



City of Springfield

Liquor & Gaming Online Document Upload and Electronic Payment Portal User Manual

Last Updated on 2/22/2022

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About

If you have a business that holds a Liquor or Video Gaming License with the City of Springfield, you can now update information, upload documents, fill out annual liquor renewal forms, and pay for your Liquor or Video Gaming license online using a debit card, credit card, or e-check at

<https://www.springfield.il.us/LiquorGamingOnlineRenewal>. It will be necessary to have annual renewal notice sent from the City of Springfield's Business Licensing department, as the License Number and Pin Number listed at the top of the renewal will be used to pull up business and fee information.

Online Payment & Renewal Home Page

License holders can pull up current business and license information by going to <https://www.springfield.il.us/LiquorGamingOnlineRenewal>.

Liquor License & Gaming License Online Annual Renewals

Enter License and Pin Number

Select License Type

Select...

In order to pull up business and license information, the user will need to have their license number and pin number from the current year liquor or gaming license renewal letter sent by the Office of Business Licensing.



OFFICE OF BUSINESS LICENSING
LIQUOR COMMISSION CITY OF
SPRINGFIELD ILLINOIS

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MAYOR

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Springfield, IL 62701
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November 1, 2020

Liquor Business, LLC
800 East Monroe St Room 108
Springfield, IL 62701



License Number: 0571A2021
Pin Number: 8653

Your annual City of Springfield Liquor License(s) is due to expire on December 31st, 2020. Please return this statement, the completed application and required documentation along with payment for the amount listed below by December 31, 2020. If payment is not received by December 31, 2020 you will be charged a late fee of \$50.00 per license. Please mail your payment to the address above, or you can pay by debit/credit card or e-check online at <https://www.springfield.il.us/LiquorGamingOnlineRenewal>. In order to pay online you will need to enter the license number and pin number listed above, and must pay all license fees in full. There is a service fee of 2.10% plus \$0.25 per transaction charged for using a debit or credit card, and \$0.50 per transaction for e-checks. These fees are not charged or collected by the City of Springfield.

Select the license type you are interested in viewing (Liquor License, Video Gaming Establishment License, Video Gaming Operator License, or Video Gaming Operator Terminal Sticker Fees), enter the license number and pin number from the renewal letter, and click the Find Business button.

Liquor License & Gaming License Online Annual Renewals

Enter License and Pin Number

Select License Type

Liquor License

License Number:

0571A2021

Pin Number:

2639

Find Business

Select An Option:

- [Update Business Information](#)
- [Update Corporate Information](#)
- [Update Mailing Address Information](#)
- [Fill Out Liquor Biling Renewal Form Online](#)
- [Pay Liquor/Gaming License Online](#)
- [Upload Document\(s\)](#)

From here you can view and select the following options:

- Update Business Information
- Update Corporate Information
- Update Mailing Address Information
- Fill Out Annual Renewal Form Online
- Pay Liquor/Gaming License Online
- Upload Document(s)

Update Business Information

Business Information

Business Name

Liquor Business

Date of Ownership

8/27/2020

Business Address

800 East Monroe St Room 108

Business City

Springfield

Business State

IL

Business Zip

62701

Business Manager

Phone Number

2177888411

Email Address

Business.Licensing@springfield.il.us

Additional Phone

2177888429

Ward Number

5

Submit

Under Select an Option, click on the Update Business Information link and the Submit button will appear at the bottom of the Business Information panel.

Fill in any information that is either missing or incorrect, and click the submit button. Changes will be automatically updated in the City database, and a notification will be sent to Business Licensing that an update was made.

Update Corporate Information

Corporate Information

Corporation Name
Liquor Business, LLC

Corporation Address
800 East Monroe St Room 108

Corporation City
Springfield

Corporation State
IL

Corporation Zip
62701

Corporation Contact

Corporation Phone
2177888411

Submit

Under Select an Option, click on the Update Corporate Information link and the Submit button will appear at the bottom of the Corporate Information panel. Fill in any information that is either missing or incorrect, and click the submit button. Changes will be automatically updated in the City database, and a notification will be sent to Business Licensing that an update was made.

Update Mailing Address Information

Mailing Address

Mailing Name
Liquor Business, LLC

Mailing Address
800 East Monroe St Room 108

Mailing City
Springfield

Mailing State
IL

Mailing Zip
62701

Submit

Under Select an Option, click on the Update Mailing Address Information link and the Submit button will appear at the bottom of the Mailing Address panel. Fill in any information that is either missing or incorrect, and click the submit button. Changes will be automatically updated in the City database, and a notification will be sent to Business Licensing that an update was made.

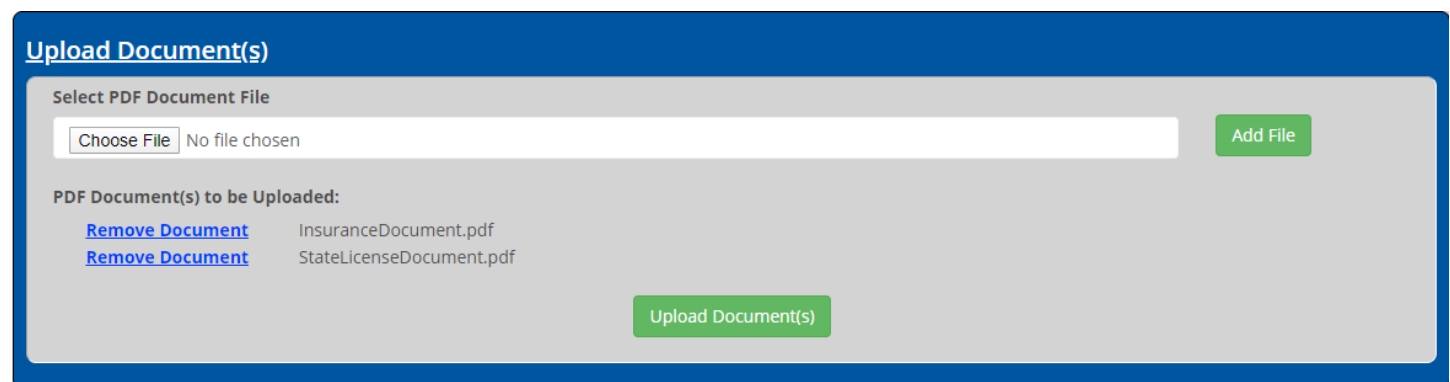
Upload Document(s)



The screenshot shows a blue header bar with the text "Upload Document(s)". Below it is a light gray panel with the heading "Select PDF Document File". Inside this panel is a white input field with a "Choose File" button and the text "No file chosen". To the right of the input field is a green "Add File" button. Below the input field, the text "PDF Document(s) to be Uploaded:" is visible.

Under Select an Option, click on the Upload Document(s) link button. The Upload Document(s) panel will appear at the bottom of the page. Scroll down, and here you can add PDF documents to submit to Business Licensing.

Click the Choose File button, and the file explorer on your computer will pull up. Select the document you would like to upload, and click open. The file name should appear next to the Choose File button. To add the document to be uploaded, click the Add File button.



This screenshot shows the same "Upload Document(s)" panel as the previous one, but now with two documents listed under the "PDF Document(s) to be Uploaded:" heading. Each document has a "Remove Document" link next to its filename. The documents are "InsuranceDocument.pdf" and "StateLicenseDocument.pdf". At the bottom of the panel is a green "Upload Document(s)" button.

The file will now appear under the PDF Document(s) to be Uploaded heading. You can add as many documents as you would like. The document will also have a link button next to it that says Remove Document. If a file has been incorrectly selected, you can click on this link and it will be removed from the upload. Once all the necessary documents have been added, click on the Upload Documents

button and they will be sent to the City database. A notification will be sent to Business Licensing that documents have been submitted.

Fill Out Annual Liquor Renewal Form Online

Under Select an Option, click on the Fill Out Annual Renewal Form Online link button. This will take you to a new page where you can fill out the current year renewal form.

Liquor License Online Renewal Application

Business Information

Business Name

Liquor Business

Business Address

800 East Monroe St Room 108

Corporation Name

Liquor Business, LLC

Liquor License Renewal Application

Renewal Year

2021

1. **Property Ownership:** If lease, agreement or contract expires prior to December 31, 2020 please provide new property ownership information. If parties to lease have changed in the past year, please provide a copy of new lease, agreement or contract.

If partnership or limited partnership, list all partners and their ownership percentage:

If LLC, list all persons owning an interest and their percentage of ownership:

When the form is pulled up, it will be almost identical to the paper renewal form you receive in the mail from business licensing. If you have entered your renewal form online in previous years, the information will default to your most recent submission, so you can just update it if necessary, rather than re-enter all data. The renewal form will ask for the following information:

1. **Property Ownership:** Specify whether the business is a partnership, LLC, or corporation, and list the name and percentage of ownership for all persons involved.

2. If you have not already uploaded the following documents from the annual renewal home page, you can do so here (if applicable): Liquor Liability Certificate of Insurance (DRAM Shop), Certificate of Good Standing, and State of Illinois Liquor License. Click the choose file button, select the PDF file you would like to upload, and click Add File. This file will now appear under the PDF Document(s) to be uploaded section. Repeat this process until you have selected all of the files you would like to upload. If you mistakenly add a document that you do not want to upload, just click the Remove Document link next to the document name, and it will be removed from the list to be uploaded.
3. A renewal fee of \$25.00 will be due, along with all of your other license fees. This can be mailed to the Business Licensing office, or paid in full online by clicking the Make Payment button at the bottom of the screen, once you have submitted the renewal form.
4. Operating Hours: Please specify the days of the week your business will be open, along with open and closing times. If this information is already stored in the City of Springfield database, it will default to the most recently updated data, and display that on the screen. You can then just update any changes, if applicable.
5. Is this a business where the sale of alcohol is not the principal business? To this question, you will select yes or no. If yes is selected, please select what type of business you are operating – Hotel Dining Room, Club, Restaurant, or Retail Establishment. If no is selected, you can skip this question and move on to #6.
6. Contact Information: Please enter the name, phone number, title, and email address of the person completing the online application.

Once you have completed the application, click the Submit button and the data and documents you entered (if applicable) will be submitted to the City database, and a notification of your submission will be sent to the Business Licensing department. The Return button will return you to the online annual renewals home page. The Home button will return you to the home page of the City of Springfield website. The Make Payment button will take you to the City of

Springfield eCollections Portal, where you can pay your annual renewal and license fees online.

Fill Out Annual Gaming Renewal Form Online

Under Select an Option, click on the Fill Out Annual Renewal Form Online link button. This will take you to a new page where you can fill out the current year renewal form.

Gaming Establishment Online Renewal Application

Business Information

Business Name

Test Business

Business Address

300 S 7th St

Corporation Name

Test Liquor

Video Gaming License Renewal

Section I: General Information

Renewal Year

2022

State of IL Tax ID Number

____-

Name of Entity That Holds the License

Proposed Name of the Establishment (D/B/A)

Establishment Street Address

Establishment Zip Code

Applicant Name

Applicant Email Address

Applicant Phone Number

When the form is pulled up, it will collect the same information as the paper renewal form that you receive in the mail from business licensing. If you have entered your renewal form online in previous years, the information will default to your most recent submission, so you can just update it if necessary, rather than re-enter all data. Fill in all of the data and upload a PDF copy of your Illinois State Gaming Board License (this document is required). Once you have completed the application, click the Submit button and the data and documents you uploaded will be submitted to the City database, and a notification of your submission will be sent to the City Clerk's office. The return button will return you to the online annual renewals home page. The home button will return you to the home page

of the City of Springfield website. The Make Payment button will take you to the City of Springfield eCollections Portal, where you can pay your annual renewal and license fees online.

Pay Liquor/Gaming License Online

You can get to the eCollections page for annual Liquor and Gaming License fees by clicking on the Make Payment button from the Liquor Online Renewal Application page, or from the Liquor License & Gaming License Online Annual Renewal page. From here, under Select an Option, click on Pay Liquor/Gaming License Online.

Welcome to the City of Springfield eCollections Portal

Pay Annual Liquor and Gaming License Fees Online

Select Item(s) for Payment:

License Type:

Liquor License

License Number:

0571A2021

Pin Number:

2639

Find License

Business Name:

Liquor Business

Business Address:

800 East Monroe St Room 108

Amount Due:

1525.00

☒ Please Mail My License When Approved

☐ I Will Pick Up My License When Notified

Add Payment

This will take you to the page where you can pay your license and renewal fees online. It will default to the License Type & License Number / Pin Number that you had selected on the Liquor License & Gaming License Online Annual Renewal page. It will also show your business name and address, and the total amount due for that particular license. If you need to change to a different license, select a different license type from the dropdown list (if applicable), enter in the License Number and Pin Number for that license type from your renewal form, and click the Find License button. This will update the business name and address and amount due for the license you are searching for. Once you have selected the appropriate license, please select whether you would like business licensing to

mail it to you or if you will pick it up at the business licensing office, and then click Add Payment.

****Please note – all license fees must be paid in full at the time of payment when submitting your payment online. If you plan on paying your Liquor License in two installments, you must still do so by cash, check or money order at the Office of Business Licensing.**

Select Item(s) for Payment:

License Type:

Select...

Shopping Cart:

	<u>Payment Type</u>	<u>Description</u>	<u>Payment Amount</u>
Remove	0571A2021	Liquor License	1525.00
Cart Subtotal:			1,525.00

Check Out

Clicking the Add Payment button will add the license you chose to your shopping cart, and will clear out the license information under the Select Item(s) for Payment section. If you would like to pay for additional licenses, repeat the process by selecting the license type and finding the license by the license number and pin number. You can add as many licenses as you would like to your cart. To remove a license, just click the Remove link button next to the license number you no longer want to pay for, and it will remove that license from the shopping cart, and recalculate your subtotal. Once you have added all of the licenses you would like to pay for, click the Check Out button.

Shopping Cart:

	Payment Type	Description	Payment Amount
Remove	0571A2021	Liquor License	1525.00
Cart Subtotal:			1,525.00

Check Out
Back

Billing Information:

Billing Name
Phone Number
Email Address:

Please Choose Payment Method
Please Select...

This will bring up the billing information panel. Enter in your billing name (name on the card or account you are using), phone number, and email address, and select your payment method, either Credit Card or e-Check.

Pay Using Credit Card

Billing Information:

Billing Name
Phone Number
Email Address:

Please Choose Payment Method
Credit Card

Select Card Type

☒ VISA
☐ AMERICAN EXPRESS
☐ DISCOVER
☐ MASTERCARD

Name on Credit Card
Credit Card Number
CVV

Expiration Month
Expiration Year

Month...
Year...

Review

If you select credit card, additional billing information fields will be added under the payment method drop down. Select the card type you are using (the City of Springfield accepts Visa, American Express, Discover, and Mastercard). Next enter

the name on the credit card, your credit card number, and CVV (three digit security number on the back of the credit card). Add the expiration month and year of the card. Once you have all of the billing information entered, click the Review button.

Review & Submit Payment

Items in Cart

0571A2021

Liquor License

1525.00

Cart Subtotal:

1,525.00

Service Fee:

32.28

Total Remitted:

1557.28

Payment Info:

Card Type:

VISA

Ending In:

1111

Expires:

December 2023

Billing Info:

Name:

Liquor Business

Email:

LiquorBusiness@business.com

FEE NOTICE: Please be advised that a service fee of 2.10% plus \$0.25 has been added to this transaction and is included in the Total Remitted amount. The fee is defined in the payment summary as Service Fee, and is not charged or collected by the City of Springfield, but is paid to a third party. By selecting the Pay button your payment will be processed for the Total Remitted value. If you do not agree to the payment of the fee, please discontinue your payment.

Pay

Cancel

This will bring up the Review & Submit Payment page. Please carefully review that all items have been added to your cart correctly, your total payment amount (including service fee), and that your payment and billing information is correct. The service fee that appears is 2.10% plus \$0.25 of the cart total. This fee is charged by and paid to a third party, and is not collected by or paid to the City of Springfield. If you do not agree to this fee, or decide you no longer want to pay the cart item(s) online, click the Cancel button and you will be returned to the eCollections home page. By clicking the Pay button, you are stating that you agree to the service fee and cart total. Once your payment has processed successfully, a notification will be emailed to the Business Licensing department, and the Receipt Confirmation page will appear.

Receipt Confirmation

Confirmation Number: 20001066

Payment Date: 9/2/2020 1:49 PM

Payment Method: Credit Card

Account Number: 1111 (The charge will show on your account as City of Springfield)

Billing Name: Liquor Business

Billing Phone: 2174445555

Billing Email: LiquorBusiness@business.com

Payment Total: \$1,535.00

Service Fee: \$32.28

Total Remitted: \$1,567.28

Items Included With Payment:

0571A2021

Parking Ticket #4742601, Plate #ac87740

Liquor License

79.42 - Parked Overtime-Meter Expired

\$1,525.00

\$10.00

Email Receipt

Print Receipt

Exit


The confirmation page will summarize the information in the transaction, and return a confirmation number. Click the Email Receipt button if you would like to email a copy of the receipt to yourself. This will bring up a popup screen with the billing email address you entered. Verify that this email address is correct, or put in a new email address, and then click the send email button. Click the Print Receipt button if you would like to print or save a copy of your receipt confirmation. Click the Exit button to return to the I Want to Pay For... home page on the City of Springfield website.

Pay Using eCheck

Billing Information:

Billing Name <input type="text" value="Liquor Business"/>	Phone Number <input type="text" value="2177411181"/>	Email Address: <input type="text" value="LiquorBusiness@business.com"/>
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Please Choose Payment Method



The diagram shows a check number with three parts: a red box containing '1:999888???' labeled 'Routing Number', a green box containing '1:00123456789' labeled 'Account Number', and a blue box containing '1:123' labeled 'Check Number'.

Bank Name <input type="text"/>	Routing Number <input type="text"/>	Account Number <input type="text"/>
Account Type <input type="text" value="Checking"/>	Check Type <input type="text" value="Personal"/>	Bank Location <input type="text" value="United States"/>

If you select eCheck, additional billing information fields will be added under the payment method drop down, including an example of where to find the routing number and account number information on a check. Enter in the bank name, routing number, and account number. Select account type (checking or savings), check type (personal and business), and bank location (United States or International). Once you have all of the billing information entered, click the review button.

Review & Submit Payment

Items in Cart

0571A2021

Liquor License

1525.00

Cart Subtotal: 1,525.00

Service Fee: 0.50

Total Remitted: 1525.50

Payment Info:

Bank Name: Test

Account #: Checking #XXXXXXX6789

Routing #: 999888777

Billing Info:

Name: Liquor Business

Email: LiquorBusiness@business.com

FEE NOTICE: Please be advised that a service fee of \$0.50 has been added to this transaction and is included in the Total Remitted amount. The fee is defined in the payment summary as Service Fee, and is not charged or collected by the City of Springfield, but is paid to a third party. By selecting the Pay button your payment will be processed for the Total Remitted value. If you do not agree to the payment of the fee, please discontinue your payment.

PAYMENT DISCLAIMER: You hereby authorize JetPay to initiate an ACH debit entry to the above designated bank account for the Total Remitted specified. You further authorize your Financial Institution to deduct this payment from your account.

You understand that in the event JetPay is unable to secure the funds for this transaction from your account for any reason, including but not limited to insufficient funds in your account or insufficient or inaccurate information provided when you submit your electronic payment, further collection action may be undertaken by JetPay including any application of returned check fees to the extent permitted by law. You further understand that the submission of this transaction is considered proper authorization by you for JetPay to initiate an ACH debit entry to your account for such fees.

In the even of a dishonored payment, your obligation to the City of Springfield will remain unpaid.

☐ I have read this disclaimer and agree to the terms and conditions as stated above.

Pay

Cancel

This will bring up the Review & Submit Payment page. Please carefully review that all items have been added to your cart correctly, your total payment amount (including service fee), and that your payment and billing information is correct. The service fee for eChecks is \$0.50 per transaction. This fee is charged by and paid to a third party, and is not collected by or paid to the City of Springfield. If you do not agree to this fee, or decide you no longer want to pay the cart item(s) online, click the Cancel button and you will be returned to the eCollections home page. If you do agree to the total amount, please read the payment disclaimer authorizing ACH withdraw from your bank account and click the checkbox that you agree to the terms and conditions of the disclaimer. Clicking this box will activate the Pay button, which you will need to click to submit your payment. Once your payment has processed successfully, a notification will be emailed to the Business Licensing department, and the Receipt Confirmation page will appear.

Receipt Confirmation

Confirmation Number: 20001067

Payment Date: 5/11/2018 10:00 AM

Payment Method: Credit Card

Account Number: Checking #XXXXX6789 (The charge will show on your account as City of Springfield)

Billing Name: ANDREW NELMS

Billing Phone: 2245450011

Billing Email: anelms@afphq.org

Payment Total: \$1,545.00

Service Fee: \$0.67

Total Remitted: \$1,545.67

Items Included With Payment:

Parking Ticket #4742730, Plate #kla6756

Parking Ticket #4742701, Plate #kla6756

0571A2021

79.42 - Parked Overtime-Meter Expired

79.42 - Parked Overtime-Meter Expired

Liquor License

\$10.00

\$10.00

\$1,525.00

Email Receipt

Print Receipt

Exit

The confirmation page will summarize the information in the transaction, and return a confirmation number. Click the Email Receipt button if you would like to email a copy of the receipt to yourself. This will bring up a popup screen with the billing email address you entered. Verify that this email address is correct, or put in a new email address, and then click the send email button. Click the Print Receipt button if you would like to print or save a copy of your receipt confirmation. Click the Exit button to return to the I Want to Pay For... home page on the City of Springfield website.

Help

If you require further assistance, please contact the City of Springfield Business Licensing department by sending an email to BusinessLicensing@Springfield.il.us, or by calling (217) 788-8411.

