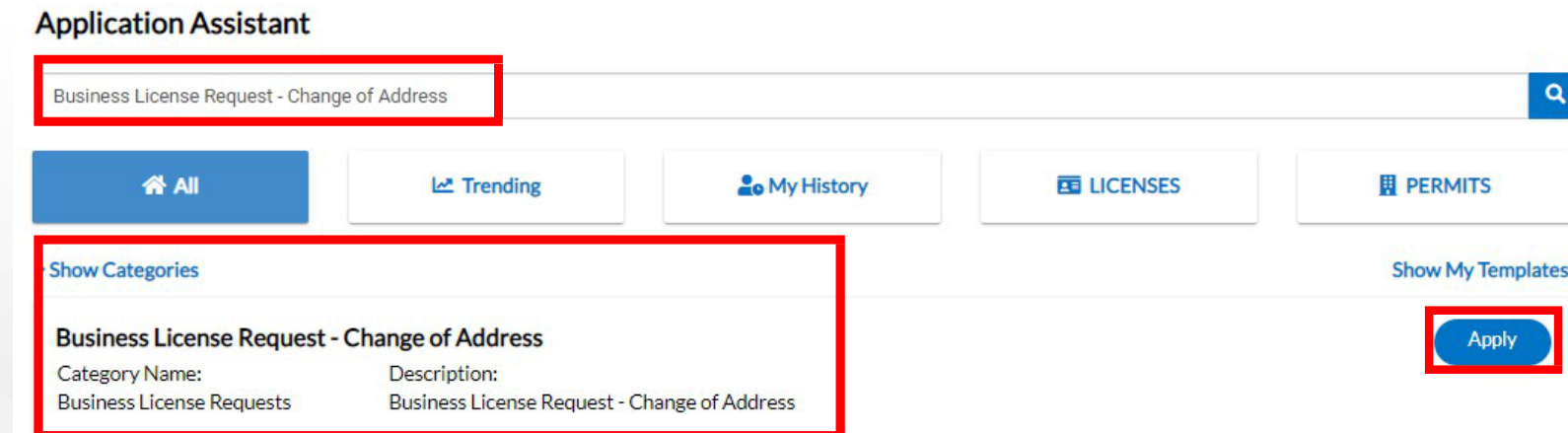
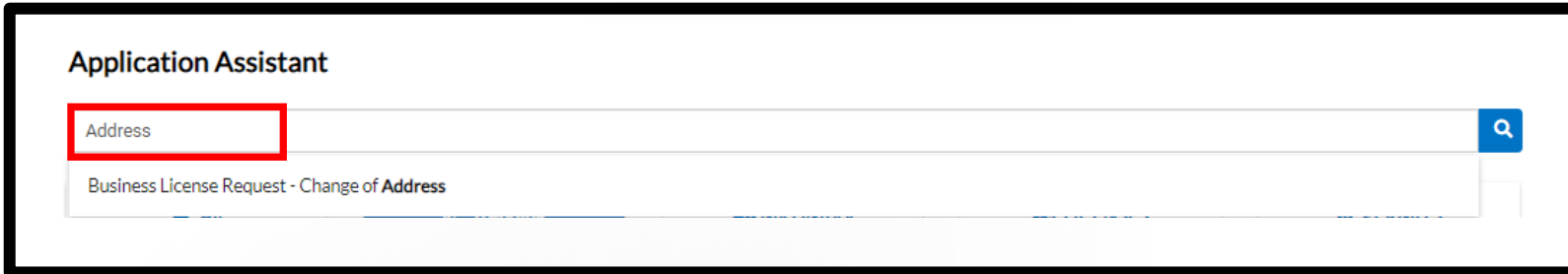


HOW TO SUBMIT A CHANGE OF ADDRESS

For Technical and Non-Technical Issues
Contact **ATL311.com** or **404-546-0311** to create a case.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)






1. From your **Dashboard**, navigate to **Apply (New Business)**.
2. Type **Change of Address** *or* **Address** into the Application Assistant Search bar 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.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

Apply for License - Business License Request - Change of Address

Select or create the business for this application

<p>Chip's Food Services - ...</p>  <p>Sole Proprietorship Status: Compliant 300 Stop Atlanta GA 30303 ... Newspaper Publishers</p> <p>Select</p>	<p>Chip Rubble Temporar...</p>  <p>General Partnership Status: Compliant 300 Stop Atlanta GA 30303 ... Temporary Help Services</p> <p>Select</p>	<p>Chip Rubble Testing1 - ...</p>  <p>Limited Liability Company Status: Submitted 300 Stop Atlanta GA 30303 ... Tax Preparation Services</p> <p>Select</p>
---	---	---

5. Select your Company to which the address change applies.
6. Select the tile with the old address. Select **Remove**.
7. Select the second tile to add new address.
 - a. Click the **white (+) plus sign** to **Add Location**. Select the type of location you are adding from the dropdown menu.
 - b. A new window will open for you to enter your address details.
 - c. After saving your address details, click **Next**. (Repeat, if a mailing address change is needed too.)

***Mailing addresses are required.**

Dashboard Home Before You Get Started Apply (NEW Business) Renew My Work Pay Invoices Map

Apply for License - Business License Request - Change of Address



LOCATIONS

To remove the old business location select **REMOVE**. Click on the **BLUE ICON** to add the new location. **Verify/Add** mailing address.

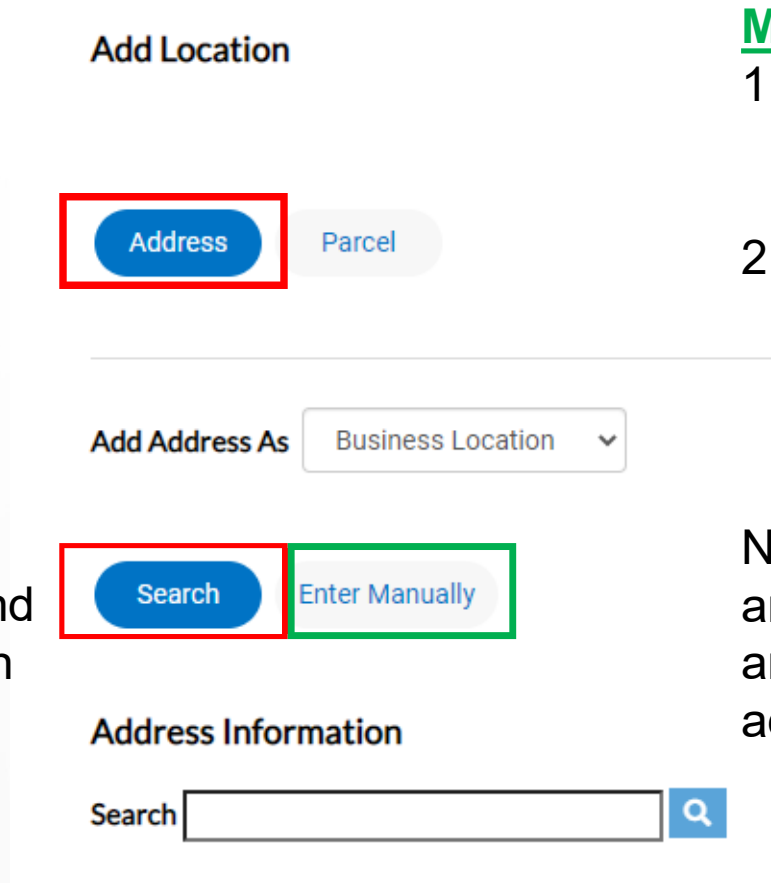
<p>Type: Business Location</p> <p>Fulton 300 Stop ST, Atlanta, GA , 30303</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Business Location</p> <p>Add Location</p> <p>+</p>
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HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

d. 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 web form titled "Add Location". At the top, there are two buttons: "Address" (highlighted with a red box) and "Parcel". Below these is a horizontal line. Under the line, the text "Add Address As" is followed by a dropdown menu showing "Business Location". Below this, there are two buttons: "Search" (highlighted with a red box) and "Enter Manually" (highlighted with a green box). At the bottom, the section "Address Information" contains a search bar with the word "Search" on the left and a magnifying glass icon on the right.

Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
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 A CHANGE OF ADDRESS (cont'd)

8. License Type – Verify for accuracy. Should show Business License Request – Change of Address.

9. Description – Enter the description of the license that corresponds with the license type.

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

1 2 3

Locations Type Contacts

BUSINESS DETAILS

* Company Type General Partnership

* Company Name Chip Rubble Temporary Services - TEST%

Business Description

DBA

* Location Commercial

LICENSE DETAILS

* License Type Business License Request - Change c

* Description Temp Services

Estimated Receipts 0

Back Create Template

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

CONTACTS

Review Contacts and select NEXT.

Representative of the Business

Chip Rubble TEST%(You)

300, Stop St 300, Stop St, Atl...

Remove

Licensee

Chip Rubble TEST%(You)

300, Stop St 300, Stop St, Atl...

Remove

Select Type

Add Contact

+

Back Create Template Save Draft Next

11. Update Contacts (if needed)

- 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 A CHANGE OF ADDRESS (cont'd)

12. More Information

- Enter the complete **Old Address**.
- Enter the **Effective Date of Change**.
- Is the above location associated with an alcohol license? Yes/No

Apply for License - Business License Request - Change of Address *REQUIRED

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

MORE INFO

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

***Old Address** 300 STOP St
Atlanta, GA 30303

***Effective Date of Change** 12/12/2022

Is the above address associated with an Alcohol License?

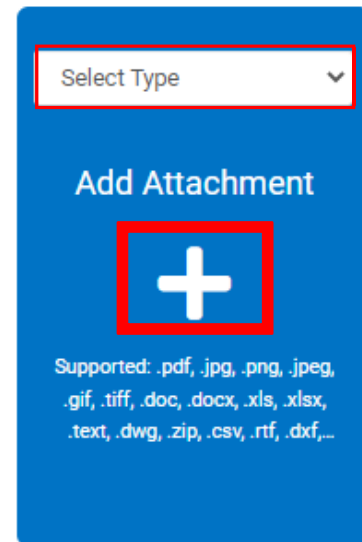
***** No

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

13. Upload/Drag and Drop the **Required Attachments** (if applies) on the next screen. You will not be able to proceed without providing the required documents.

Attachments

Please attach any supporting document.

A blue rectangular box representing an attachment upload interface. At the top is a white dropdown menu with the text "Select Type" and a downward arrow. Below this is the text "Add Attachment" in white. In the center is a large white plus sign (+) inside a red square. At the bottom, in small white text, is a list of supported file formats: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...".

Select Type ▼

Add Attachment

+

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

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

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

14. Signature

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

SIGNATURE

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith.

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

Enable Type Signature



Chip Rubble

Chip Rubble

Chip Rubble
January, 19 2023

X *Chip Rubble*

Back

Create Template

Save Draft

Next

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

Apply for License - CPA

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

16. A confirmation message will appear.

17. Click **Add to Cart** to pay invoice.

For Technical and Non-Technical Issues

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Rev 12/2023