

USING DRAFTS AND MY TEMPLATES

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or [404-546-0311](tel:4045460311) to create a case.



USING DRAFTS AND MY TEMPLATES

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). 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.

USING DRAFTS AND MY TEMPLATES (cont'd)

2. After logging in, from your **Dashboard**, navigate to your username in top right corner.
3. Click on your username.
4. Select **Saved Work**.

The screenshot displays the ATLCORE Business Licensing & Permitting Portal interface. At the top left is the logo for the City of Atlanta, Georgia, with the text "ATLCORE BUSINESS LICENSING & PERMITTING PORTAL". In the top right corner, the user's name "Freddie Mertz" is displayed next to a shopping cart icon with the number "1". Below the header is a navigation bar with links for "Dashboard", "Home", "Apply", "My Work", "Today's Inspections", "Map", "Pay Invoices", "Search", and "Calendar". A blue banner below the navigation bar contains the text "0311. ALL Application and Zoning fees are nonrefundable processing fees." Below the banner, the user's name "Freddie Mertz" is shown again next to the shopping cart icon. A dropdown menu is open, listing the following options: "My Account", "Personal Info", "Addresses", "My Invoices", "My Businesses", "Saved Work", "Contact Manager", and "Log Out". A red arrow points from the "Freddie Mertz" dropdown in the top right corner to the "Saved Work" option in the dropdown menu.

USING DRAFTS AND MY TEMPLATES (cont'd)

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

Saved Work

MY TEMPLATES MY DRAFTS

My Templates

Module All Sort Template Name

Module	Template Name	Type	Last Update	Action
License	Consumed on Premise	Alcohol License - Consumed On-Premise	09/15/2021 10:03 AM	Use Update Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

Saved Work

MY TEMPLATES MY DRAFTS

My Drafts

Module All Sort Module

Module	Type	Last Update	Action
License	General Business License - Other Services except Public Administration	09/20/2021 12:50:43 PM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

5. From My Templates, select either **My Templates** or **My Drafts**.

6. Select **Resume** to continue entering a previously started license. (The template/draft would have been saved by clicking templates/draft at the bottom of the page while entering the original license.)

7. Select **Update** to make changes to a previously saved template/draft.

8. Select **Delete** to remove this version of the templates/draft completely. (Once deleted, it cannot be retrieved).



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