

Online Renewals - BUSINESS



Place cursor over Business then click on **“Manage Your Business Licence”**

A screenshot of the "EMPLOYER VERIFICATION PORTAL" login form. The form has a red header with the text "EMPLOYER VERIFICATION PORTAL". Below the header, there are two input fields: "AMVIC Number:" and "Password:". Each field has a blue question mark icon to its right. Below the input fields, there are three buttons: "Login", "Activate Online", and "Forgotten Password".

Enter your “AMVIC number and password” click **“Login”**

A screenshot of the "EMPLOYMENT VERIFICATION > CHANGE SECURITY QUESTIONS" page. The page has a red header with the text "EMPLOYMENT VERIFICATION > CHANGE SECURITY QUESTIONS". Below the header, there is a message: "In order to complete your login, you must provide the correct answer to the security question below. Click login to continue." Below the message, there is a "Security Question:" section with the text "In what city does your nearest sibling live?". Below the security question, there is an "Answer:" section with an input field and a blue question mark icon to its right. Below the input field, there is a "Login" button.

Answer your security question and click **“Login”**

Organization
Profile Summary
Business Info & Email
View Salesperson
Update Business Activity Types Info
Licensee Levy
Configure Levies
Levy Payments
Levy Invoices History
Membership Renewal ⚠
Renew Now
Payment
Payment Receipts
Document Library
My Documents
Reviews
Administrative Reviews
Undertakings
Administrative Penalties
Security
Change Password
Change Security Questions
Logout
Logout of AMVIC Online

On the left hand side of the screen click on **“Renew Now”** and follow the step by step instructions confirming your information.