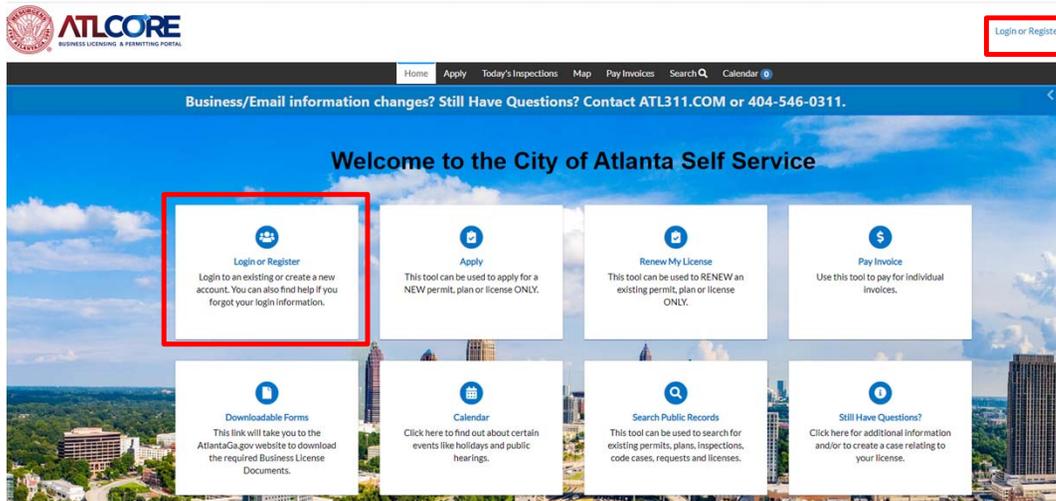


RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES

For Technical and Non-Technical Issues
Contact **ATL311.com** or **404-546-0311** to create a case.

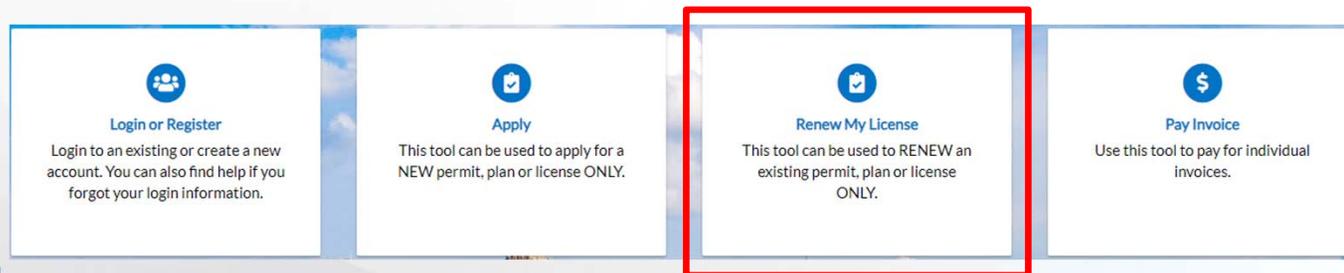


RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES cont'd



1. To log in, click **Login or Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.

2. To renew, click **RENEW** from the center of the home page or top navigation banner on the page.



RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES cont'd

3. From My Work – My Licenses, locate your license. Click Renew.

The screenshot shows a navigation bar with the following items: Dashboard, Home, Apply, My Work (highlighted), Today's Inspections, Map, Pay Invoices, Search, and Calendar. Below the navigation bar, the 'My Work' section is active, with 'MY INVOICES' and 'MY LICENSES' (highlighted) as sub-sections. A search bar is present above a table. The table has columns for License Number, Renew, Name, DBA, Address, Status, Type, and Applied. One row is visible with the following data: License Number: GBL-0921-06695; Renew: Renew (button, highlighted); Name: Mertz Manufacturing II - TEST; DBA: (empty); Address: 300, Stop St 300, Stop St Atlanta, 30303--__; Status: Fees Due; Type: General Business License - Manufacturing; Applied: 09/24/2021. An 'Export to Excel' button is located in the top right of the table area.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
GBL-0921-06695	Renew	Mertz Manufacturing II - TEST		300, Stop St 300, Stop St Atlanta, 30303--__	Fees Due	General Business License - Manufacturing	09/24/2021

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES (cont'd)

4. The **LICENSE DETAILS** section displays your License Type and Description.
5. Review for accuracy. (You cannot make changes.)

Renew License - General Business License - Retail Trade

*REQUIRED



LICENSE DETAILS

License Type

 ▼

Description

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES(cont'd)

6. The RECEIPT DETAILS displays information pertaining to your Gross Receipts/Gross Revenues.

RECEIPT DETAILS

Original Estimated Receipts	7	102754
Reported Receipts	8	0
Allowed Deductions	9	0
Actual Gross Receipts	10	0
Estimated Receipts	11	0

7. Original Estimated Receipts prepopulates recorded revenue from the prior year.

8. Enter Reported Receipts – Actual Gross Receipts from prior year

9. Allowed Deductions – Remain zero

10. Actual Gross Receipts – Auto-populates as the same as Reported Receipts

11. Estimated Receipts – This number is the same as Reported Receipts and Actual Gross Receipts.

12. Click **Next**.

NOTE: The information request will vary based on the application you are submitting.

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES (cont'd)

5. Complete the **More Information** section of the application and click Next.

MORE INFO

FIELDS DENOTED WITH AN ASTERISK (*) AND (REQUIRED) MUST BE COMPLETED TO PROCESS YOUR NEW BUSINESS LICENSE APPLICATION. FAILING TO DO SO, MAY DELAY THE PROCESSING OF YOUR APPLICATION.

If changes have been made to your personal or business account information please navigate to "My Account" in the upper right of the page to make updates.

*Prior year actual # of Employees(Current Ren. Yr.)

13 Prior year actual # of Employees(Current Ren. Yr.) is required.

*Previous # of Employees (Last Renewal Yr.)

14 Previous # of Employees (Last Renewal Yr.) is required.

*Full Name:

15 Full Name: is required.

*Title

16 Title is required.

*Estimated Gross Receipts \$

17 Estimated Gross Receipts is required.

*Are you Exempt from Everify?

18 Are you Exempt from Everify? is required.

*Everify Number (If answer above is yes, enter 0)

19 Everify Number (If answer above is yes, enter 0) is required.

13. Enter Actual Number of Employees for the Current Renewal Year.

14. Enter Previous Number of Employees of the Last Renewal Year.

15. Enter Full Name.

16. Enter Title of person in #15.

17. Enter Estimated Gross Receipts.

18. Are you Exempt from Everify? Select from the dropdown Yes or No.

19. Enter Everify Number, if #18 is No. Enter zero "0" if #18 is Yes.



NOTE: The information requested will vary based on the application you are submitting.

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES (cont'd)

ATTACHMENTS

20. Upload/Drag and Drop the **Required Attachments** on this screen. You will not be able to proceed without providing the required documents.

<p>E-Verify Affidavit</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf</p> <p>REQUIRED</p>	<p>Government Issued ID</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf</p> <p>REQUIRED</p>	<p>Save Affidavit</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf</p> <p>REQUIRED</p>	<p>Secretary of State Documentation for</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf</p> <p>REQUIRED</p>
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NOTE: The information requested will vary based on the application you are submitting.

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES (cont'd)

ATTACHMENTS

21. Review all renewal application details prior to clicking **Submit** to submit your renewal.

Renew License - General Business License - Retail Trade

*REQUIRED



22. Confirmation instructional messages will appear upon submission.

Submit

License Number: GBL-000000-2020

TEST COMPANY NAME

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

Add to Cart

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

×

RENEWAL SUBMISSION – GENERAL BUSINESS LICENSES (cont'd)

Shopping Cart

Total \$125.00

[Check Out](#)

Invoice: [INV-00006297](#)
Due Date: 05/05/2021

Description: GBL-0421-01780

Case Number	Project	Case Address	Amount Due
GBL-0421-01780		11 Joseph Lowery BLVD Atlanta GA 30303	\$125.00

\$125.00

[Remove](#)

[Top](#) | [Main Menu](#)

23. Once you are ready to enter your payment details, click **Check Out** to proceed to the payment screen.

24. Enter your payment information to complete your transaction.

Once your payment is received, your license application can be processed.

Total \$125.00

Monday, April 5, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00006297	GBL-0421-01780	1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

Payment Details

*all fields are required

Cardholder Name <input type="text"/>	Billing Street <input type="text"/>	Billing Zip Code <input type="text"/>
Card Type Select one... <input type="text"/>	Card Number <input type="text"/>	Expiration Date Month... <input type="text"/> Year... <input type="text"/>