

HOW TO NAVIGATE MY WORK

For Technical and Non-Technical Issues

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



HOW TO NAVIGATE MY WORK

ATLCORE
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

Login or Register

- 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.

HOW TO NAVIGATE MY WORK

The screenshot shows the 'My Work' dashboard. The top navigation bar includes 'Dashboard', 'Home', 'Before You Get Started', 'Apply (NEW Business)', 'Renew', 'My Work', 'Pay Invoices', 'Map', 'Search', and 'Calendar'. The 'My Work' tab is selected. Below the navigation bar, there are two tabs: 'MY INVOICES' and 'MY LICENSES'. The 'MY INVOICES' tab is active. A search bar is present with an 'Export to Excel' button. Below the search bar, there are two dropdown menus: 'Display' (set to 'Unpaid') and 'for' (set to 'All Invoices'). Below these dropdowns is a table of invoices.

| <input type="checkbox"/> | Invoice Number | Amount Due | Due | Status | Case Number | Address |
|--------------------------|----------------|------------|------------|--------------------|----------------|-----------|
| <input type="checkbox"/> | INV-00125606 | \$582.50 | 04/21/2023 | Invoiced, Past Due | GBL-1222-17773 | 1234 Stop |

2. From your **Dashboard**, navigate to **MY WORK**.
3. Click **My Invoices** to view a list of all your business invoices.
4. Choose Display option:
 - a. Unpaid
 - b. Paid
 - c. Voided
5. Choose Invoice option:
 - a. All Invoices
 - b. Inspection Invoices
 - c. Permit Invoices
 - d. Plan Invoices
 - e. Business License Invoices
 - f. Professional License Invoices
 - g. Overdue
 - h. Due in 7 Days
 - i. Application Invoices

HOW TO NAVIGATE MY WORK (cont'd)

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

My Work

MY INVOICES **MY LICENSES**

Search...  Export to Excel

| License Number | Renew | Name | DBA | Address | Status | Type | Applied |
|-----------------------|-------|-------------------|-----|-----------|----------|---------------------------------|------------|
| GBL-1223-25874 | | Dapper Dance T... | | 1234 Stop | Fees Due | General Business License - A... | 12/31/2023 |

6. From your **Dashboard**, navigate to **MY WORK**.

Click **My Licenses** to view a list of all your business licenses.

- Enter Licenses Number or Name into the Search bar to display list of licenses.
- Click on license number or name for additional information.

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