



Local Business License RENEWAL CENTER

Renew all of your local South Carolina
business licenses in one location.
www.localblrenewal.com

First-time users

Select the green **Get Started** button on the home screen.

Get Started

Follow the onscreen prompts to create your user account. If you do not receive the verification email, please contact Fran Adcock at fadcock@masc.sc.

Returning users

Enter the email address and password you created when you first set up the account. Select the blue **Sign In** button.

If you cannot remember your password, use the **Forgot your password?** link below the Sign In button.

Sign In

[Forgot your password?](#)

Adding business license renewals

After initially creating your account, you will be prompted to enter the renewal information for one of the cities, towns or counties for which you are renewing a business license.

After you enter all of the information, your home screen will be populated with all the business license renewals associated with that Tax ID in the system .

If you have a problem finding the correct North American Industry Classification System code, also known as the NAICS code, or the account number, or any other license-specific information, you can try using a different jurisdiction to verify your account or contact the business license official of the specific jurisdiction for which you are renewing.

If there are licenses you need to renew that did not appear on your home screen, you can add them by selecting the **Add Another License** or **Add Another Tax ID** buttons at the top of the home screen.

+ Add Another License

+ Add Another Tax ID

Renewing


To begin license renewal, select the green **Start Renewal** button on the individual license and follow the on-screen process.

Start Renewal

You can follow the steps and add as many licenses to your cart as you wish before you pay.

Paying

You can pay by Automated Clearing House ACH (electronic check, also known as ACH,) or by credit card. The processing fee for ACH is 0.08% and caps at \$5.00. The processing fee for credit cards is 2.9% plus \$0.30.

You will need to add a bank account to your profile before you can pay with ACH. To do this, select the **profile icon**  in the top right corner and select **Add a bank account** from the drop-down.

Troubleshooting

If you have trouble with a specific license, contact the licensing jurisdiction for which you are trying to renew. Select the envelope icon beside the jurisdiction name for contact information.

If you are having trouble with the application or website, please contact Fran Adcock at fadcock@masc.sc.

