

# HOW TO SUBMIT CHANGES TO CONTACTS

For Technical and Non-Technical Issues  
Contact [ATL311.com](https://atl311.com) or [404-546-0311](tel:4045460311) to create a case.

# HOW TO SUBMIT CHANGES TO CONTACTS



Login or Register

The screenshot shows the ATLCORE Business Licensing and Permitting Portal. At the top, there is a navigation bar with links for Home, Before You Get Started, Apply (NEW Business), Renew, Pay Invoices, Map, Search, and Calendar. Below the navigation bar is a blue banner with the text "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". There are several promotional banners, including one for "BUSINESS LICENSE RENEWALS" with a "DID YOU KNOW?" icon, and another for "2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts." There is also a "Helpful Guides" icon and a "Before you get started" icon. The main content area features a grid of service tiles. The "Login or Register" tile is highlighted with a red border. The tiles include: 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.

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.

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

The screenshot displays the 'Application Assistant' interface. At the top, a navigation bar includes 'Dashboard', 'Home', 'Apply' (highlighted with a red box), 'My Work', 'Today's Inspections', 'Map', 'Report', 'Pay Invoices', 'Search', and 'Calendar'. Below the navigation bar, the 'Application Assistant' section features a search bar containing 'change of contact' and a search icon. A row of category buttons includes 'All', 'Trending', 'My History', 'PROFESSIONAL LICENSES', 'PERMITS', and 'PLANS'. Underneath, a 'Show Categories' section lists 'Business License Requests - Change of Contact' with a description and an 'Apply' button (highlighted with a red box). The main content area shows a progress indicator with steps 1 (Locations), 2 (Type), and 3 (Contacts). Below this, a 'LOCATIONS' section prompts to 'Verify/Add mailing address.' and displays a card for 'Type: Business Location' with address details and a 'Main Address' checkbox. To the right is a blue 'Add Location' button with a plus sign. On the left, a card for 'Mertz Retail Trade - T...' shows 'General Partnership', 'Status: Submitted', and a 'Select' button (highlighted with a red box).

2. After logging in, select **Apply** located on the navigation tool bar. In the **Application Assistant Search Bar** type **Change of Contact** and click the **Search Icon** or press **Enter** on your keyboard.

3. Select **Business License Request – Change of Address**.

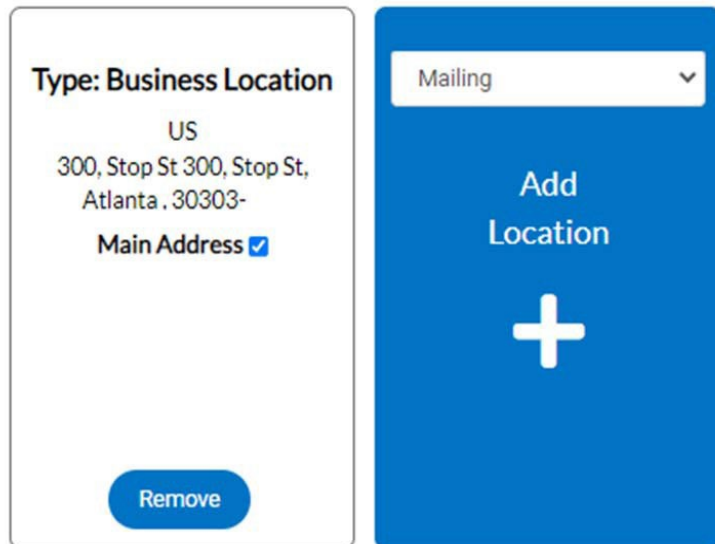
4. Click **Apply** to begin the application process.

5. Select your **Company** to which the contact information requires change.

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

## LOCATIONS

Verify/Add mailing address.



The screenshot displays two tiles in the 'LOCATIONS' section. The first tile is white with a blue border and contains the following text: 'Type: Business Location', 'US', '300, Stop St 300, Stop St, Atlanta, 30303-', and 'Main Address' with a checked checkbox. A blue 'Remove' button is at the bottom. The second tile is solid blue and contains a white dropdown menu with 'Mailing' selected, the text 'Add Location', and a large white plus sign.

6. Verify Business Location and/or Add Mailing Address.
7. Select the second tile to add Mailing Address.
  - a. Select the Mailing address from the dropdown menu
  - b. Click the **Blue Icon to Add Location.** (Repeat, if a mailing address change is needed too.) A new window will open for you to enter your address details.
  - c. After saving your address details, click **Next.**  
**\*Mailing addresses are required.**

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

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

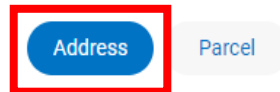
You can **search** our GIS records for an address, or you can **enter the address manually**.

## 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.

[← Back to Application](#)

Add Location



Add Address As Business Location ▾



Address Information

Search  

## 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 SUBMIT CHANGES TO CONTACTS (cont'd)

1 Type 2 Contacts 3 More in

**BUSINESS DETAILS**

\* Company Type

\* Company Name

Business Description

DBA

\* Location

**LICENSE DETAILS**

\* License Type

Description

Estimated Receipts

Create Template

9. Verify for accuracy.

a) **License Type** – Verify for accuracy. Should show Business License Request – Change of Address.

b) **Description** – Enter the description of the license that corresponds with the license type.

c) **Estimated Receipts** – **SKIP (This application is used only for change of address.)**

d) **Next.**

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

Apply for License - Business License Request - Change of Contact



## CONTACTS

To remove the old contact, select **REMOVE**. Click on the **BLUE ICON** to **ADD** the new contact and select the appropriate contact type.

Representative of the Business  
Freddie Mertz - TEST(You)  
X  
111 Start, Atlanta, GA, 3030...  
Remove

Licensee  
Freddie Mertz - TEST(You)  
X  
111 Start, Atlanta, GA, 3030...  
Remove

Select Type  
Add Contact  
+

Agent  
Agent  
Applicant  
Attorney  
Authorized Officer  
Business Owner  
Company  
Contractor  
Corporate  
Hotel/Motel Entity  
Law Firm  
Licensee  
Manager  
Manager's Spouse  
New Owner  
Owner  
Partner  
Payroll Holding Company  
Previous Agent  
Principal Officer  
Representative of the Business

## 10. Update Contacts

- Select Remove to delete the old contact record.
- Select the contact type from the dropdown menu, then click the **white plus sign “+”** to **Add Contact** for new contact.

***\*Applicant contact record must include address.***

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

- c. Verify the Add Contact as contact type is correct.
  - i. Search for a registered contact that is already in the system.
  - ii. Enter Contact Manually.
  - iii. Add a selection from My Favorites list.
- 11. More Info
  - a. Enter Effective Date of Change.
  - b. Next.

[← Back to Application](#)

Add Contact

Add Contact As

Search

MORE INFO

Effective Date of Change is required.

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



# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

12. Upload/Drag and Drop the **Attachments** (if applies). Next.



*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.*

**NOTE:** You can click **Save as Draft** to save your application until you have the required documents.

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

## 13. Signature

- Type your name to provide consent.
- Slide blue tab to enable Type Signature.
- Type applicant's name.
- Next.

SIGNATURE

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

Freddie Mertz

Enable Type Signature  Freddie Mertz

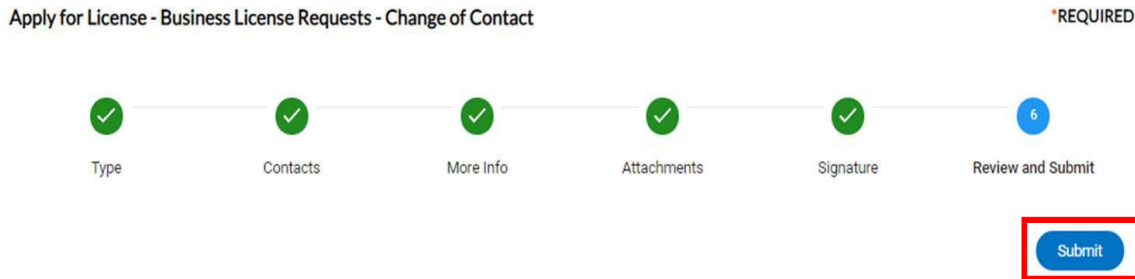
Freddie Mertz  
October, 05 2021

X *Freddie Mertz*

Back Create Template

# HOW TO SUBMIT CHANGES TO CONTACTS (cont'd)

14. Review all application details prior to clicking **Submit** to submit your application.



15. A confirmation message will appear. Continue to license.

✔ Your application was successfully submitted!

Thank you! You have successfully submitted your application for review.

Continue to license

License Number: GBL-1021-06791

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

License Details | Tab Elements | Main Menu

License Details

License Type: Business License Requests - Change of Contact

District:

Applied Date: 10/18/2021

Account Number:

Issued By: Administrator, System

Period Start Date:

Status: Submitted - Online

Expiration Date:

Description:

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