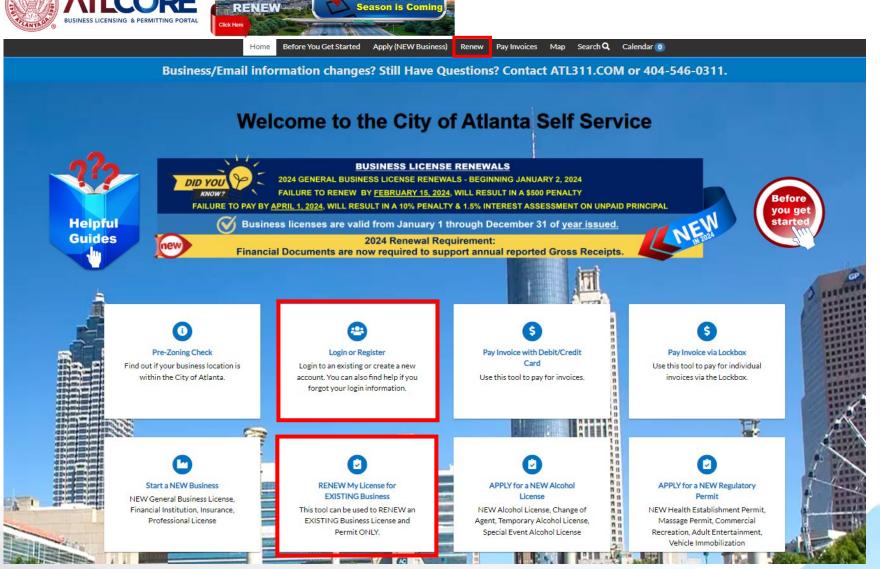
For Technical and Non-Technical Issues

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



1. 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.

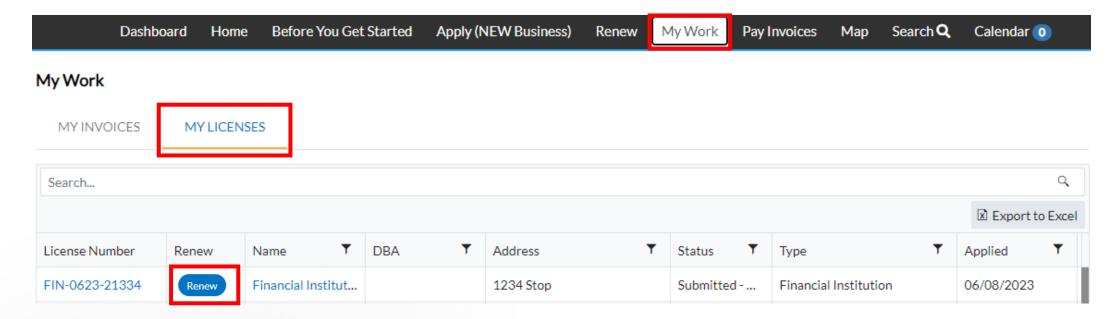
2. To apply, click
RENEW My License for
EXISTING Business
from the center of the
home page or top
navigation banner on the
page.





Login or Register

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

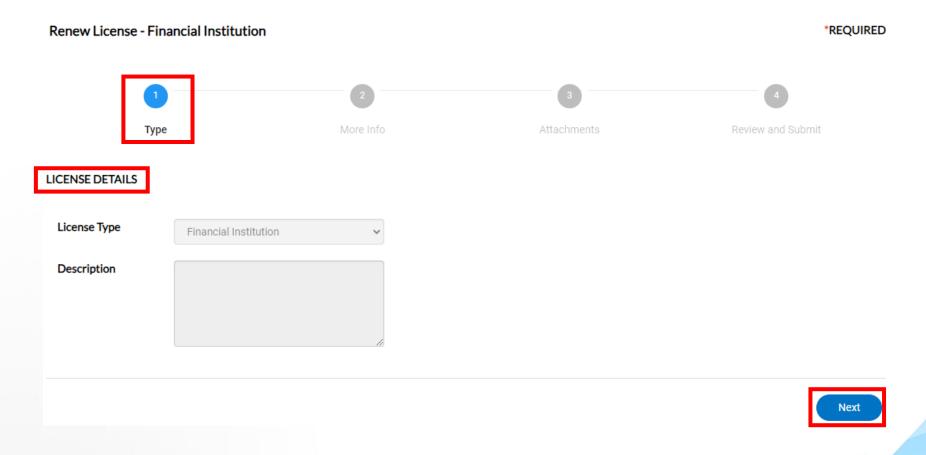




4. The **Type** section, under **LICENSE DETAILS** displays your **License Type** and **Description**.

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

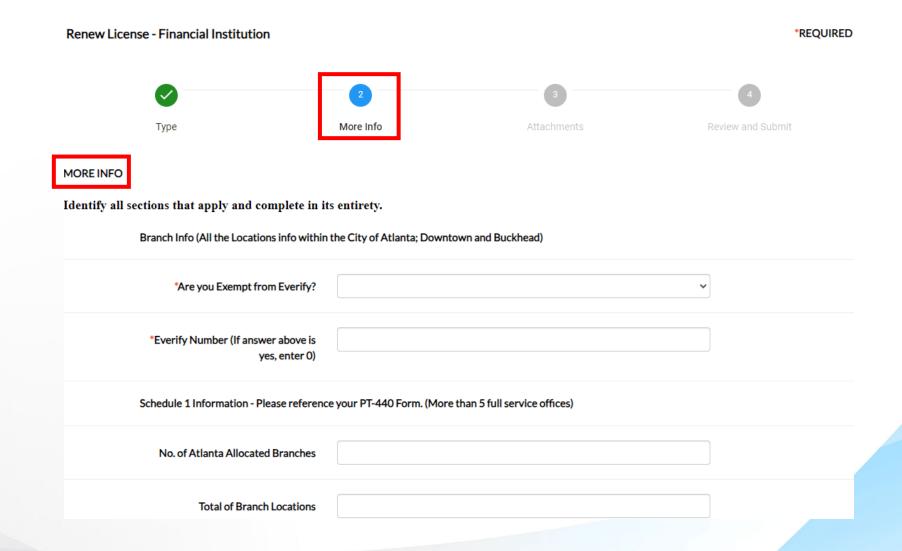
Click **Next**, to proceed.





5.On the **More Info** section, under **More Info**, identify all sections that apply and complete in its entirety.

Click Next, to proceed.





.gif. .tiff. .doc. .docx. .xls. .xlsx.

text, .dwg, .zip, .csv, .rtf, .dxf,.

REQUIRED

aif. .tiff. .doc. .docx. .xls. .xlsx.

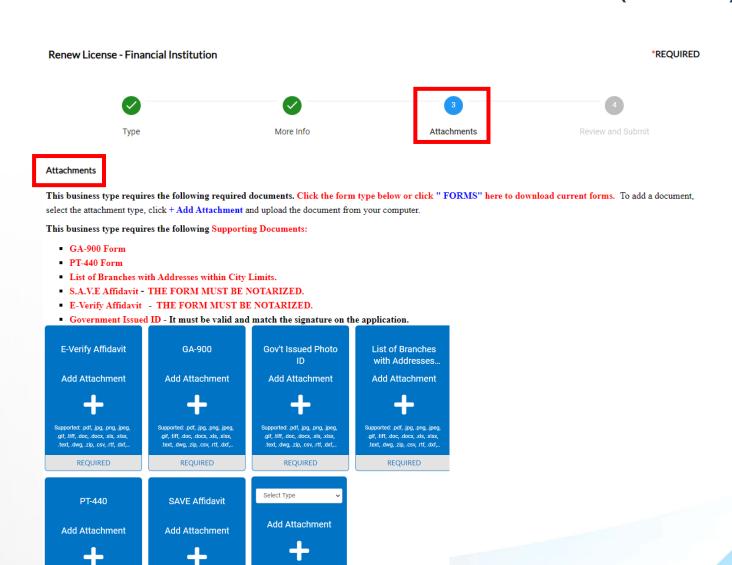
text, .dwg, .zip, .csv, .rtf, .dxf,..

**REQUIRED** 

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.

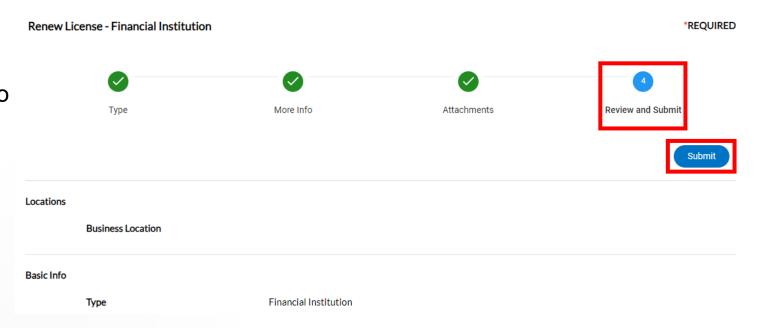
You will not be able to proceed without providing the required documents.

Click Next, to proceed.





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





License Number: FIN-0423-19993

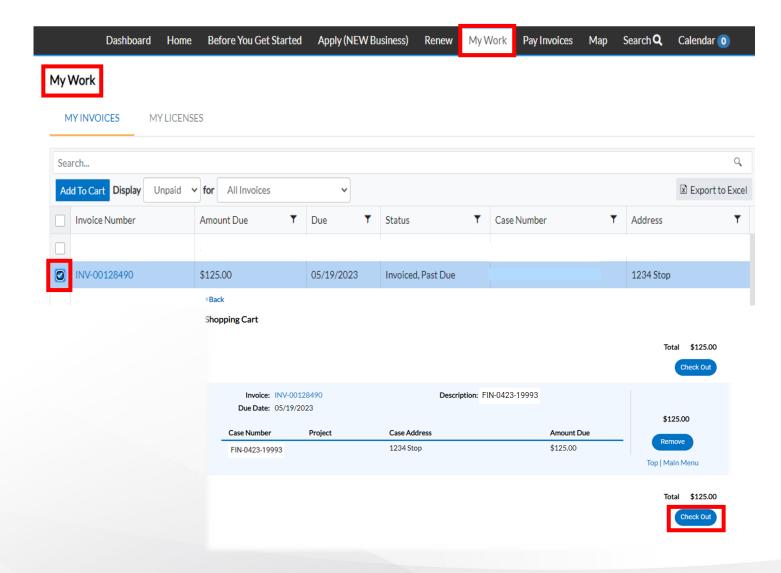
8. Your **License Number** will appear in the top left corner.

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

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

· License cannot be printed at this time. License has not been issued. License Details | Tab Elements | Main Menu License Details Financial Institution District: Applied Date: 06/13/2023 License Type: Account Number: Issued By: Period Start Date: Status: Submitted - Online **Expiration Date:** 01/01/2999 Description: Locations Attachments Business | Next Tab | License Details | Main Menu **Business** DBA: Open Date: Company Name: Submitted Closed Date: Company Type: Limited Liability Company District: Last Audit Date: Location: Commercial Description: Financial Institution





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**.

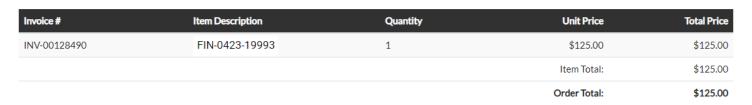
10. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.





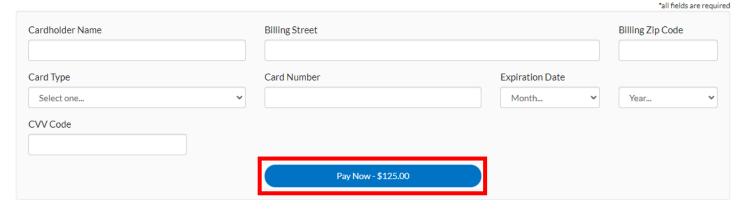
#### Atlanta, GA

Order Number: 92023 Thursday, May 25, 2023



# 11. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

#### **Payment Details**



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

Cancel

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