

How to renew your business registration on the NEW system

- Go to <https://www.citysquared.com/#/app/NewRochelleCityNY/landing> using your Chrome, Firefox, or Microsoft Edge browser.
- Although the data from the old business registration has been moved, all businesses will need to create a new log-in on CitySquared the first time they access it in 2022. In the top right corner, click [Login/Register](#).
 - Complete the required information and click “[Register](#)”. **Be sure to use the same email address you used for the old Business Registration system so that your previous registration information carries over.**
 - You will receive a confirmation email in order to create your account.
 - [Login](#) with your new account information.
- Click on [Dashboard](#) on the upper left side of the screen
- Click on the [Registrations](#) section to expand it to view your previous registrations.
 - Find the most recent business registration. The status will say “Expired”. Click the “[Renew](#)” button next to it.
- All the information you previously completed should have been transferred to the new system. You will review the information on each of 6 steps and click [Next](#) to continue. If you need to make any updates or changes, do so on the corresponding step, click [Save](#) and then [Next](#). Click [Submit](#) to complete the renewal. If you need to stop partway through the renewal, click [Draft](#) to save your changes.



Step-by-step instructions:

1. *Select Registration Type*
 - a. Registration Type = Business, click [Next](#) to continue
2. *Select your business*
 - a. In this system, “Tenant” means “Your Business”
 - b. If your business is shown as a “Currently Added Tenant”, make sure that the Link Occupant to Registration box is [checked](#). click [Next](#) to continue
 - c. If it is not shown, enter your business name or address in the “Find Your Tenants” search. If found, click on “[Add.](#)” If not found, click “Create Tenant” and put in the business information.
3. *Business Description*
 - a. Review and update all information. Please enter your EIN number as this information will not carry over from the old system. Click [Next](#) to continue

4. *Property Information*

- a. Review and update all information. Click [Next](#) to continue.

5. *Select Business Registration Contacts*

- a. You should see yourself as Primary Contact with a check next to “Is Applicant”
- b. You should also see a second contact listed as the Business Owner.
- c. You will need to add the property owner the first time you update the registration in this system. Type your [business address](#) in the Find Your Contacts search bar. Click [Add](#) on the property owner item, and leave the role as property owner. Click [Save and Continue](#)
- d. If you want to add another business contact, click [Create Contact](#) and add the new person. You should leave the License & Workman’s Comp sections blank. Role should be [Business Contact](#). Click [Save and Continue](#).
- e. Once this information is correct, click [Next](#)

6. *Business Owner*

- a. Complete the information about the Business Owner. Click [Next](#)

7. *Emergency Contact Details*

- a. Complete the information about the Emergency Contact. It is preferred that you provide an additional person or phone number so we can contact you in case of emergency. Click [Next](#)

8. *Landlord Details*

- a. Complete the information about the Landlord for your business address. Click [Next](#)

9. *Proof of Authorization and Liability Insurance*

- a. All businesses need to upload copies of your “proof of authorization to do business” and your current “proof of liability insurance”
- b. Click [Next](#)

10. *Disclaimer*

- a. Read the disclaimer and type your [name](#) exactly as shown to accept the disclaimer. Your name is case-sensitive. Click [next](#)

11. *Submit Registration*

- a. Review to verify or update your information,
- b. Click [Submit](#) button at the end.
- c. Once submitted, you will see your registration screen with all your information. You’re done and may exit the system!
- d. Your application will be reviewed by City Staff. If more information is needed, you will be contacted to request the missing information. If your information is complete, your certificate will be issued and you will be notified via email. You can find your certificate anytime in the documents section your registration.

For more detailed instructions or information, go to <https://newrochelleny.com/BusinessRegistration>