

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE

**For Technical and Non-Technical Issues**

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



Rev 06/2024

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE

The screenshot shows the ATLCORE Business Licensing & Permitting Portal. At the top left is the ATLCORE logo with the tagline 'BUSINESS LICENSING & PERMITTING PORTAL'. To its right is a 'REVIEW before you RENEW' banner with a '2024 Annual Business License Season is Coming' message. The navigation bar includes 'Home', 'Before You Get Started', 'Apply (NEW Business)', 'Renew', 'Pay Invoices', 'Map', 'Search', and 'Calendar'. A blue banner below the navigation bar reads 'Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.' The main heading is 'Welcome to the City of Atlanta Self Service'. A central section titled 'BUSINESS LICENSE RENEWALS' contains information about 2024 renewals, including a \$500 penalty for failure to renew by February 15, 2024, and a 10% penalty plus 1.5% interest for failure to pay by April 1, 2024. It also states that business licenses are valid from January 1 through December 31 of the year issued, and that 2024 renewal requirements include financial documents to support annual reported gross receipts. Below this are eight service tiles: 'Pre-Zoning Check', 'Login or Register' (highlighted in red), 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', 'Start a NEW Business' (highlighted in red), 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', and 'APPLY for a NEW Regulatory Permit'. A 'Helpful Guides' icon is on the left, and a 'Before you get started' callout is on the right.

Login or Register

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.

2. To apply, click **START a NEW BUSINESS** from the center of the home page or **APPLY (NEW BUSINESS)** from the top navigation banner.

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

3. Options to search for the license type you are applying for:
  1. Type the name of the application into the **Application Assistant Search Bar** and click the **Search Icon** or press **Enter** on your keyboard.
  2. Select your desired application from the list of available applications.
  3. Click **Apply** to begin the application process.

## Application Assistant

Financial Institution



All

Trending

My History

LICENSES

PERMITS

Show Categories

Show My Templates

### Financial Institution

Category Name:  
Business License

Description:  
This application is required to obtain a license to operate a bank, credit union or any other financial institution.

Apply

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

4. Select the **Company Type** from the dropdown menu, then click the “+” plus icon to **Create New Business During Application** which serves as the business profile for this application.

Apply for License - Financial Institution

\*REQUIRED

Select or create the business for this application

Select Company Type ▼

Limited Liability Compa ▼

Select Company Type

Corporation

General Partnership

Limited Liability Company

Limited Liability Partnership

Non-Profit

Sole Proprietorship

Create New Business During Application

+

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

5. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type.

For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

After saving your address details, click **Next**.

The screenshot shows the 'Apply for License - Financial Institution' process with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Step 1 is highlighted with a red box. Below the progress bar, a 'LOCATIONS' button is also highlighted with a red box. A modal window titled 'Add Location' is open, showing a dropdown menu for 'Business Location' and a red box around the '+ Add Location' button. The modal also includes a 'REQUIRED' label and a 'Create Template' button. To the right, the 'Add Location' form is visible, featuring a 'Back to Application' link, a dropdown for 'Add Address As' (set to 'Business Location'), and buttons for 'Search' and 'Enter Manually'. At the bottom right, a 'Next' button is highlighted with a red box, along with a 'Save Draft' button. The 'Address Information' section includes a search bar.

Apply for License - Financial Institution \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type. For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

[Back to Application](#)

Add Location

Address Parcel

Add Address As Business Location

Search Enter Manually

Save Draft **Next**

Address Information

Search

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

6. There are two different methods for adding an address to your business account:

You can **search** our GIS records for an address, or you can **enter the address manually**.

## Searching for an Address

1. Make sure Address is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press Enter on your keyboard.
3. Returned results will be displayed below the search bar.

The image shows a user interface for adding an address. At the top, there is a dropdown menu labeled 'Add Address As' with 'Business Location' selected. Below this are two buttons: 'SEARCH' (highlighted with a red border) and 'ENTER MANUALLY' (highlighted with a blue border). Below the buttons is a search bar labeled 'Address & Parcel Search' with a magnifying glass icon on the right.

## Manually Adding an Address

1. Make sure Address is selected and shown in blue, as shown on the image.
2. Click Enter Manually and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

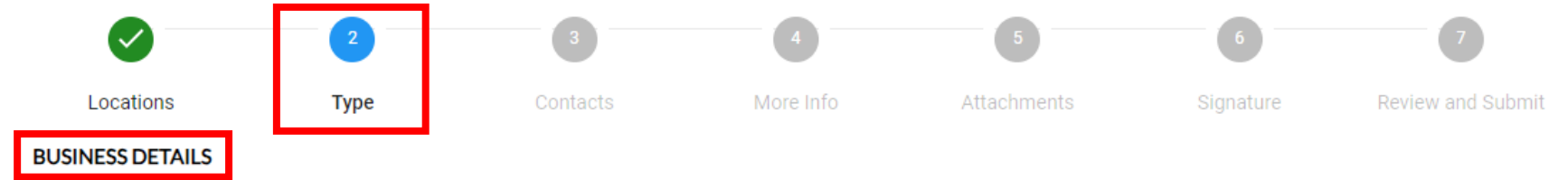
Apply for License - Financial Institution

\*REQUIRED

7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

**Note:** The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

**To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.**



Please complete your application in its entirety.

**Note:** The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business. **To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.**

* Company Type	<input type="text" value="Limited Liability Company"/>
* Company Name	<input type="text"/>
Business Description	<input type="text"/>
DBA	<input type="text"/>
* Location	<input type="text" value=""/>
TIN	<input type="text"/>
Tax ID	<input type="text"/>

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

## LICENSE DETAILS

\* License Type

\* Description

8. **License Type** – Verify for accuracy. If incorrect, cancel application and restart with correct professional type.

9. **Description** – Include the description of the license that corresponds with the license type.

Click **Next**, to proceed.

Back

Create Template

Save Draft

Next

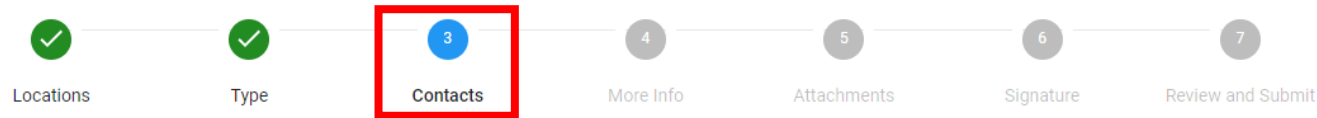


# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

10. On the **Contacts** section, under **Contacts**, to add the required Licensee, click **+ Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

Apply for License - Financial Institution

\*REQUIRED



CONTACTS

To add the required Licensee, click **+ Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

The screenshot shows three blue cards. The first two are 'Applicant' and 'Authorized Officer', each with an 'Add Contact' button and a 'REQUIRED' label. The third card is 'Add Contact', which has a 'Select Type' dropdown menu. The dropdown menu is open, showing a list of roles, with 'Business Owner' highlighted. At the bottom right, there is a 'Save Draft' button and a 'Next' button highlighted with a red box.

11. Add a contact by entering a **Name**, **Email**, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually. After adding the **Contact Type** and **Contact**, Click **Next**, to proceed.

[Back to Application](#)

## Add Contact

Add Contact As

Three buttons: 'Search' (blue), 'Enter Manually' (white with red border), and 'My Favorites' (grey).

Search

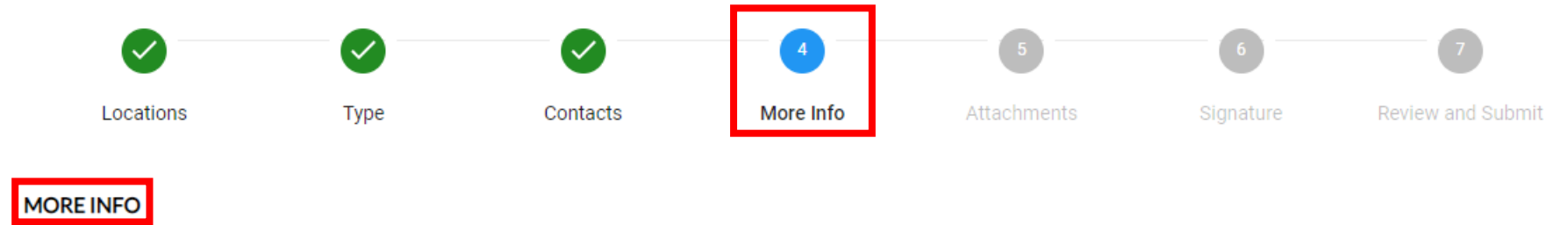
\*One or more contacts are **REQUIRED**. You can use a contact more than one time. **Contact record must include address.**

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

Apply for License - Financial Institution

\*REQUIRED

12. On the **More Info** section, under **More Info**, fields denoted with an Asterisk (\*) must be completed.



Fields denoted with an Asterisk (\*) must be completed.

Click **Next**, to proceed.

General Information

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

Branch Info (All the Locations info within the City of Atlanta; Downtown and Buckhead)

\*Is this a new Branch Location?

\*Are you Exempt from Everify?

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

Schedule 1 - More than 5 Full Service Offices

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Schedule 1 Information - Please reference your PT-440 Form. (More than 5 full service offices)

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

13. On the **Attachments** section, under **Attachments**, to add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

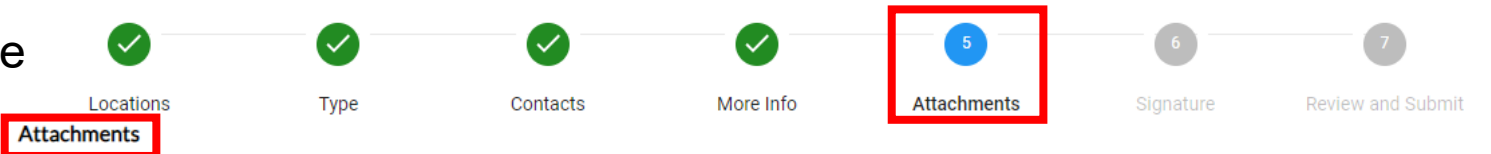
**You will not be able to proceed without providing the required documents.**

Click **Next**, to proceed.

**NOTE:** You can click **Save as Draft** to save your application until you have the required documents. To return to application, locate draft or template. Click on username in top right corner. Select Saved Work. Select My Templates or My Drafts tab.

Apply for License - Financial Institution

\*REQUIRED



This business type requires the following required documents. Click the form type below or click "**FORMS**" here to download current forms. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

This business type requires the following **Supporting Documents**:

- **GA-900 Form**
- **PT-440 Form**
- **List of Branches with Addresses within City Limits.**
- **S.A.V.E Affidavit - THE FORM MUST BE NOTARIZED.**
- **E-Verify Affidavit - THE FORM MUST BE NOTARIZED.**
- **Government Issued ID - It must be valid and match the signature on the application.**

A grid of seven document type cards, each with a blue background and a white plus sign. Each card includes the document name, 'Add Attachment', supported file formats, and a 'REQUIRED' label at the bottom.

E-Verify Affidavit Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	GA-900 Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	Gov't Issued Photo ID Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	List of Branches with Addresses... Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED
PT-440 Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	SAVE Affidavit Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	Select Type Add Attachment Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... REQUIRED	

At the bottom of the form, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next' (highlighted with a red box).

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

14. On the **Signature** section, under **Signature**, type your **name** to provide consent.

15. Slide the blue tab to enable **Type Signature**. Type applicant's name.

Click **Next**, to proceed.

Apply for License - Financial Institution \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ **Signature 6** Review and Submit 7

SIGNATURE

The City is hereby in receipt of your submission of the requisite documents in accordance with Sec. 30-57 of the Municipal Code and the accuracy and completeness of the information contained therein. The City of Atlanta ("City") conducts an ongoing review of these documents which may require supplemental responses from the Certificate holder. Failure to timely respond and/or providing any false information may result in imposed penalties, fees, or suspension of the Certificate.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Joe Bravo  
December, 17 2023

*X Joe Bravo*

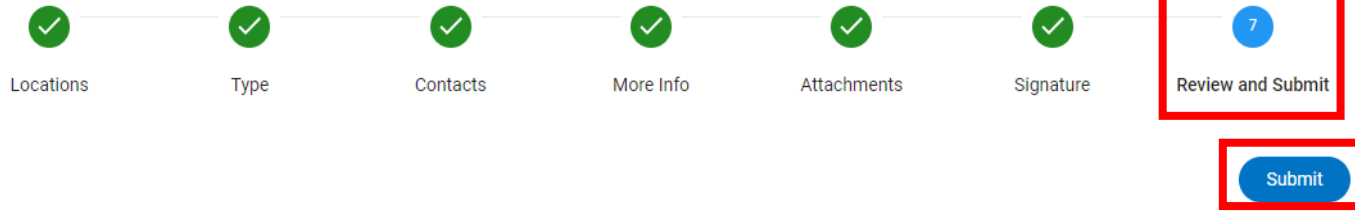
Back Create Template Save Draft **Next**

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

16. On the **Review and Submit** section, review all application details prior to clicking **Submit** to submit your application.

17. After clicking the submit button, a confirmation message will appear with a link to your pending license. Click **Continue to License**, to proceed.

## Apply for License - Financial Institution



\*REQUIRED

✔ Your application was successfully submitted!

Thank you! You have successfully submitted your application for review. Please note that required fees must be paid before the processing and/or issuance of a license. All application fees are non-refundable. Please allow 6-8 weeks for initial review of your application. No further changes can be made upon submission. If you have any questions or concerns, please contact ATL311 (#311 or 404-546-0311) for assistance.

## Locations

Business Location

## Basic Info

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

18. Your **License Number** will appear in the top left corner.

Note message on pink banner (*messages may vary from the messages shown*)

The **Status** of your application is in the blue shaded section.

License Number: FIN-0623-21334

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

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

**License Details**

License Type:	Financial Institution	District:		Applied Date:	06/08/2023
Account Number:		Issued By:	Administrator, System	Period Start Date:	
Status:	Submitted - Online			Expiration Date:	
Description:	Financial Institution				

[Business](#) | [Locations](#) | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

**Business**

Company Name:	Financial Institution - TEST%	DBA:		Open Date:	
Company Type:	Limited Liability Company	Status:	Submitted	Closed Date:	
District:				Last Audit Date:	
Location:	Commercial				

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

The screenshot shows the 'My Work' tab in a web application. The 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 highlighted. Below the navigation bar, there are two tabs: 'MY INVOICES' and 'MY LICENSES'. The 'MY INVOICES' tab is active. A search bar is at the top left. Below it, there are buttons for 'Add To Cart', 'Display', and a dropdown menu for 'Unpaid' and 'for All Invoices'. There is also an 'Export to Excel' button. A table of invoices is displayed with columns: Invoice Number, Amount Due, Due, Status, Case Number, and Address. The second row, with Invoice Number 'INV-00128490', is selected and highlighted in blue. Below the table, there is a 'Shopping Cart' section. It shows the total amount due as '\$125.00' and a 'Check Out' button. Below this, there is a table with columns: Invoice, Description, Case Number, Project, Case Address, and Amount Due. The table shows one row with Invoice 'INV-00128490', Description 'GBL-0523-21048', Case Number 'GBL-0523-21048', Project '1234 Stop', Case Address '1234 Stop', and Amount Due '\$125.00'. To the right of this table is a 'Remove' button. Below the table, there is another 'Total \$125.00' and a 'Check Out' button, which is highlighted with a red box.

Invoice Number	Amount Due	Due	Status	Case Number	Address
INV-00125606	\$582.50	04/21/2023	Invoiced, Past Due		1234 Stop
INV-00128490	\$125.00	05/19/2023	Invoiced, Past Due		1234 Stop

Case Number	Project	Case Address	Amount Due
GBL-0523-21048		1234 Stop	\$125.00

19. When the Billing team has completed processing your application, your invoice can be found on the **My Work** tab, under **My Invoices**. Select the invoice, click **Add to Cart** to pay applicable invoice, select **Check Out**.

20. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)



Atlanta, GA  
Order Number: 92023  
Thursday, May 25, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00128490		1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

## Payment Details

\*all fields are required

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

**Pay Now - \$125.00**

Cancel

21. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

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

## For Technical and Non-Technical Issues

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

