

ONLINE RENEWAL INSTRUCTIONS

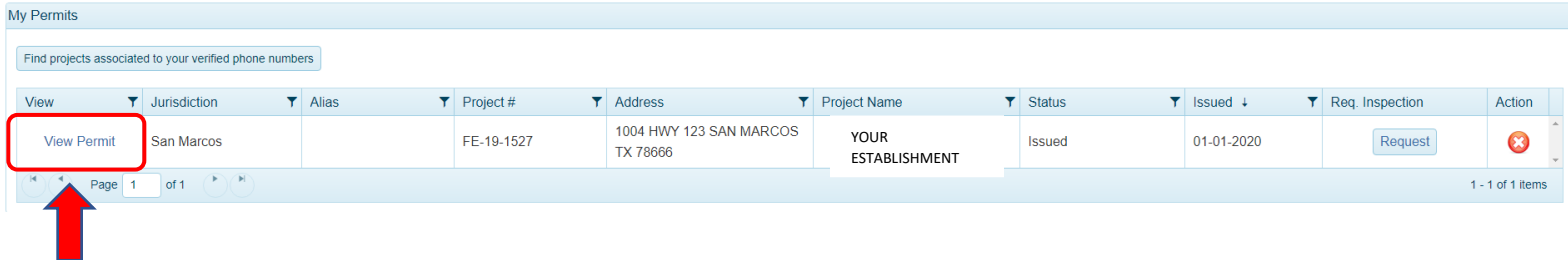
1. Go to mygovernmentonline.org. Login to your account. Ensure you have verified your phone number. If you do not know if your number has been verified, follow the instructions for [phone verification](#). If you do not have an account, create one and verify your phone number with the link above.



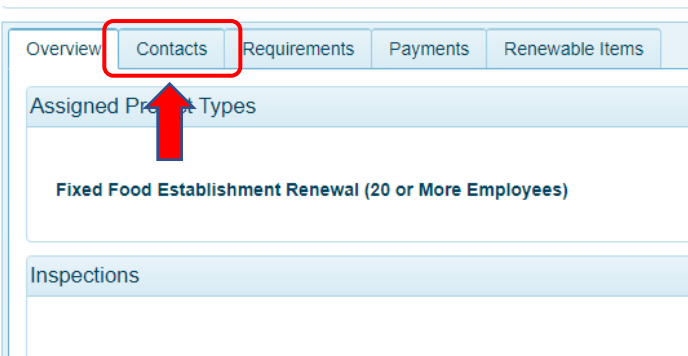
2. Go to "My Account"



3. Scroll down to "My Permits". Click "View Permit" on the project you want to process payment for. If there are no projects listed, follow the instructions for [adding a project](#) to your account.



4. Click on the tab that says "Contacts"



- Verify the information on you account is correct regarding the business owner and responsible party. If the information is not correct, fill out a [renewal form](#) to email it to healthinfo@sanmarcostx.gov

Overview | Contacts | Requirements | Payments

Building Owner

Contact Information
 Address: TX
 CellPhone: 5127387649
 Phone: 5127493073

Business Owner
 San Marcos Food Establishment John Doe

Contact Information
 Address: 630 E Hopkins, Building 5 San Marcos TX 78666
 CellPhone: 5127493073
 Email: johndoe@sanmarcostx.gov

Responsible Party
 San Marcos Food Establishment Johnny Jr Doe

Contact Information
 Address: 630 E Hopkins, Building 5 San Marcos TX 78666
 Email: johnnyjr@sanmarcostx.gov

- Click on the tab that says “Payments”

Overview | Contacts | Requirements | **Payments** | Renewable Items

Assigned Project Types

Fixed Food Establishment Renewal (20 or More Employees)

Inspections

- You can now select your payment type and click “Pay Online”. If the fee that is listed no longer matches the current number of employees, please contact the environmental health division at healthinfo@sanmarcostx.gov or 512-393-8444

New Payment

Received Date 12/20/2019 Contact Not Applicable

Type
 Fixed Food Establishment Renewal (20 or More Employees) - Fixed Food Establishment Renewal (20 or More Employees)

Payment Type Amount

Credit Card 781.00 **Pay Online**

- Once you have paid for your permit, it will be released to the customer portal. To print your permit, follow the [instructions on printing permits](#).