

HOW TO PAY FEES AND SEARCH INVOICES

For Technical and Non-Technical Issues

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



HOW TO PAY FEES AND SEARCH INVOICES

ATL CORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW before you RENEW 2024 Annual Business License Season is Coming

Home Before You Get Started Apply (NEW Business) Renew Pay Invoices Map Search Calendar

Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.

Welcome to the City of Atlanta Self Service

BUSINESS LICENSE RENEWALS
2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024
FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY
FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL

Business licenses are valid from January 1 through December 31 of year issued.
2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts.

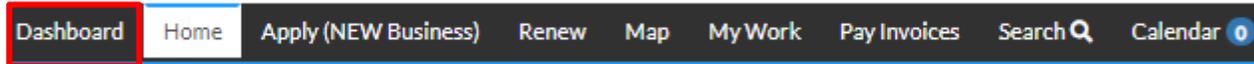
Helpful Guides

Before you get started

- Pre-Zoning Check**
Find out if your business location is within the City of Atlanta.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice with Debit/Credit Card**
Use this tool to pay for invoices.
- Pay Invoice via Lockbox**
Use this tool to pay for individual invoices via the Lockbox.
- Start a NEW Business**
NEW General Business License, Financial Institution, Insurance, Professional License
- RENEW My License for EXISTING Business**
This tool can be used to RENEW an EXISTING Business License and Permit ONLY.
- APPLY for a NEW Alcohol License**
NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License
- APPLY for a NEW Regulatory Permit**
NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization

- Using the Google Chrome browser, navigate to the [ATL CORE 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.

HOW TO PAY FEES AND SEARCH INVOICES (cont'd)



My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
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[View My Inspections](#)

My Invoices

Current 1	\$125.00	Add To Cart
Past Due 0	\$0.00	
Total 1	\$125.00	Add To Cart

[View My Invoices](#)

2. After logging in, from your **Dashboard**, navigate to **MY Invoices**.

3. Click **Add to Cart** or **View My Invoices** to go to invoices to choose the invoice of your choice.

<https://atlantagaenergov.tylerhost.net/Apps/SelfService#/home>

HOW TO PAY FEES AND SEARCH INVOICES (cont'd)

Shopping Cart

Invoice: INV-00003993 Description: GBL-0221-01309
Due Date: 03/13/2021

Case Number	Project	Case Address	Amount Due
GBL-0221-01309		300 300, Stop St Atlanta 30303-___	\$125.00

Total \$125.00
[Check Out](#)

\$125.00
[Remove](#)
[Top](#) | [Main Menu](#)

Total \$125.00

[Check Out](#)

4. Add to Cart:

- From the **Shopping Cart**, click **Check Out**.
- Navigate to payment portal to complete the transaction.

HOW TO PAY FEES AND SEARCH INVOICES (cont'd)

My Work

MY INVOICES

MY LICENSES

Search...

Add To Cart Display Unpaid for All Invoices Export to Excel

Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/> INV-00003993	\$125.00	03/13/2021	Due	GBL-0221-01309	300 300, Stop St Atlanta, 30303-____

Invoice Number: INV-00003993

Add To Cart



Invoice Total: \$125.00

Status: Due

Invoice Date: 02/11/2021

Due Date: 03/13/2021

Description: GBL-0221-01309

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

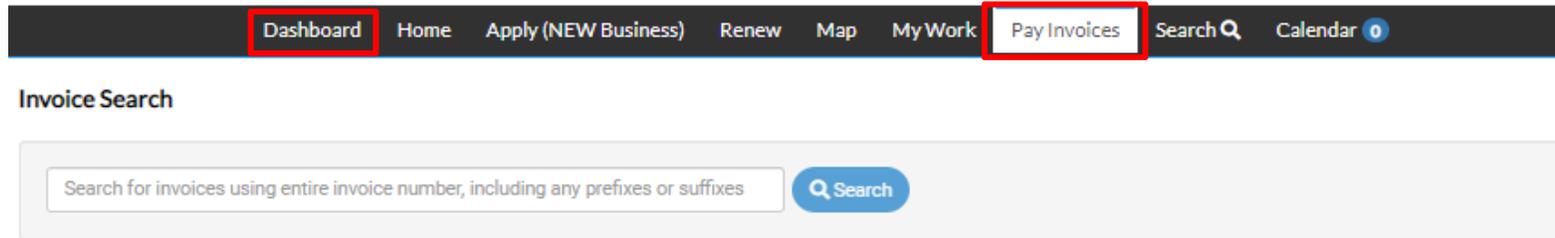
Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Application Processing Fee	\$75.00	\$75.00	GBL-0221-01309	Business License	
Zoning Processing Fee	\$50.00	\$50.00	GBL-0221-01309	Business License	

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5. View My Invoices:

- Click the invoice for your business.
- Review fees.
- Click **Add to Cart**.
- Navigate to payment portal to complete the transaction.

HOW TO PAY FEES AND SEARCH INVOICES (cont'd)



The screenshot shows the top navigation bar of the ATLCORE website. The 'Dashboard' and 'Pay Invoices' menu items are highlighted with red boxes. Below the navigation bar is the 'Invoice Search' section, which contains a search input field with the placeholder text 'Search for invoices using entire invoice number, including any prefixes or suffixes' and a blue 'Search' button.

6. From your **Dashboard**, navigate to **Pay Invoices**. In the Invoice Search bar, enter entire invoice number including any prefixes or suffixes.

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