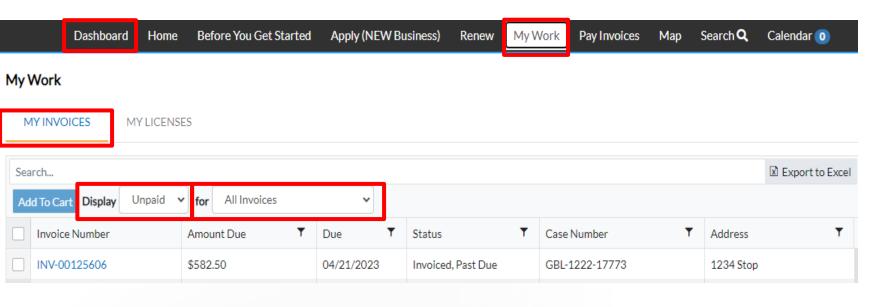
HOW TO NAVIGATE MY WORK

For Technical and Non-Technical Issues

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



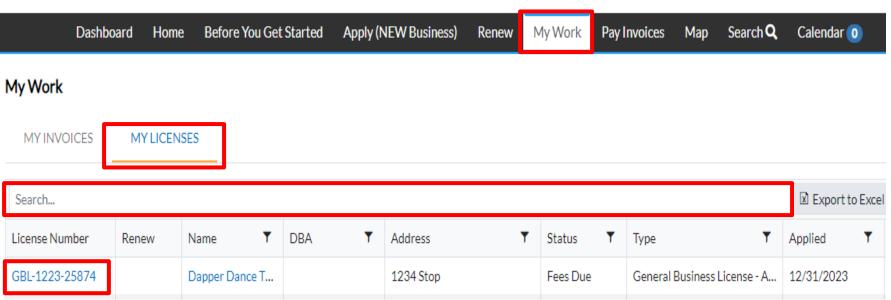
HOW TO NAVIGATE MY WORK



- 1. From your **Dashboard**, navigate to **MY WORK**.
- 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
 - Application Invoices



HOW TO NAVIGATE MY WORK (cont'd)



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.
- b. Click on license number or name for additional information.

For Technical and Non-Technical Issues

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

