# RENEWAL SUBMISSION - via SEARCH FEATURE

For Technical and Non-Technical Issues

Contact ATL311.com or 404-546-0311 to create a case.



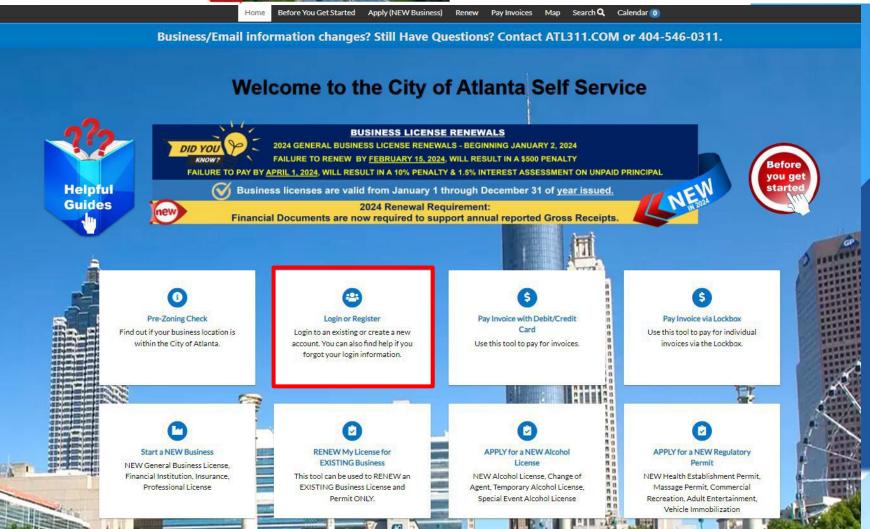
#### RENEWAL SUBMISSION – via Search Feature

ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL



Login or Registe

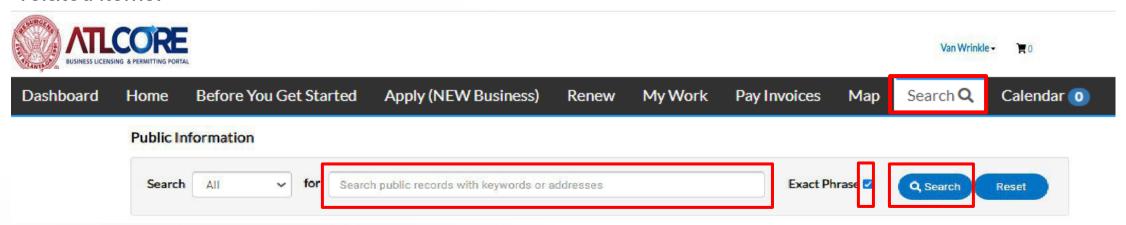
1. Using the Google Chrome browser, navigate to the ATLCORE Business
Licensing and Permitting
Portal. To log in, click
Login or Register (if you do not currently have an account) from the center of the home page or top right corner of the page.





### RENEWAL SUBMISSION – via Search Feature (cont'd)

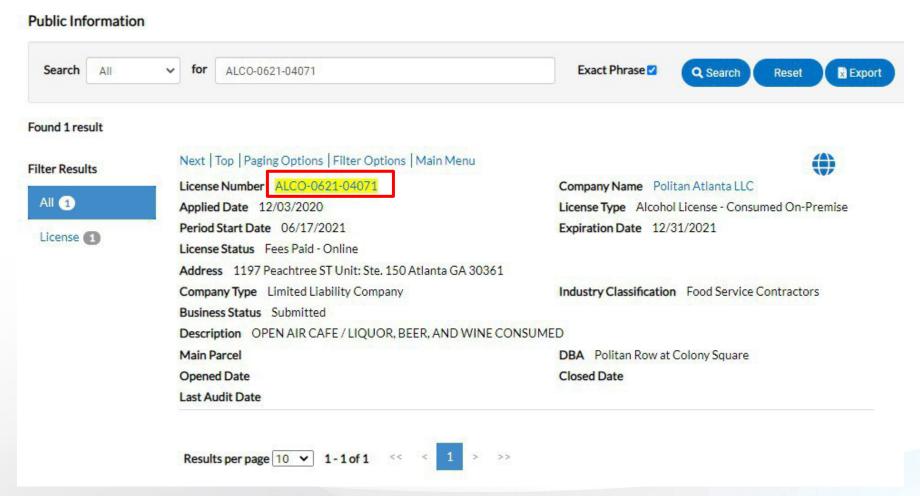
- 2. Navigate to Search on your Dashboard.
- 3. Enter Business number or Business license number into the Search field.
- 4. Check the Exact Phrase box to return a specific license number. Uncheck this box to get all related items.





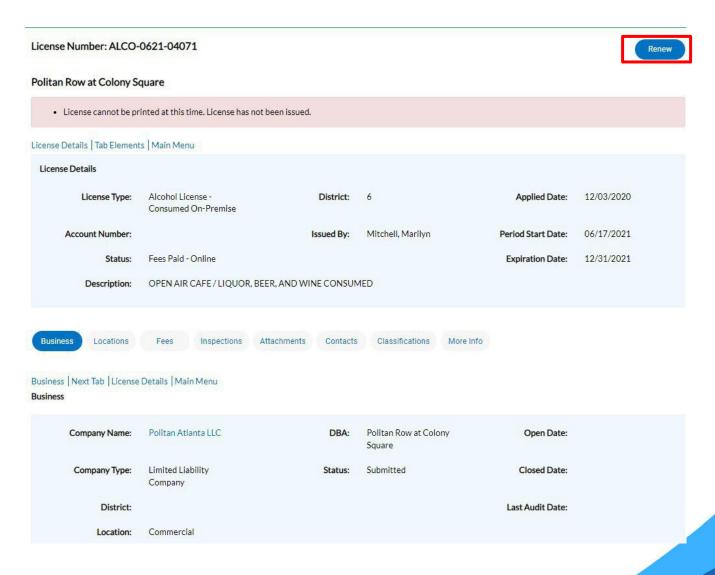
# RENEWAL SUBMISSION – via Search Feature (cont'd)

5. Verify the returned results. Click on the license number to renew.





# RENEWAL SUBMISSION – via Search Feature (cont'd)



- 6. Select the Renew button in the top right corner.
- 7. Proceed through the regular renewal processing steps.
- 8. NOTE: If the account is not linked to your contact record, the renew button will not be visible.

