



## **Community Portal Instructions**

- Please sign up in the [Community Portal](#). It is best to use a computer.
  - **First Time User:**
    - Click **SIGN UP**. You will need to create a username and password.
    - Fill in every field (if you don't, the system will not allow you to register)
    - You will receive an **activation email** with a link from Cityworks giving you access to use the online community portal
- Once you are signed in, Click on **+START HERE** at the top of the screen
- Click through business license options:
- Business License> Type of Business License;
  - In-Town with Fixed Location, Brick and Mortar/Home Occupation
    - Storefront or physical location
  - Other/Non-Contractor/Temporary-Out of Town
    - Not located within city limits
  - All Contractors
  - Special Event Vendors/Market/Shows etc.
- On the first page:
  - **SUBMITTAL DISCRPTION**, this is the **Name** of your business
  - **LOCATION**, this is your business address (number, street, state, and zip code)
- Please follow the prompts 1-5
  - Within these are fillable lines- if they are underlined in orange, they **MUST** be filled in otherwise you don't need to fill it in NOT including the PEOPLE section.
- Hit **Submit** on the bottom right-hand corner to complete the application process.

Please allow up to **10 business days** of processing time for your business license.

Once your application has been approved, an invoice will be emailed to you with payment instructions.

Once we receive payment, your business license will be emailed to you.

Please note that penalties and interest will begin to accrue beginning **April 1, 2026**, for non-processed renewals.

If you have any questions, please reach out, and thank you for doing business with the City of Morro Bay!



Finance Department  
Business License Tax-Transient Occupancy Tax  
Brittany Shade  
(805)-771-7006