



## **Forsyth County Business License Division**

### **Steps To Obtain Your Business License Renewal Form From Your CSS Portal**

**If you have not renewed your license for the current year, follow the steps below:**

**Log into your CSS Portal Account**

- Click on My Work**
- Click on My Licenses**
- Click on the business license number in blue**
- Click on the word "Attachments"**
- The PDF of the renewal form will be in the lower left corner labeled "Business License Renewal Letter".**

**If you have already renewed the license for the current year, follow the steps below:**

**Log into your CSS Portal account**

- Click on My Businesses in the top black bar**
- Click on the Business Name in blue**
- Click on Licenses**
- Click the license number for the previous License Year**
- Click on the word "Attachments"**
- The renewal form will be in the lower left corner of the screen labeled "Business License Renewal Letter".**

**\*Please note, the renewal form is emailed every year in December from  
businesslicense@forsythco.com\***