner. I understand that the City of Sumter, SC ordinance provides for penalties and license revocation for making false or fraudulent statements in this application and that an authorized agent of the Business License Department may examine and audit the books and records of the applicant, including federal income tax records


Add To Cart

They cannot declare a '\$0' business on the renewal form. If they update the revenue, they can click 'Calculate charge' to update the charge amount. They then click 'Add to Cart'



...and add it to the cart:

 Cart

Charge Description	Charge
 BLicenseApplication	\$146.70
Subtotal:	\$146.70
Credit Card Fee:	\$5.29
TOTAL:	\$151.99

Checkout

After the payment is successfully processed, their license shows as 'In Review':



ABS Auto Business Services

Active Applications

[→ Class 5 City: 2023 Application for 04/30/2022 \(In Review\)](#)

..and they receive an e-mail copy of their receipt:



City of Sumter Receipt

Sumter Business License Department
12/27/2020, 9:52PM

License - Karl Karved Meat: \$358.00
1240 Boardwalk, Sumter, SC 29150
BL: Class 1 City

Total Charges: \$358.00

Credit Card: \$358.00
Surcharge: \$12.47
Credit Statement will show GP*CityOfSumter: GovPossible PBC

Total Payments: \$358.00

City of Sumter, 2020