

HOW TO RENEW AN INSURANCE LICENSE

For Technical and Non-Technical Issues

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



HOW TO RENEW AN INSURANCE LICENSE

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.

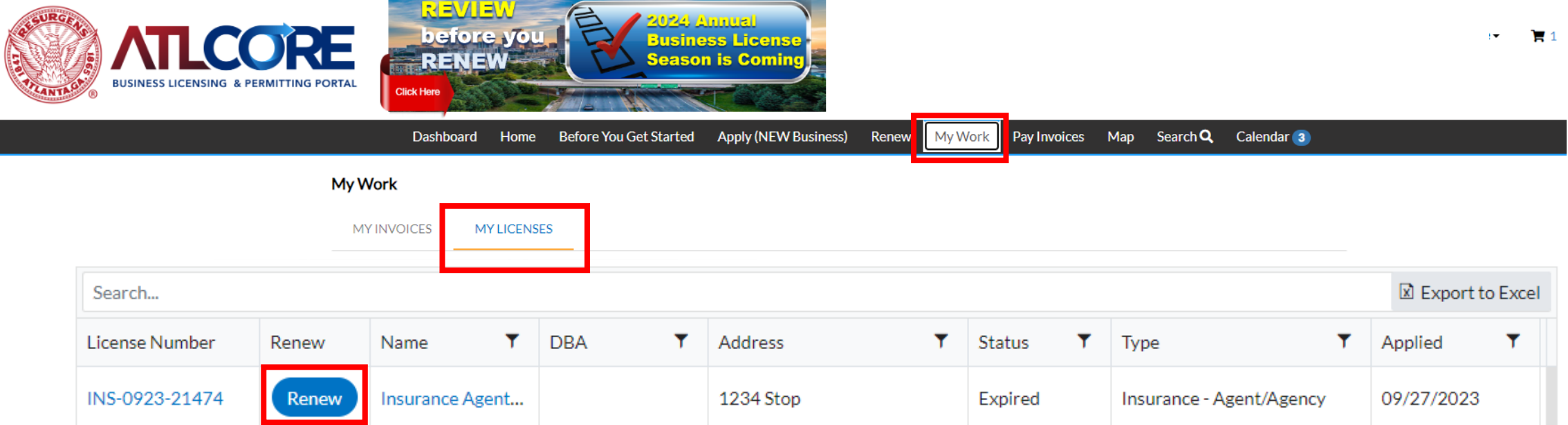
2. To apply, click **RENEW My License for EXISTING Business** from the center of the home page or top navigation banner on the page.

The screenshot shows the ATLCORE Business Licensing and Permitting Portal homepage. The navigation bar includes 'Home', 'Before You Get Started', 'Apply (NEW Business)', 'Renew', 'Pay Invoices', 'Map', 'Search', and 'Calendar'. The 'Renew' link is highlighted with a red box. A central banner reads 'Welcome to the City of Atlanta Self Service' and 'BUSINESS LICENSE RENEWALS'. Below this, there are several service tiles: 'Pre-Zoning Check', 'Login or Register', 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', 'Start a NEW Business', 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', and 'APPLY for a NEW Regulatory Permit'. The 'Login or Register' and 'RENEW My License for EXISTING Business' tiles are highlighted with red boxes. A 'Login or Register' button is also visible in the top right corner.

Login or Register

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

3. From **My Work – My Licenses**, locate your license. Click the blue **Renew** button.



The screenshot shows the ATL CORE Business Licensing & Permitting Portal. At the top left is the logo for the State of Georgia and ATL CORE. A banner for the 2024 Annual Business License Season is visible. The navigation bar includes links for Dashboard, Home, Before You Get Started, Apply (NEW Business), Renew, My Work, Pay Invoices, Map, Search, and Calendar. The 'My Work' section is active, and the 'MY LICENSES' sub-tab is selected. A table lists licenses, with the first row containing an expired insurance agent license. The 'Renew' button for this license is highlighted with a red box.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
INS-0923-21474	Renew	Insurance Agent...		1234 Stop	Expired	Insurance - Agent/Agency	09/27/2023

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

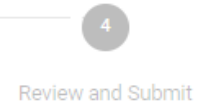
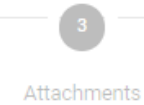
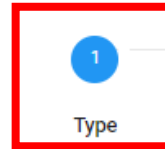
4. The **Type** section, under **LICENSE DETAILS** displays your **License Type** and **Description**.

Note: Review for accuracy.
(You cannot make changes.)

Click **Next**, to proceed.

Renew License - Insurance - Agent/Agency

*REQUIRED



LICENSE DETAILS

License Type

Description



HOW TO RENEW AN INSURANCE LICENSE (cont'd)

5. On the **More Info** section, under **More Info**, fields denoted with an asterisk (*) must be completed.

Click **Next**, to proceed.

Renew License - Insurance - Agent/Agency *REQUIRED

1 Type

2 **More Info**

3 Attachments

4 Review and Submit

MORE INFO

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

*Insurance Commissioner License Number

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

6. 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.

Apply for License - Insurance - Agent/Agency *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

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**:

- **Government Issued ID** - It must be valid and match the signature on the application.
- **E-Verify Affidavit** - **THE FORM MUST BE NOTARIZED.**
- **S.A.V.E Affidavit** - **THE FORM MUST BE NOTARIZED.**

Government Issued Photo ID

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Valid State License/Certificate..

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,...

Back Create Template Save Draft **Next**

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

Renew License - Insurance - Agent/Agency

*REQUIRED



Type



More Info



Attachments



Review and Submit

Submit

Locations

Business Location

Basic Info

Type

Insurance - Agent/Agency

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

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

✓ Your license application was submitted successfully.

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

License Number: INS-0923-21474

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

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

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

License Details

License Type:

District:

Applied Date:

Account Number:

Issued By:

Period Start Date:

Status:

Expiration Date:

Description:

Business

Locations

Attachments

Contacts

Classifications

More Info

Company Name:

DBA:

Open Date:

Company Type:

Status:

Submitted

Closed Date:

HOW TO RENEW AN INSURANCE LICENSE (cont'd)

Invoice **INV-00130668** Description:

Due Date: 09/28/2023

Case Number	Project	Case Address	Amount Due
INS-0923-21474			\$52.50

[Remove](#)

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

Total \$354.50

[Check Out](#)

9. 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**.

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

HOW TO RENEW AN INSURANCE LICENSE (cont'd)



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

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00128490	GBL-0523-21048	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
<input type="text" value="Select one..."/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code		
<input type="text"/>		

Pay Now - \$125.00

Cancel

11. 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.

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