



## Liquor License Renewal Instructions & CityView Portal Registration Guide

Liquor licenses are valid for one year from the date of initial issuance and must be renewed annually. License holders should receive a renewal notice by mail from the Colorado Liquor Enforcement Division (LED) approximately 60 to 90 days before their license expires.

If you have not received your renewal application, you can download a blank [Colorado Liquor License Renewal Application from the Colorado Department of Revenue website](#)

### Renewal Instructions

1. Register on the CityView Portal.

You must be registered as a CityView Portal user. If you are not, please follow CityView Portal instructions on next page.

2. Complete your forms.

Make sure the following are fully filled out:

- State Renewal Application
- Tax Check Authorization Form
- Employee Tips Sheet

3. Upload all filled out documents to the CityView Portal.

- a. [Login to CityView](#)
- b. Go to My Items
- c. Select My Business License Applications
- d. You will see your licenses that are registered with the City. (If you do not see your license please contact the [City Clerk's office](#).)
- e. Click Upload Submittals and upload your renewal application and supporting documents.
- f. After uploading, click Add Fees to My Cart and pay the city fees only.
- g. [Pay your State Fee online](#) (State Online Pay Portal). Save your receipt and upload it to liquor license account in CityView.

4. Notify the City Clerk's Office

[Email the City Clerk's Office](#) to let staff know your documents have been submitted.

## CityView Portal Registration Instructions

Every user must create an account in the CityView portal to submit documents and review documents.

It is recommended that you use Google Chrome as your browser. Chrome provides the most reliable performance for CityView and allows you to securely save your username and password for future logins.

When using a mobile device such as your phone, you will use the same web address, username, and password. Google Chrome is best for mobile devices as well.

### Step 1: Create Your CityView Account

- Go to the [CityView Portal](#) and register. This account will be used to log in, upload documents, and manage the license.
- Once registered, open the email from CityView Steamboat and follow the instructions to complete your registration.
- If you are a new manager or new agent/representative, contact the City Clerk's Office after completing registration so staff can link your account to the correct license file.