How to Enter Business License Fee Filings and Pay Online

To start, please login to your account through the Horry County Business License/ Hospitality SelfService

page at https://service.horrycounty.org/css

When you log in you will see:

	🚔 🖹 (0)
Welcome to Horry County Self Service	
Announcements	Home
There are currently no announcements.	Horry County Self Service
	Business License/Hospitality
Profile Information	General Billing
Profile information not found.	
Business License/Hospitality Accounts	
B HORRY COUNTY 1515 ACCOUNT (2021)3)	

Click on the + to the left of your account

Bu	siness License/Hospitality Accounts
Ŧ	HORRY COUNTY TEST ACCOUNT (2002132)

If you are filling a hospitality period, click on Enter Filing to the right

Business License/Hospitality Accounts				
B HORRY COUNTY TEST ACCOUNT (2002132)				
Cycle/Month/Year	Category	Туре	<u>Enter Filing</u> Bill	
M, 5 2017	FB		View Bill	

OR

If you are trying to pay a bill that has already been filed, then look for the Add to Cart on the right

		<u></u> 0	
A, 5 2021	CONT	GC	View Bill Add to Cart
M, 5 2021	FB		View Bill Add to Cart

Click on the Enter Filing link to proceed.

<u>e</u> _				Aunis Self Service			
Business Licen Filing - Date Selec	nse/Hospita	lity					Horry County Self Service
Account ID	2	002634					Business License/Hospitality
lategory	. 1	OOD/BEN/ACCOMM/AD	MESS				
lype							Accounts
Cycle		KONTHEY					Account Details
To continue, please set	elect a period that	has not been filed or	is late from the list below				Owner Information
	Year	Month	Status	Total	Balance		Control Protocologica
	2017	10	UNFLED	0.00	0.00	wiet	Filing
	2017		UNFLID	0.00	0.00	select	Contact Us
2	2017		FLED	450	0.00		
	Г	Select	the earliest unfile	d period that is available	٦		
	L	beleet	the currest unite	a period that is available.			

Now the Gross Receipts can be entered. Once complete, click the Continue button.

HoryCounty	🧩 Munis Self Service	My Cart (0 items) HORRYCOUNTYTEST
Business License/H Filing Amounts	ospitality	Horry County Self Service
Account	2002614	Business License/Hospitality
Category	FOOD/BEV/ACCOMM/ADMISS	business Electrise, nospitality
Туре		Accounts
Cycle	MONTHLY	Account Details
Month Year	9 2017	Owner Information
ACCOMMODATIONS-INSIDE (111)		Filing
Gross Receipts	s 100.00	Contact Us
ADMISSIONS-INSIDE (111ADI) Gross Receipts	s 100.00	
FOOD/BEVERAGE-INSIDE (111FBI)		
Gross Receipts	s 100.00	
	Cancel Continue	
	©2017 Tyler Technologies, Inc.	

Review screen, submit filing, and then it's completed. If you wish to have a record of confirmation,

please do a print screen. To do a print screen right-click on your mouse and choosing the print option.

Harry County		Munis Self Service			My Cart (0 items) HORRYCOUNTYT
Business License/H Filing Amounts	ospitality				 Horry County Self Service
Review					
Please review that the informa	tion is correct before submitting.	Povice this filing	This will allo	w	Business License/Hospitality Accounts
Account Category	2002614 FOOD/BEV/ACCOMM/ADMISS	Kevise tris ming	you to make	е	Account Details
Туре Сусle	MONTHLY		changes		Owner Information Filing
Month Year	9 2017				Contact Us
ACCOMMODATIONS-INSIDE 111/ Gross Receipts	ACI Actual	100.00			
Deductions		0.00			
Taxable Sales		1.00.00			
Calculated Amount		1.50			
Net Due		1.50			
ADMISSIONS-INSIDE 111AI	DI Actual				
Gross Receipts			100.00		
Deductions			0.00	It all g	ross receipt
Taxable Sales			100.00		
Calculated Amount			1.50	amour	nts are
Net Due			1.50	correc	t click the
FOOD/BEVERAGE-INSIDE 1	L1FBI Actual			conec	i, chek the
Gross Receipts			100.00	acknow	wledgement
Deductions			0.00	ackino	wicugement
Taxable Sales			100.00		hox and click
Calculated Amount			1.50	Check	box and click
Net Due			1.50	File.	
Summary			150		
Panalty on this filing	nis ming:		4.50		
Total due:			4.50		
**The amount due shown doe	s not include any potential interest that may be added for late filir	iqs.			
Check the following box to a	signify	bout to submit is 100% accurate a	nd		
acknowledgement	understand the license cannot be issued if a shortage	or missing payments exist on my a	ccount.		
		Cancel	File		

To proceed, click the Add bill to cart link

Harr		Munis Self Service	
Business Lice Filing Amounts Confirmation	ense/Hospitality		A Horry County Self Service
Thank you. Your inform	nation has been successfully submitted.		Business License/Hospitality
Account Category Type Cycle	2002614 FOOD/BEV/ACCOMM/ADMISS MONTHLY	Add bill to Cart	Accounts Account Details Owner Information Filing
Month Year	9 2017		Contact Us
ACCOMMODATIONS-I Gross Receipts Deductions Taxable Sales Calculated Amount Net Due	NSIDE 111ACI Actual	100.00 0.00 100.00 1.50 1.50	

Choose to either pay by credit card or e-check. There is no charge for E-Checks, but a 2% of the total bill for Credit Cards

			🗈 🔺
Pay Bills			
Select Payment Method			Home
Currently, we do not charge for E-Checks. There	e is a fee of 2% of the total bill for Credit Cards.		Horry County Self Service
Pay by Credit Card Pay by eCheck Cancel			Business License/Hospitality
Enter payment inf	ormation.	<u>.</u>	
Pay Bills		Pay Bills	-
Step 2 of 4: Please enter the payment informa	ation	Step 2 of 4: Please enter the payment information	
Enter the details needed to process this paymen	at.	Bank account information	
Credit card information		Type of account Please select 👻	
Card type	Master Card 🖌	Bank ABA/routing number 20/were in this?	
Card number		Bank account number Where is	<u>9102</u>
Card ID (CVV) number	Where is this?	Re-enter bank account number Driver's Licence Information	
Expiration date	Month 🗸 Vear 🗸	State	
		Number	
	Continue Cancel	Continue Cancel	

All billing information will be entered here. Enter all required information and click the Continue

button.

Borr County		🐝 Munis Self Service	
Pay Bills			
Billing Address			Horry County Self Service
Please enter your billing information	exactly as it appears on your credit card or bank statement.		Business License/Hospitality
First name *	1		
Address line 1 *	1301 2ND AVE		
Address line 2			
City *	CONWAY		
State * two letter abbreviation	SC		
Zip code *	29526		
Contact phone number *			
E-Mail * for your e-mail confirmation			
	Remember these values		
	Continue Cancel		
* indicates required field			
		©2017 Tyler Technologies, Inc.	

Review your bill and click Submit.

Rear County			
Pay Bills			
Step 4 of 4: Review			Step 1234
Please review the information below. Make change	ges if necessary, then submit your payment request.		
Payment Amount			
Bill Description		Due Now	Payment Amount
222568		\$152.00	\$152.00
Subtotal			\$152.00
Convenience Fee			\$0.00
Total			\$152.00
Payment Method change			
Checking	******		
Check Number	123		
Bank Routing Number	123456789		
Billing Address change			
Name	test test		
Address	211 BEATY ST		
City State Zip	CONWAY, SC, 29526		
Phone Number	8439155620		
	Submit Cancel		

This screen indicated the payment successfully went through and is being processed. If the payment did not process correctly, instead of the green checkmark, there will be a red X.

HardCasery		
Pay Bills		
Your payment has been successfully processed		
Payment submitted on 6/16/2021 Your Confirmation Number is 783715572 Your Authorization Code is 54321ABC		
Thank you, for using Horry County Citizen Self Service!		
You may want to print this page for your records.		
Payment Amount		
Bill Description	Due Now	Payment Amount
222568	\$152.00	\$152.00
Subtotal		\$152.00
Convenience Fee		\$0.00
Total		\$152.00
Payment Method		
Checking	*******	
Check Number	123	
Bank Routing Number	123456789	
Billing Address		
Name	test test	
Address	211 BEATY ST	
City State Zip	CONWAY, SC. 29526	
Phone Number	8439155620	

A confirmation e-mail will be sent when a payment is processed successfully.