

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

The screenshot shows the 'My Work' dashboard. At the top, a 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 selected. 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'. A table of invoices is displayed below these filters.

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

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

1. Click **My Invoices** to view a list of all your business invoices.

2. Choose Display option:

- a. Unpaid
- b. Paid
- c. Voided

3. 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...

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

2. 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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