

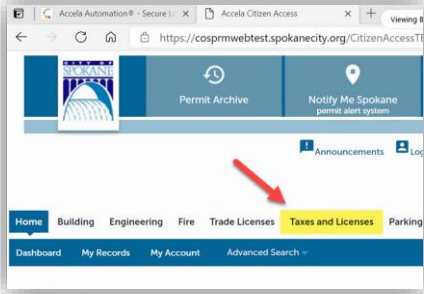
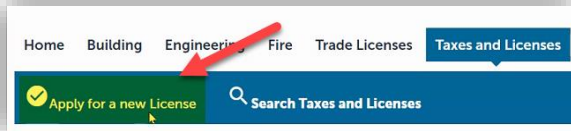
Temporary Business License Application Instructions

Overview

This user guide covers the process steps for submitting an application to obtain a temporary business license using the City's automated process.

License Application

Starting Point: User has created an account (user name and password) in ACA and is logged in.

#	Step	Screenshots	Notes
1	From the Users ACA home page, select the "Taxes and Licenses" tab.		
2	Select the "Apply for new License" link		
3	Read and accept the "Online Application" disclaimer.		
4	Select the "Continue Application" button		
5	Select the "Temporary Business License" option	<div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"><input type="radio"/> For Hire Driver License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"><input type="radio"/> For Hire Vehicle License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"><input type="radio"/> For Hire Operator License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px; background-color: yellow;"><input type="radio"/> Temporary Business License</div> </div>	
6	Select "Continue Application"		

7 Enter your physical "Address" information and select "Search"

Step 1: For Hire Driver License > Applicant Info

Address

* Street No.: Direction: --Select--
* Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.: 1



* City: * State: --Select-- * Zip:

2

This is your physical address. Your Mailing Address information was collected when you created your online account.

The system will validate your address information after selecting the "Search" button.

If your address does not pop up, just hit the "x"

8	By selecting “select from account” it will use the address you created when you created your online account.	<div data-bbox="625 105 1136 167" data-label="Section-Header"> <h3>Applicant</h3> </div> <p data-bbox="625 185 1136 204">The email attached to the applicant is where email notification will be sent.</p> <p data-bbox="625 220 1136 240">To update the Applicant Information, click on the “My Account” link at the t</p> <div data-bbox="642 272 863 318" data-label="Text"> <p>Select from Account</p> </div> <div data-bbox="625 347 1136 409" data-label="Section-Header"> <h3>Mailing Address</h3> </div> <p data-bbox="625 427 1035 446">The Mailing Address is where the official license will be sent.</p> <p data-bbox="625 462 1136 482">If the address from your account is not the correct mailing address, select “</p> <div data-bbox="642 514 995 560" data-label="Text"> <p>Select from Account Add New</p> </div>	This pulls your Mailing Address Information from your online profile.						
9	Select “Continue Application”								
10	Fill out if you need a 90-day or 180-day license. Start date, UBI number, and activity. Hit continue application when done.	<div data-bbox="625 639 1150 691" data-label="Section-Header"> <h3>Custom Fields</h3> </div> <p data-bbox="636 708 741 727">TEMPORARY</p> <p data-bbox="636 748 1066 781">* Time needed in days: <input type="text" value="--Select--"/></p> <p data-bbox="636 805 1094 837">* Start Date: <input type="text" value="MM/DD/YYYY"/> </p> <p data-bbox="636 862 1094 894">End Date: <input type="text" value="MM/DD/YYYY"/> </p> <p data-bbox="636 919 1066 951">Description of Product or Services: <input type="text"/></p> <p data-bbox="636 976 1066 1008">* UBI Number: <input type="text" value="9 numbers, no dashes"/></p> <div data-bbox="625 1062 1150 1114" data-label="Section-Header"> <h3>Detail Information</h3> </div> <p data-bbox="636 1138 995 1187">* Business Name <input type="text"/></p>							
11	Review Application & Continue								
12	Pay Fees	<p data-bbox="625 1284 800 1304">Step 3: Pay Fees</p> <p data-bbox="625 1325 1608 1365">Listed below are fees based upon the information you’ve entered. If you need to correct any information click on the step above to go back and edit.</p> <p data-bbox="625 1386 810 1406">Application Fees</p> <table border="1" data-bbox="646 1419 1629 1479"> <thead> <tr> <th data-bbox="663 1425 1339 1446">Fees</th> <th data-bbox="1346 1425 1507 1446">Qty.</th> <th data-bbox="1514 1425 1629 1446">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="663 1458 1339 1479">Temporary Registration - First 90 days</td> <td data-bbox="1346 1458 1507 1479">1</td> <td data-bbox="1514 1458 1629 1479">\$63.50</td> </tr> </tbody> </table>	Fees	Qty.	Amount	Temporary Registration - First 90 days	1	\$63.50	
Fees	Qty.	Amount							
Temporary Registration - First 90 days	1	\$63.50							

13	Fill out credit card information and hit submit.	<p>Total amount to be paid: \$63.50 Note: This does not include additional inspection fees which may be assessed later.</p> <p>Checkout » Edit Cart » Continue Shopping »</p>	
30	Receipt Page	<p>T23002880TEM View Record View Receipt</p>	View Record = Temporary Business License. View Receipt = Receipt