



ONLINE RENEWAL OF OCCUPATIONAL LICENSES

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Calcasieu Parish Police Jury

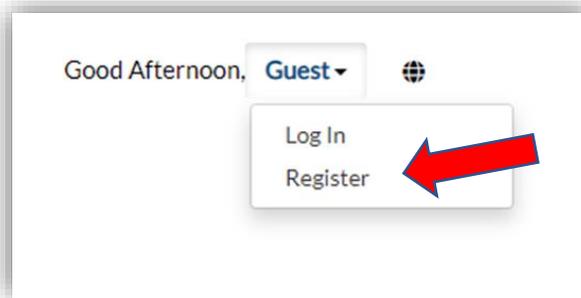
Occupational License Office, 901 Lakeshore Drive, 5th floor, Lake Charles, LA 70601

PO Box 1583, Lake Charles, LA 70602

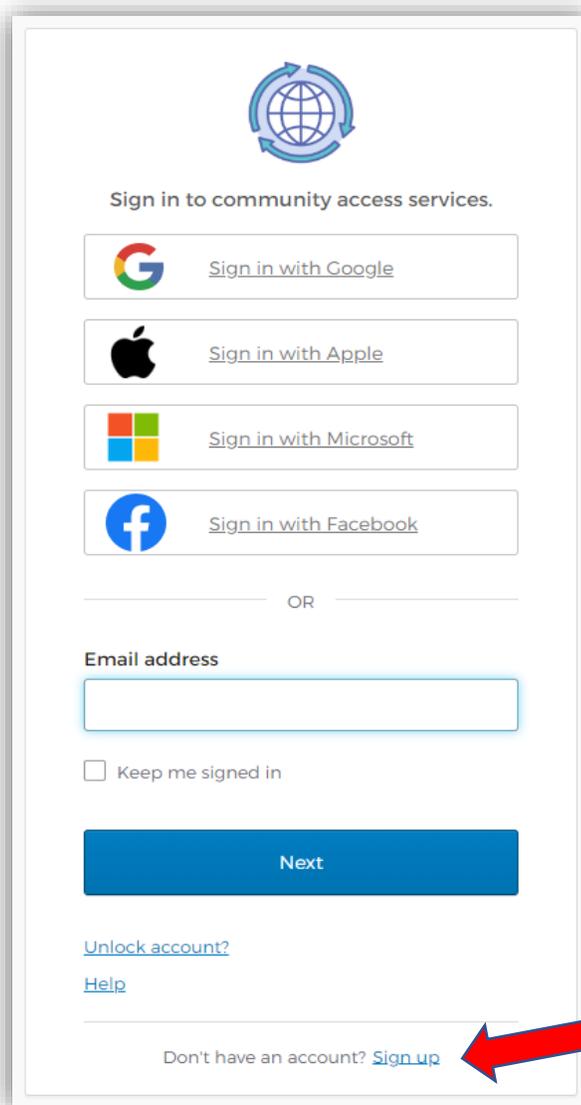
Phone: 337-721-3640 Email: occupationallicense@calcasieu.gov

REGISTERING ON THE CIVIC ACCESS PORTAL (CAP)

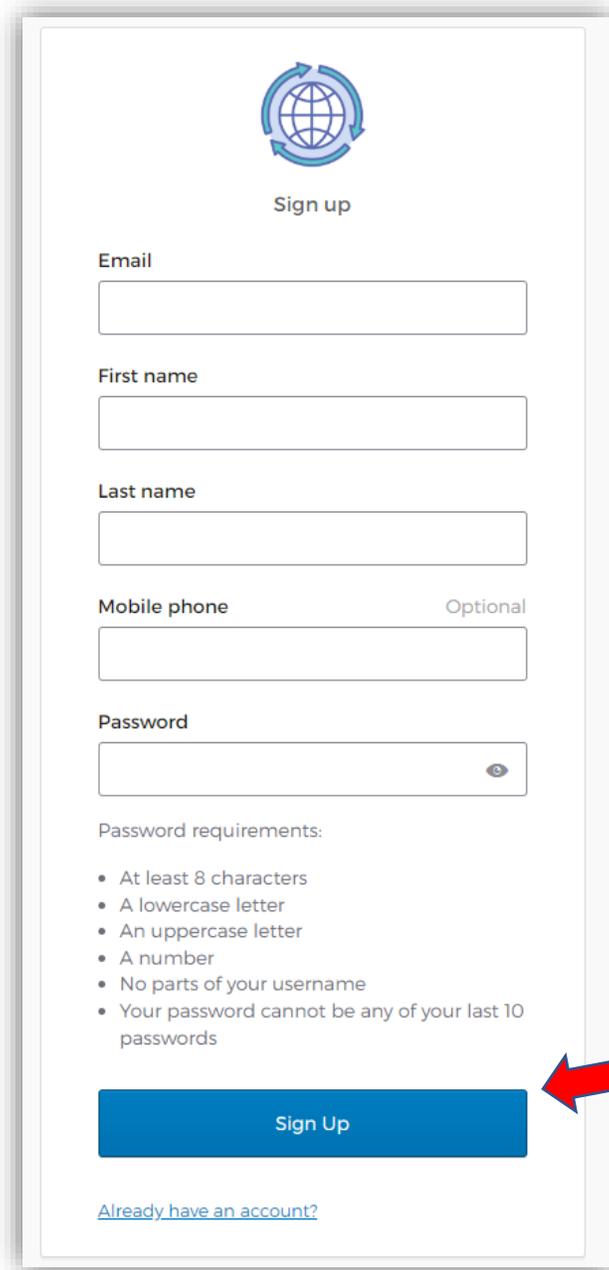
To register on the Portal, click on the Guest icon in the top right corner, then click on **Register** from the dropdown.



IMPORTANT: If you were previously registered with our Portal or a new user, you will need to **Sign Up** through our new secure way of logging into the Portal.



Enter your email address, first name, last name and create a password, then click **Sign Up**.





Sign up

Email

First name

Last name

Mobile phone Optional

Password

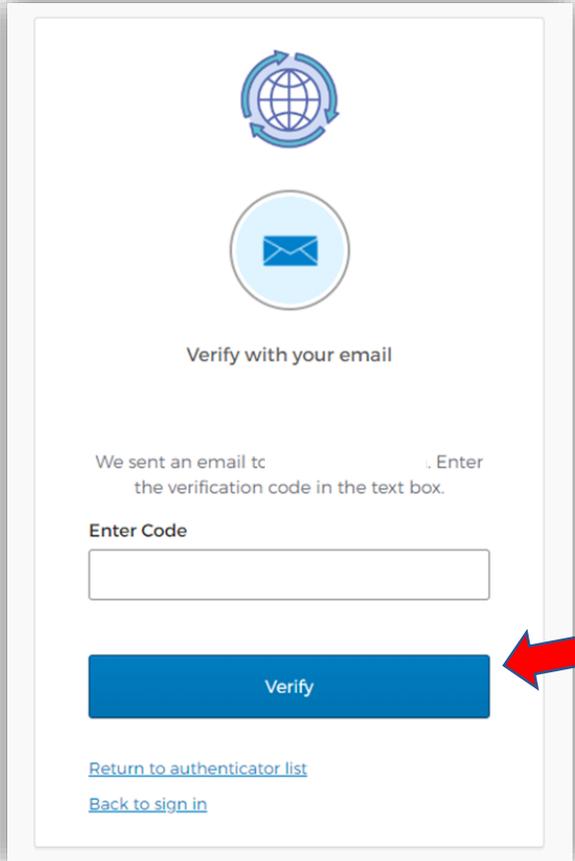
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Sign Up

[Already have an account?](#)

At this time, please check the email address you entered on the previous screen and enter the 6-digit verification code you will receive in an email from “Community Access”, then click **Verify**.



Verify with your email

We sent an email to [redacted]. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

LOGIN FOR NEW USERS

Please click **Continue** to create your profile.

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue 

Please choose your **Contact Preference**, then click **Next**.

Registration

Step 2 of 3: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Back **Next** 



Please enter your address information, then click **Submit**.

Registration

Step 3 of 3: Address

***Address** ***REQUIRED**

Street address, P.O. box. (required)

Apartment, suite, unit, floor, (optional)

City

State

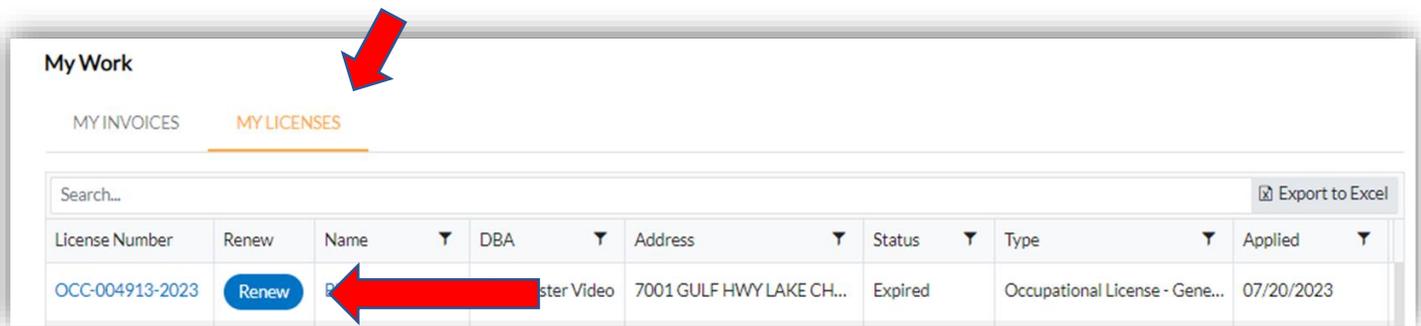
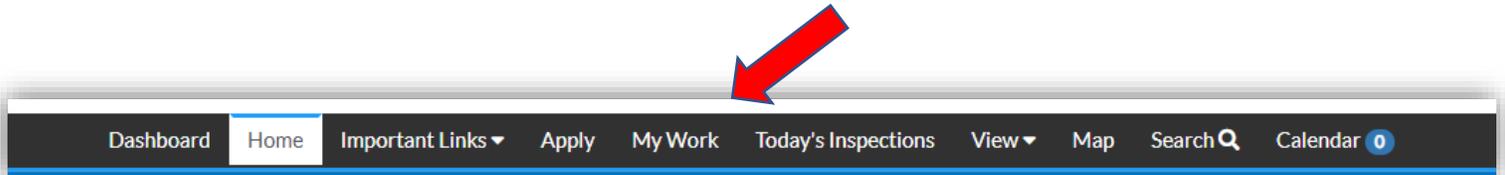
Postal Code

[Back](#) [Submit](#)



RENEWING YOUR OCCUPATIONAL LICENSE

Once logged in, click on **My Work** to view all your licenses, and permits. Then, click on **My Licenses** to view all your licenses and permits. Find the license you want to renew and click **Renew**.



Please note: If you do not see your license, your user profile will need to be linked to your license.

If the Renew option isn't available to you it may be that the license isn't renewable just yet, or the license was not renewed for the previous year and is delinquent.

In either instance, please contact our office at occupationallicense@calcasieu.gov or by phone at 337-721-3640 to have your license(s) updated.

On the **License Details** screen, please confirm the License Type and Description of your business you are trying to renew. Once confirmed, click **Next** to continue.

Renew License - Occupational License - General *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

License Type Occupational License - General

Description Sale and rental of movies and games

[Next](#)



On the **More Info** screen, please enter your business' previous year's gross dollar amount in the respective tax table space. Once entered, scroll to the bottom, and click **Next** to continue.

Progress Bar:

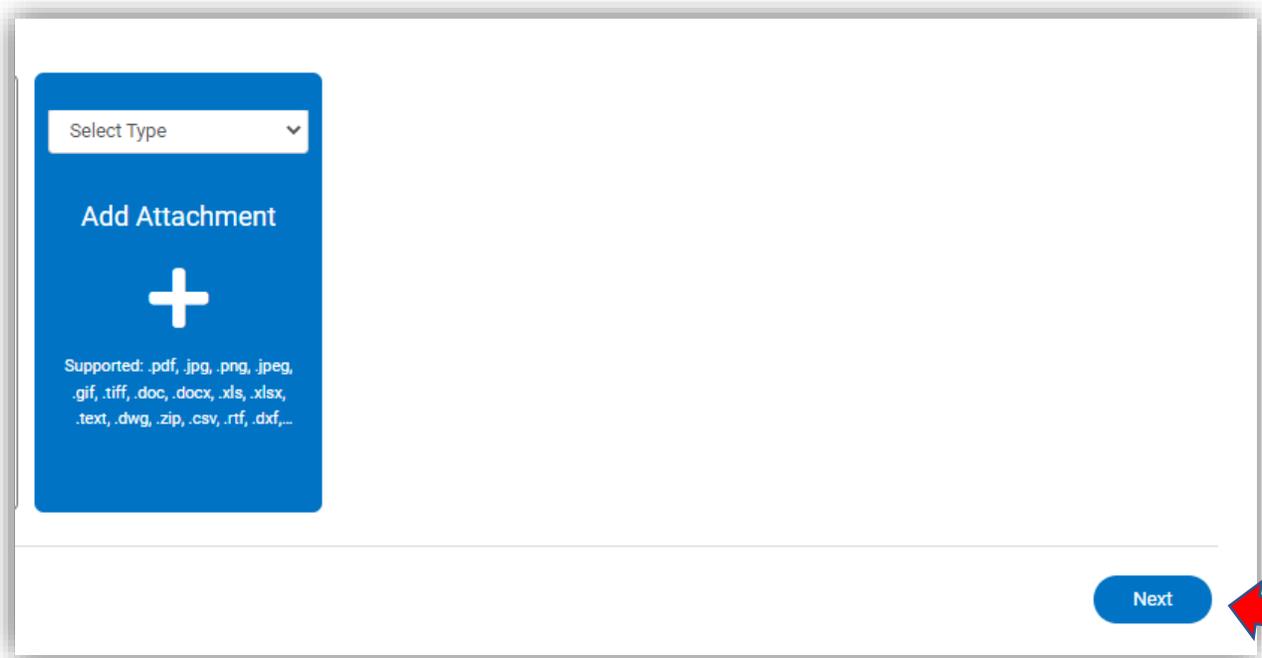
- 1 Type (Completed)
- 2 More Info (Current Step)
- 3 Attachments
- 4 Review and Submit

MORE INFO

Please enter your business' previous year gross dollars in the respective tax table.

Retail/Service - Gross Sales	\$ 0
Retail Gasoline - Gallons Sold	
Commission/Brokerage Agent - Gross Commissions	\$ 0
Wholesale/Contractor - Gross Sales	\$ 0
Lending Business - Total Lending Loans	\$ 0
Public Utilities - Gross Receipts	\$ 0
Amusement and Video Games - Number of Machines	
Hotels or Motels - Number of Rooms	

On the **Attachments** screen of the renewal, please attach any supplemental documents for the renewal which may include reports of your gross dollars for the previous year. Once added, click **Next** to continue. **Please note: Adding an attachment is not required.**



The screenshot displays a user interface for adding attachments. On the left, there is a blue card with a white border. At the top of the card is a dropdown menu labeled "Select Type" with a downward arrow. Below this is the text "Add Attachment" in white, followed by a large white plus sign. Underneath the plus sign, the text "Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ..." is listed in white. To the right of the card, the main area is white. At the bottom right of the screen, there is a blue rounded rectangular button labeled "Next". A red arrow points to the "Next" button from the right side of the screen.

The **Review and Submit** screen will show you all the information you've entered, attachments uploaded, and estimated fees. Click **Submit**.

Progress bar: Type (✓), More Info (✓), Attachments (✓), Review and Submit (4)

Submit 

Locations

Location	7001 GULF HWY, LAKE CHARLES, LA, , 70607
Parcel Number	051108-0000-440-0001

Basic Info

Type	Occupational License - General
Description	Provide testing services for software use
Applied Date	08/09/2023

Contacts

Owner	901 Lakeshore DR, Laker Charles, LA, ,
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Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Retail/Service Business Renewal Fee	\$50.00

Total: \$50.00

PAYING THE OCCUPATIONAL LICENSE FEES

To expedite your renewal, please proceed with the payment of your renewal by clicking **Fees**.

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: OCC-004913-2023 [Add to Cart](#)

Blockbuster Video

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type: Occupational License - General	District: 7	Applied Date: 07/20/2023
Account Number:	Issued By: Administrator, System	Period Start Date:
Status: Submitted - Online		Expiration Date: 01/01/2999
Description: Sale and rental of movies and games		

[Business](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [More Info](#)

Click **Add to Cart**.

[Business](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Fee Summary

Total Fees: \$120.00	Paid Fees: \$0.00	Unpaid Fees: \$120.00	Add to Cart
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The next screen is your **Shopping Cart**. Click **Check Out** to continue to the payment options.

Shopping Cart

Total **\$50.00**

[Check Out](#)

Invoice: INV-00043724 Description: OCC-004914-2023
 Due Date: 08/09/2023

Case Number	Project	Case Address	Amount Due
OCC-004914-2023		7001 GULF HWY LAKE CHARLES LA 70607	\$50.00

\$50.00

[Remove](#)

[Top](#) | [Main Menu](#)

Total **\$50.00**

[Check Out](#)

To complete your payment, please enter your credit card information on the payment screen, then click **Pay Now**.

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

Calcasieu Parish Police Jury - CSS
 Order Number: 1034
 Wednesday, August 9, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00043724	OCC-004914-2023	1	\$50.00	\$50.00
Item Total:				\$50.00
Service Fee:				\$1.38
Order Total:				\$51.38

Payment Details *all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text" value="Select one..."/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code	<input type="text"/>	
<p>Pay Now - \$51.38</p> <p>Cancel</p>		

What Happens Next?

If you pay online through the Portal, you will be issued your current year's occupational license within 2 business days, and your license will be mailed to you as soon as possible.

If you would like to pay your fees via check, please remit payment to us at:

**Calcasieu Parish Police Jury
License Office
PO Box 1583
Lake Charles, LA 70602**

***Please note your invoice number or license number in the memo line of your payment. ***

Once we receive your renewal application and payment, we will mail your license as soon as possible.

If you need an electronic copy of your license, please email us at occupationallicense@calcasieu.gov.