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:

Click on the + to the left of your account

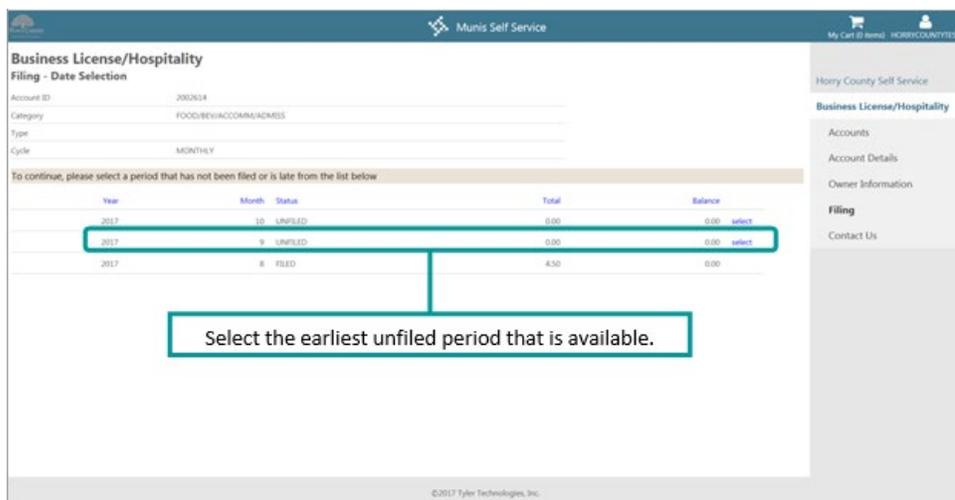If you are filling a hospitality period, click on Enter Filing to the right

OR

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

Click on the Enter Filing link to proceed.

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

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.

This will allow you to make changes

If all gross receipt amounts are correct, click the acknowledgement check box and click File.

To proceed, click the Add bill to cart link

Business License/Hospitality
Filing Amounts
Confirmation

Thank you. Your information has been successfully submitted.

Add bill to Cart

Account	2002614
Category	FOOD/BEV/ACCOMM/ADMISS
Type	
Cycle	MONTHLY
Month	9
Year	2017

ACCOMMODATIONS-INSIDE 111ACI Actual

Gross Receipts	100.00
Deductions	0.00
Taxable Sales	100.00
Calculated Amount	1.50
Net Due	1.50

Horry County Self Service
Business License/Hospitality
Accounts
Account Details
Owner Information
Filing
Contact Us

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

Currently, we do not charge for E-Checks. There is a fee of 2% of the total bill for Credit Cards.

Pay by Credit Card | Pay by eCheck | Cancel

Home
Horry County Self Service
Business License/Hospitality

Enter payment information.

Pay Bills
Step 2 of 4: Please enter the payment information

Enter the details needed to process this payment.

Credit card information

Card type	Master Card
Card number	
Card ID (CVV) number	Where is this?
Expiration date	Month Year

Continue   Cancel

Pay Bills
Step 2 of 4: Please enter the payment information

Enter the details needed to process this payment.

Bank account information

Type of account	Please select
Bank ABA/routing number 9 digits	Where is this?
Bank account number	Where is this?
Re-enter bank account number	

Driver's License information

State	
Number	

Continue   Cancel

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

Pay Bills
Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	
Last name *	
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

Horry County Self Service
Business License/Hospitality

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Review your bill and click Submit.

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.

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