

HOW TO APPLY FOR A PROFESSIONAL LICENSE

For Technical and Non-Technical Issues

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

HOW TO APPLY FOR A PROFESSIONAL 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 for the '2024 Annual Business License Season'. A 'Login or Register' button is in the top right corner. 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 dark blue box contains 'BUSINESS LICENSE RENEWALS' information: '2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024', 'FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY', and 'FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL'. Below this, it states 'Business licenses are valid from January 1 through December 31 of year issued.' and '2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts.' To the left is a 'Helpful Guides' icon, and to the right is a 'Before you get started' icon. The main content area has eight 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 'Start a NEW Business' tiles are highlighted with red boxes.

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 A PROFESSIONAL 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

cpa

All Trending My History LICENSES PERMITS

> Show Categories Show My Templates

CPA

Category Name: Individual License Description: This license is issued to Professional Certified Public Accountants.

Apply

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

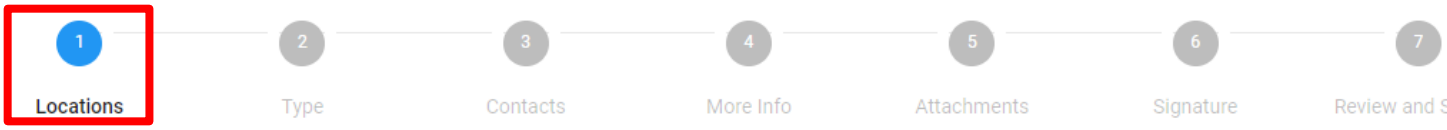
4. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

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.

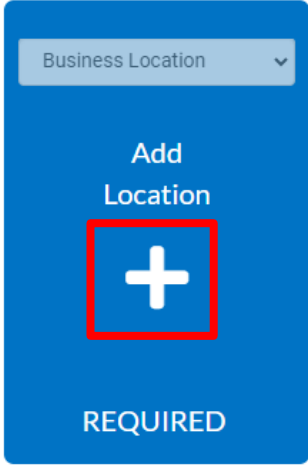
After saving your address details, click **Next**.

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LOCATIONS

Your business location and mailing address 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.



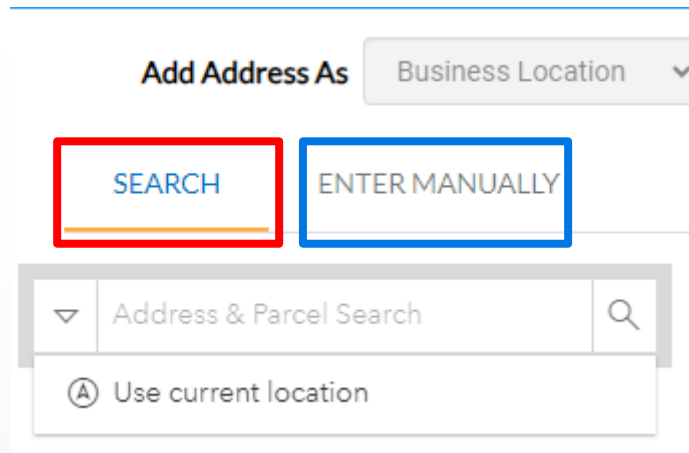
Create Template Save Draft **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

5. 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 screenshot shows a user interface for adding an address. At the top, there is a label 'Add Address As' followed by a dropdown menu currently showing 'Business Location'. Below this are two buttons: 'SEARCH' (highlighted with a red box) and 'ENTER MANUALLY' (highlighted with a blue box). Underneath these buttons is a search bar with the text 'Address & Parcel Search' and a search icon on the right. Below the search bar, there is a dropdown arrow and a suggestion 'Use current location' with a circled 'A' icon.

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 A PROFESSIONAL LICENSE (cont'd)

6. On the **Type** section, under **License Details**, verify **License Type** for accuracy. If incorrect, cancel application and restart with correct professional type.

6b. **Description** should include the description of the license that corresponds with the license type.

***NOTE:** If the applicant's name does not display as the License Holder, **STOP!**

1. Log out.
2. Log in as an applicant.

(MUST BE REGISTERED)

If the applicant's name does match the License Holder field, select **Next** to continue.

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Locations **2** Type Contacts More Info Attachments Signature Review and Submit

LICENSE DETAILS

Please complete your application in its entirety. Verify the License Holder displays the name of the applicant. If the applicant's name does not display as the License Holder, **STOP!**

1. Log out.
2. Log in as an applicant. **(MUST BE REGISTERED)**

If the applicant's name does match the License Holder field, select **Next** to continue.

* License Type

* Description

License Holder

[Back](#) [Create Template](#) [Save Draft](#) **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

7. Add a Contact by Entering a Name, Email, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually.

**Applicant contact record must include address.
A representative of the firm must create a registered email account to pay for all professionals in a firm. The firm representative must be added to each registered professional's account to see all invoices for every professional.

[← Back to Application](#)

Add Contact

Add Contact As : Company

Search

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

8. On the **Contacts** section, under **Contacts**, to add the required contacts, click **+ Add Contact** on the Applicant and Company card.

Applicant is the professional that the owner of the license.
(REQUIRED)

Company is the Firm or Company that the professional works for. If there is no firm add applicant again. **(REQUIRED)**

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1 2 3 4 5 6 7

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

CONTACTS

Please click **+ Add Contact** and provide at least 2 contacts.

Applicant Add Contact **+** REQUIRED

Company Add Contact **+** REQUIRED

Select Type Add Contact **+**

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HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

9. On the **More Info** section, under **More Info**, please complete your application in its entirety. Failure to complete all non-required fields may result in a delay in processing your application.

Click **Next**, to proceed

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Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

MORE INFO

Please complete your application in its entirety. Failure to complete all non-required fields may result in a delay in processing your application.

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

*Firm/Company Name

*Firm/Company Phone #

*Company Address

*Have you ever applied for Prof.
License with CoA?

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

10. 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.

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

Attachments

FOR NEW PROFESSIONALS, THE FOLLOWING DOCUMENTS ARE REQUIRED. FAILING TO DO SO, MAY DELAY THE PROCESSING OF YOUR APPLICATION. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

- S.A.V.E Affidavit
- Government Issued ID
- State of GA State Board License

Select Type

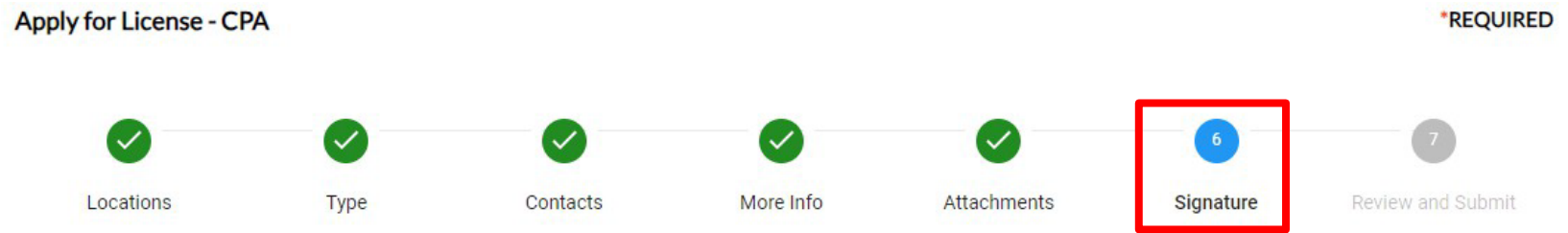
Add Attachment

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

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HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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



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

SIGNATURE

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

Enable Type Signature Jane Charlie

Jane Charlie

Click **Next**, to proceed.

Jane Charlie
December, 17 2023

X *Jane Charlie*

Back Create Template Save Draft **Next**

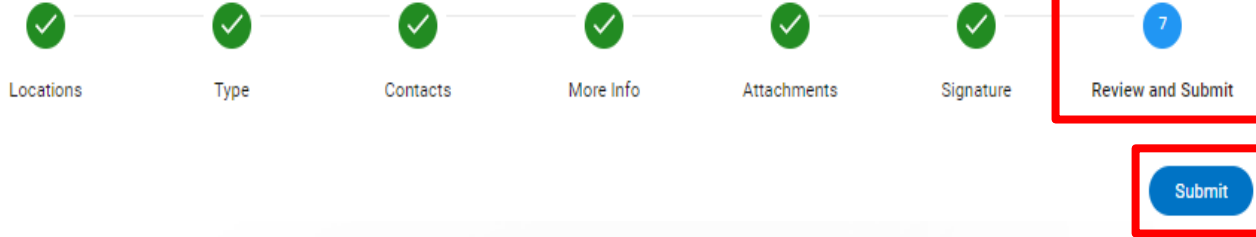
HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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

14. A confirmation message will appear with a link to your **Pending License**. Click **Continue to License** to proceed.

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✔ Your application was successfully submitted!

New License Applications: Once you successfully submit your new license application and remit payment for your registration and zoning fees (as applicable), the Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. After your occupational tax payment is received, you will be able to print your new license! Renewal Applications: The Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. If you are alerted that there is a hold on your account, we will contact you to discuss and provide instructions for next steps. After your occupational tax payment is received, you will be able to print your new license.

Continue to license

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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

License Number: PROF-013217-2023

Note message on pink banner.

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

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

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

License Details

License Holder:

License Type:

Applied Date:

District:

Account Number:

Period Start Date:

Issued By:

Status:

Submitted - Online

Expiration Date:

Description:

[Locations](#)

[Fees](#)

[Attachments](#)

[Contacts](#)

[More Info](#)

16. When the Billing team has completed processing your application, your invoice can be found under the Fees tab. Click **Add to Cart** to pay applicable invoice, if a payment is required

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

17. Once you are ready to enter your payment details, click **Check Out** to proceed to the payment screen.

Shopping Cart

Total \$400.00
[Check Out](#)

Invoice: INV-00027321 Description: PROF-004001-2021
Due Date: 11/04/2021

Case Number	Project	Case Address	Amount Due
PROF-004001-2021		300 STOP ST Atlanta 30303-___	\$400.00

\$400.00
[Remove](#)
Top | Main Menu

Total \$400.00
[Check Out](#)

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18. Enter your payment information to complete your transaction.

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

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

Atlanta, GA
Order Number: 21456
Tuesday, October 5, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00027321	PROF-004001-2021	1	\$400.00	\$400.00
			Item Total:	\$400.00
			Order Total:	\$400.00

Payment Details *all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

[Pay Now - \\$400.00](#) [Cancel](#)