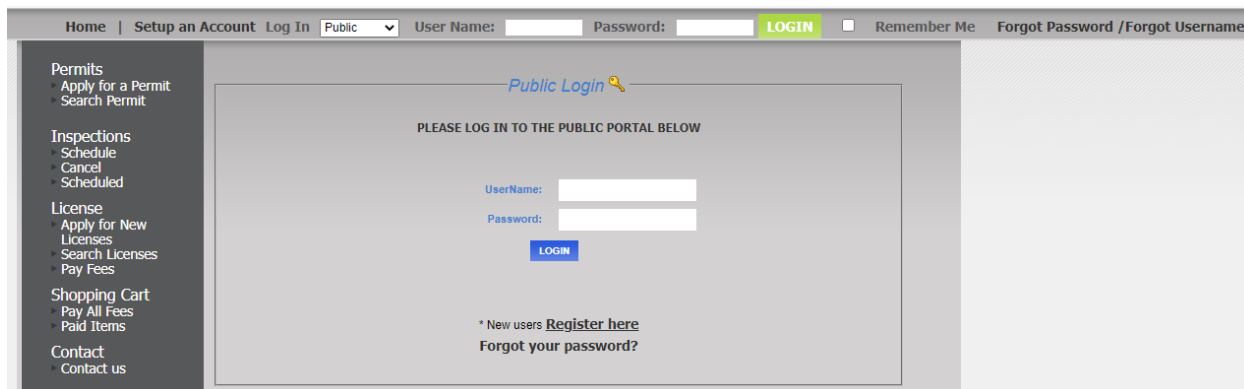


Business License Application

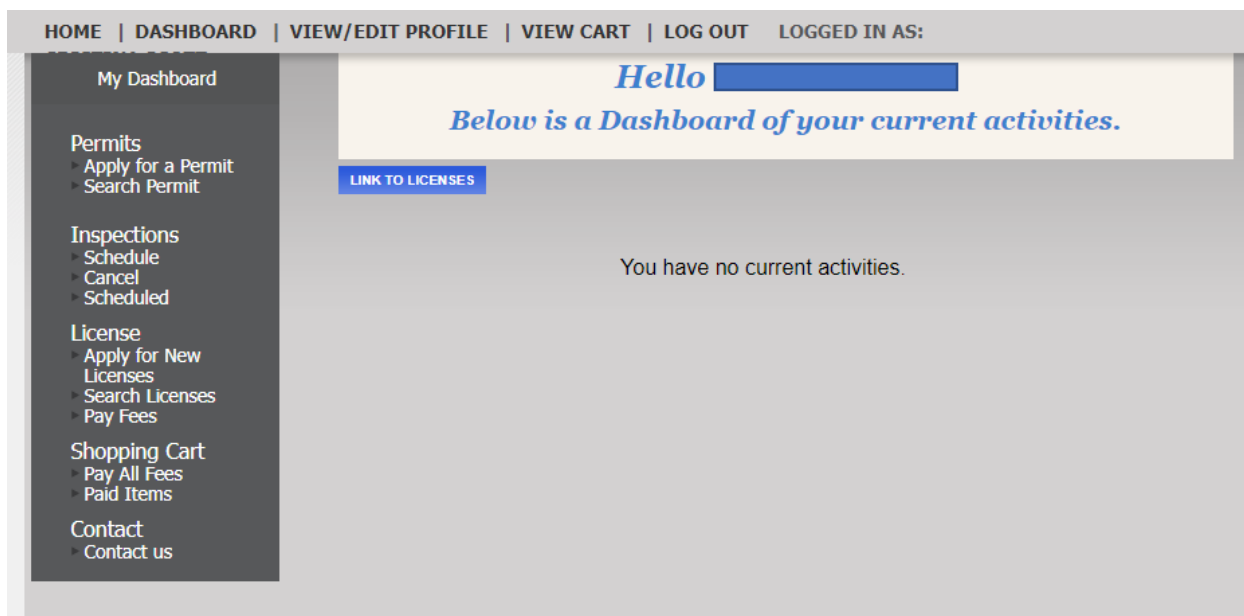
New users select “Setup an Account” in the top left corner

Existing users login with your existing username and password



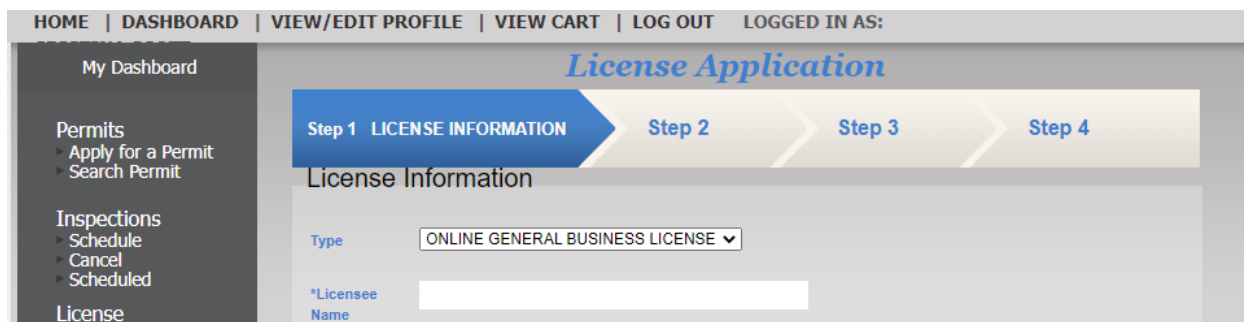
The screenshot shows the 'Public Login' page. At the top, there is a navigation bar with links: Home, Setup an Account, Log In, and a dropdown menu currently set to 'Public'. To the right of the navigation bar are input fields for 'User Name:' and 'Password:', followed by a green 'LOGIN' button, a 'Remember Me' checkbox, and a link for 'Forgot Password / Forgot Username'. On the left side, there is a dark sidebar menu with categories: Permits (Apply for a Permit, Search Permit), Inspections (Schedule, Cancel, Scheduled), License (Apply for New Licenses, Search Licenses, Pay Fees), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area is titled 'Public Login' with a key icon. It contains the text 'PLEASE LOG IN TO THE PUBLIC PORTAL BELOW' and the same 'User Name:' and 'Password:' input fields with a blue 'LOGIN' button. At the bottom, it says '* New users [Register here](#)' and 'Forgot your password?'.

Select “Apply for New Licenses” on the left side in **My Dashboard** under **License**



The screenshot shows the 'My Dashboard' page. The top navigation bar includes: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS:. The left sidebar menu is the same as in the previous screenshot. The main content area has a yellow banner with the text 'Hello [redacted]' and 'Below is a Dashboard of your current activities.' Below the banner is a blue button labeled 'LINK TO LICENSES'. The main content area also displays the text 'You have no current activities.'

Select “Online General Business License” as the business type



The screenshot shows the 'License Application' page. The top navigation bar is the same. The left sidebar menu is the same. The main content area is titled 'License Application' and features a progress bar with four steps: Step 1 LICENSE INFORMATION (highlighted in blue), Step 2, Step 3, and Step 4. Below the progress bar, the section is titled 'License Information'. It contains a 'Type' dropdown menu with 'ONLINE GENERAL BUSINESS LICENSE' selected, and a field for '*Licensee Name' with a redacted value.

Complete all *required sections in steps 1 through 4

If applicable, include your California State Contractors License number in Step 1 under **Business Info**

BUSINESS INFO

State Contractor License:

State Employee ID:

DD214:

*Number of F/T Employees:

*Number of P/T Employees:

Number of Sq.Ft.:

Total Gross Receipt:

Resale Permit Number:

Business Description:

For the Business License Address **Search By** "Address" using the street number and name

Select the **Search** box under **Search Value** then select your address from the generated drop down list

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

My Dashboard

Permits

- Apply for a Permit
- Search Permit

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Shopping Cart

- Pay All Fees

License Application

Step 1 Step 2 Address/Contact Information Step 3 Step 4

Application for a ONLINE GENERAL BUSINESS LICENSE License

License Address

*Enter all or part of the address and press search

Search By ADDRESS

Search Value 8401 Laguna Palms Way

SEARCH

After selecting address, enter all business correspondence information

License Address

8401 LAGUNA PALMS WAY
ELK GROVE, CA 95758

Address Lookup

*Print Name As

*Email Address

*Phone () -

Fax () -

Emergency () -

Enter the **Mailing Address** for your business under the second **License Address** section as shown below

Mailing Address
☐ Same as License Address

License Address

Street Number		City	
Street Name		State	
Suite		Zip	-

Enter the **Business Owner** information and **Business Owner 2** information, if applicable. Please disregard the **Owner Information** section

Business Owner Information

Name		Phone	() -
Address		Email Address	
City		Zip	-
State			
CLEAR			

Business Owner 2 Information

Name		Phone	() -
Address		Email Address	
City		Zip	-
State			
CLEAR			

Owner Information

Name		Phone	() -
Address		Email Address	
City		Zip	-
State			
CLEAR			

The **Applicant Information** section will automatically generate using the information you provided when creating your account

Applicant Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>

CLEAR

Step 3, review all application information

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS:

My Dashboard

- Permits
 - Apply for a Permit
 - Search Permit
- Inspections
 - Schedule

License Application

Step 1

Step 2

Step 3 Review and Submit

Step 4

Application for a ONLINE GENERAL BUSINESS LICENSE License

Review the information below prior to submitting the application

Step 4, select Pay Now

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS:

My Dashboard

- Permits
 - Apply for a Permit
 - Search Permit
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

License Application

Step 1

Step 2

Step 3

Step 4 PAYMENT

Application for a ONLINE GENERAL BUSINESS LICENSE License

License Address

Checkout Summary

ONLINE GENERAL BUSINESS LICENSE		
Description	Quantity	Amount
GENERAL	1	\$16.00
GENERAL LICENSE FEE		12.00
STATE DISABILITY ACCESS FEE SB 1186		4.00

Fees Due: \$16.00

Total: \$16.00

BACK TO STEP ONE

ADD TO SHOPPING CART

PAY NOW

Once payment is approved a receipt will generate for your records. Select Continue in the top right corner

Thu Feb 09 2023 11:05:33 AM

Continue

Thank you for your payment.

\$ 16.00

You will be directed to a payment summary including your Business License Number as highlighted below. **PLEASE NOTE:** Your license will be reviewed by one of our team members. Once your license is approved you will receive an email with a copy of your Business License and the original will be mailed to the **Mailing Address** provided in your application.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

My Dashboard

Permits

- Apply for a Permit
- Search Permit

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

License Application

Step 1 > Step 2 > Step 3 > Step 4 PAYMENT

License Address

Payment Status: Paid

Receipt No: WEB2880

Date: 2/9/2023 1:07:56 PM

Amount Paid: \$16.00

LICENSE2	LTC23-000252	8401 LAGUNA PALMS WAY	ONLINE GENERAL BUSINESS LICENSE
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GENERAL

GENERAL LICENSE FEE

\$12.00

STATE DISABILITY ACCESS FEE SB 1186

\$4.00

Subtotal

\$16.00

Total amount paid:

\$16.00

VIEW LICENSE

PRINT SUMMARY

Should you have any questions or need further assistance please contact Cashier Services via phone (916)627-3279 or email casherservices@elkgrovecity.org