HOW TO RENEW YOUR EXISTING BUSINESS LICENSE IN THE NEW MOMENTUM SYSTEM

The purpose of this document is to outline the steps needed to renew your epermit business license. This one-time renewal process is used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

Step 1: Visit the website https://momentumhome.princegeorgescountymd.gov

Step 2: Click on Create User Account.

Step 3: Login with your Username and Password. Refer to the **Profile User Manual** on how to create an account if you don't have a login.

Step 4: From the Momentum Dashboard, Select "Apply Here"
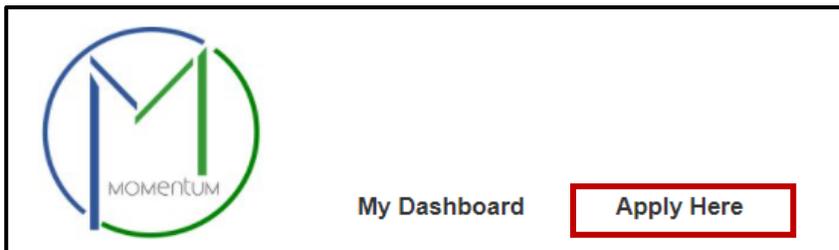
Step 5: Select the Department of Business and Rental Property Licensing

Step 6: Select the Business Licensing department
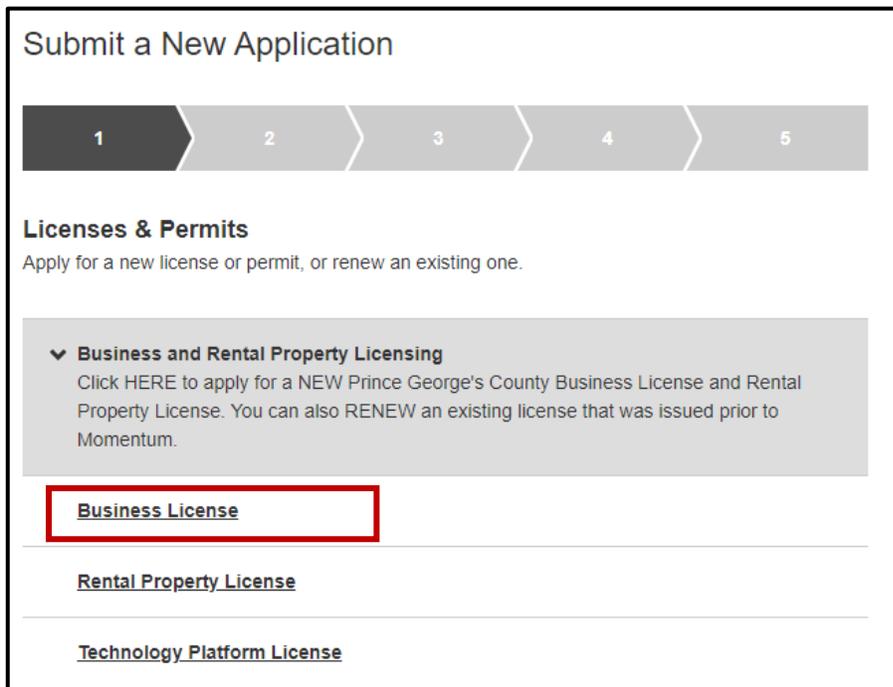
Application Information

Step 7: Read the general instructions before proceeding to select your license application category.

- Depending on your business, please select the appropriate renewal option that matches yours.

Step 8: Click on the **Add Address/Location** button to search and enter your address or tax account#. If you do not know your tax ID/account #, you can find it by visiting SDAT Real Property Search.
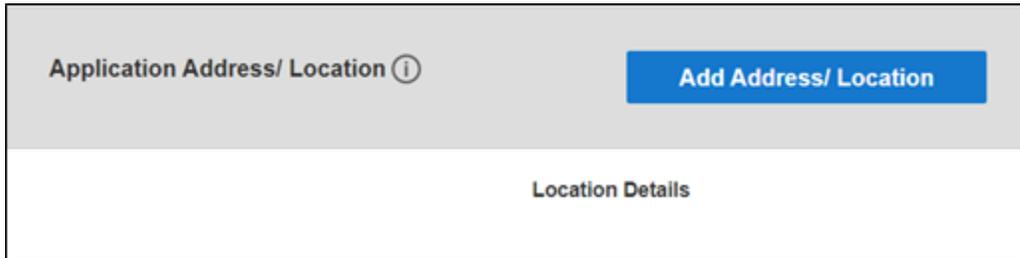
- Enter your address
- Click Search (If a match is found, the system will display the Address in the Results section)
- Select the Address in the Results section and click on the Add Address / Location button to associate the Address to your application.

Click **Save & Continue.**

Note: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

Complete Application Fields

Step 9: Complete all the required application fields as listed on the application.

Note: At the end of the first section, carefully review the Acknowledgement section for required fees, documents, and important information.

Step 10: Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) *

APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

Step 11: Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0)

Step 12: If you already have an existing Registration # (Starts with REG-), you may provide the number in Field #2. If you do not have a Registration# (**REG-XXXXX)**, please proceed to the next section that starts with *REGISTER HERE* for either an Individual **OR** a Company Registration. **DO NOT COMPLETE BOTH SECTIONS.**

Enter Your Prince George's County Registration # and Your Existing License # HERE: ^

1. Please provide the license # that you wish to renew *

[   ]

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

[   ]

A registration is required for each business entity/individual. If you have already applied for a registration please check your e-mail and use that registration number for each application. Only one registration is needed per entity/individual.

Please note that you will not receive your registration until the application fees have been paid once your first application has been submitted in Momentum. If you are applying for multiple applications you will need to pay for the first application to receive the registration # and you can use that for subsequent applications.

If you do not have a Registration #, please proceed to the REGISTER HERE section below.

Step 13: Click Save and Continue

Back   **Save & Continue**

Step 14: Review the application and, if needed, click on the Edit icon to make changes.

Review Information
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information ✎ Edit

Back   Submit

Once the application is submitted a new Momentum application # will be generated.

Step 15: Click on the application # link to view outstanding tasks.

Application Confirmation
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

📄 L0023-2021-BC

Step 16: Pay your Fees by clicking **PAY BALANCE**. Follow instructions for payment.

Note: The application will not be reviewed until all outstanding fees are paid. Fees are NON-REFUNDABLE. You have 5 days from the submittal date to pay before the application is abandoned.

Business License

L0024-2021-BC

MY FEES

Total (paid and unpaid)	$126.00	PAYMENT HISTORY
Unpaid Balance	$126.00	PAY BALANCE

Added Date ⓘ	Status ⓘ	Current Milestone ⓘ	Primary Site ⓘ	Primary Applicant ⓘ
02/24/2021	Open	Intake		CECILIA WU TEST COMPANY

MORE ⌄

Step 17: You will be redirected to the payment portal to pay the fees. Make sure you include your email address to receive a receipt

DPIE-Permits, Inspections and Enforcement

eCheck/ACH payments will incur a service fee of $1.50.
Visa Consumer Debit Transactions will incur a service fee of $3.95 (flat fee).
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

Select Payment Method

Please Choose the Method of Payment
- ● Pay by Credit or Debit Card
- ○ Pay by Personal Check
- ○ Pay by Corporate Check

Make a Payment   Exit

NOTE: If you attempt to make a payment using Momentum and access the Govolution payment site, if there is an issue where you accidentally leave the page, the transaction is kept opened and locked until the end of the day, so you will not be able to pay after that. Once the day is over if the transaction was not completed it will refresh and unlock and you will be able to access the payment screen again on the next business day.

Step 18: Return to Momentum and click on **My Dashboard** to Upload Required Documents.

Click the **View Details** button or the license# number link.

View Details	Details	Status	Fees
Rental Property License 751784 📄 HOU-0022-2021-SFR	**Sub-type** Single Family Rental	**Open** 1 Pending Task **Current Milestone** Upload Required Documents **Issued Date** **Next Renewal Date** **Application Expires** 02/28/2021	No Fees

Note: The required documents will vary depending on the license/permit type and category.

Step 19: In the Attachment section you will see *Pending* for all the required attachments that are associated with your application that need to be uploaded.

Note: If you have any additional documents that you need to attach, please do so **before** you upload any of the "Pending Required Documents". Place the additional documents in the "Add any files here" row.

Click **Add** button to upload each document.

Note: There is a short time lag for each attachment to upload into the system.

Step 20: Each successfully uploaded attachment will come back as *Complete*.

Once all documents have been uploaded, you can return to **My Dashboard** to confirm their status.
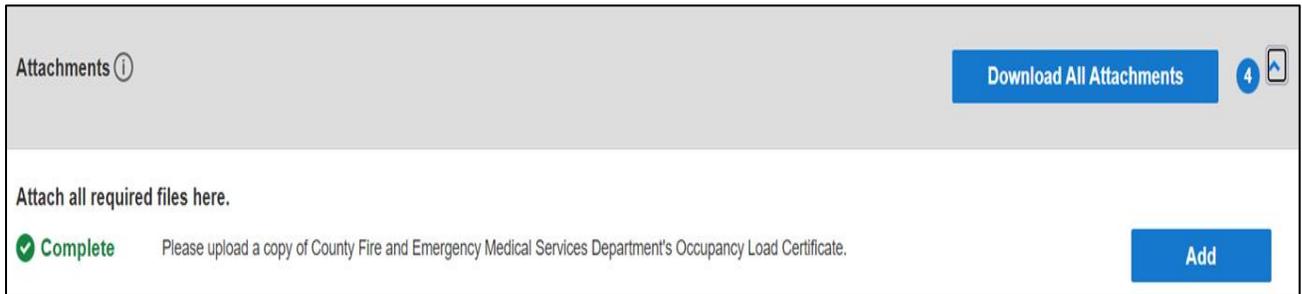
Step 21: Current Milestone is now in *Application Review*, where it is pending review by a DPIE admin.

The DPIE Staff will review your application. You will be contacted if anything is missing or in error. After the review is approved you will receive an email that your license is ready to download from your Dashboard.

NOTE: For questions regarding your business license application please contact:

dpiebusinesslicenses@co.pg.md.us