

# HOW TO PRINT MY LICENSE

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



# HOW TO PRINT MY LICENSE

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.

The screenshot shows the ATLCORE Business Licensing and Permitting Portal. At the top left is the ATLCORE logo with the tagline 'BUSINESS LICENSING & PERMITTING PORTAL'. To its right is a 'REVIEW before you RENEW' banner for the '2024 Annual Business License Season'. In the top right corner, there is a 'Login or Register' button. Below the navigation bar, a blue banner reads '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'. A central banner for 'BUSINESS LICENSE RENEWALS' provides details for the 2024 renewals, including a \$500 penalty for failure to renew by February 15, 2024, and a 10% penalty with 1.5% interest for failure to pay by April 1, 2024. A 'Helpful Guides' icon is on the left, and a 'Before you get started' callout is on the right. A grid of service tiles is at the bottom, with the 'Login or Register' tile highlighted by a red border. Other tiles include 'Pre-Zoning Check', 'Start a NEW Business', 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', and 'APPLY for a NEW Regulatory Permit'.

# HOW TO PRINT MY LICENSE (cont'd)

The screenshot shows the ATLCORE user dashboard. At the top, a navigation bar includes links for Dashboard, Home, Before You Get Started, Apply (NEW Business), Renew, My Work, Pay Invoices, Map, Search, and Calendar. A blue banner below the navigation bar states: "ALL Application and Zoning fees are nonrefundable processing fees." The dashboard is divided into several sections:

- My Permits:** A grid of five cards showing permit status counts: Attention (2), Pending (1), Active (1), Draft (0), and Recent (0). Each card lists specific permit types and counts.
- My Inspections:** A table with columns for Requested (0), Scheduled (0), and Closed (0).
- My Invoices:** A summary table showing Current (5 invoices, \$388,499.50), Past Due (0, \$0.00), and Total (5 invoices, \$388,499.50).
- My Licenses:** A grid of three cards showing license status: Expired (27), Expires in (247), and Draft (1). Each card provides details for a specific license, including the business name, license number, and type.

Red boxes highlight the "Dashboard" and "My Work" links in the navigation bar, and the "View My Licenses" link at the bottom of the My Licenses section.

After logging in, from your **Dashboard**, navigate to **MY LICENSES** or **My Work**.

2. From Dashboard click **View My License** or from My Work click **My LICENSES** to view a list of all your business licenses.

# HOW TO PRINT MY LICENSE (cont'd)

3. Click the license you choose to print.
4. Note the status should be **ISSUED**.

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

My Work

MY INVOICES MY PERMITS **MY LICENSES**

Search... 

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
<a href="#">AE-001096-2021</a>		Mattie Flowers		300, Stop St 300 Unit: Stop St Atlanta, 30303--__	Submitted	Adult Entertainment - Entertainer / Dancer	04/02/2021
<a href="#">CRC-0421-01741</a>		<a href="#">Korra's Insurance form</a>		1234 ARKWRIGHT PL SE Atlanta, GA	Fees Due	Dance Hall - Adult	04/01/2021
<a href="#">GBL-0321-01680</a>		<a href="#">Mattie Information Co</a>		300 300, Stop St Atlanta, 30303--__	Issued	General Business License - Information	03/30/2021

# HOW TO PRINT MY LICENSE (cont'd)

License Number: GBL-0321-01680



[License Details](#) | [Tab Elements](#) | [Main Menu](#)

**License Details**

<b>License Type:</b> General Business License - Information	<b>District:</b>	<b>Applied Date:</b> 03/30/2021
<b>Account Number:</b>	<b>Issued By:</b> Coley, Cassandra	<b>Period Start Date:</b> 04/21/2021
<b>Status:</b> Issued		<b>Expiration Date:</b> 12/31/2021
<b>Description:</b> Information co		

- Business
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Classifications
- More Info

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

**Business**

<b>Company Name:</b> Mattie Information Co	<b>DBA:</b>	<b>Open Date:</b>
<b>Company Type:</b> Sole Proprietorship	<b>Status:</b> Submitted	<b>Closed Date:</b>
<b>District:</b>		<b>Last Audit Date:</b>

5. Click the print icon in the top right corner to print license.

6. Your license will load.

7. Select your printer icon to print.



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