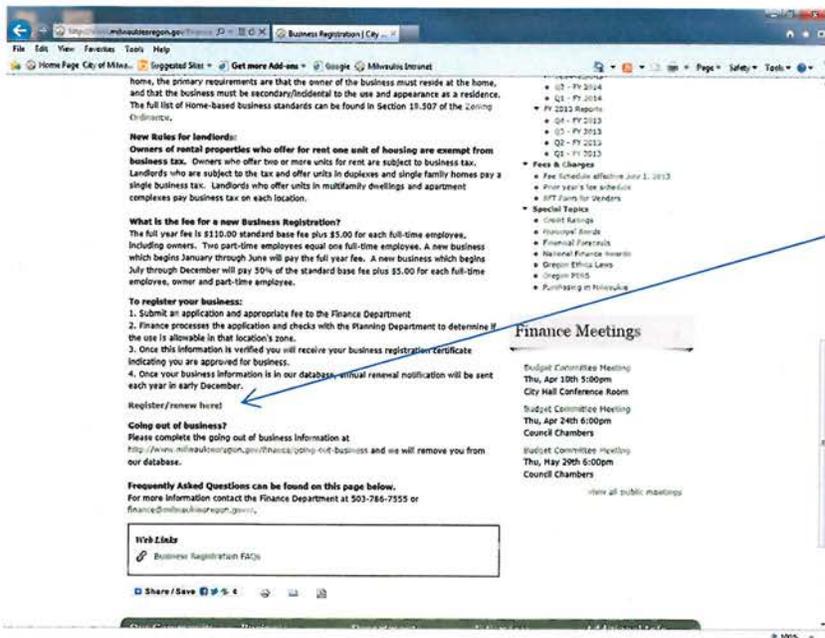


New Business Registration Tutorial



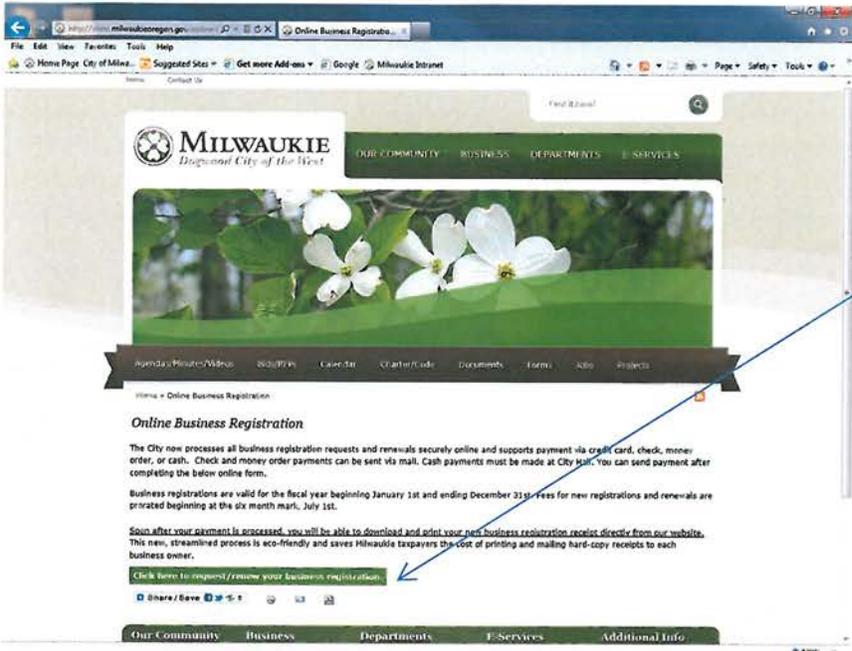
On the City's website home page, click on the Business drop-down menu.

Click on Business Registration.

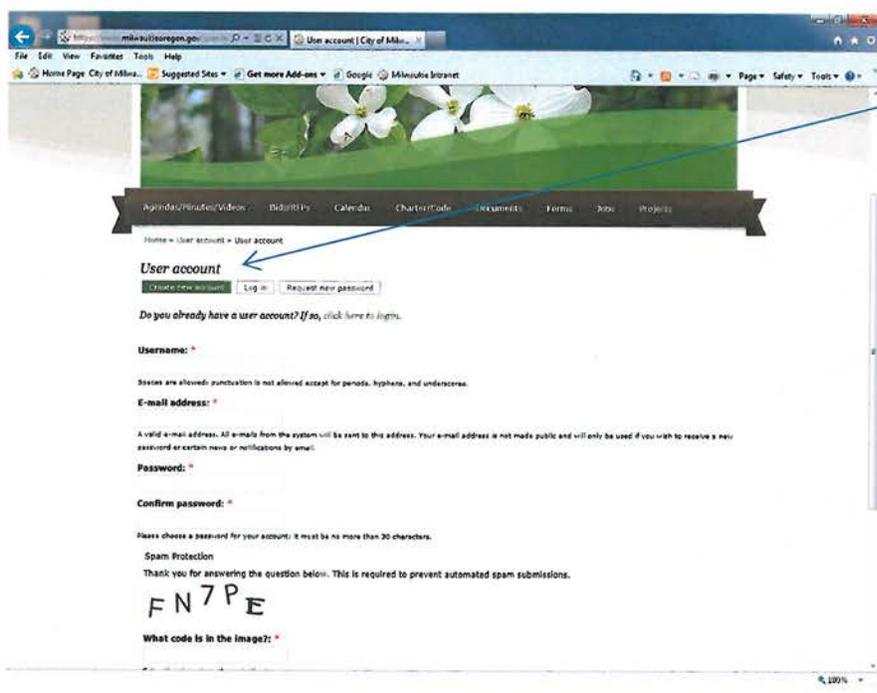


Scroll down three-quarters of the page to see the link "Register/renew here!"

Click on the link.

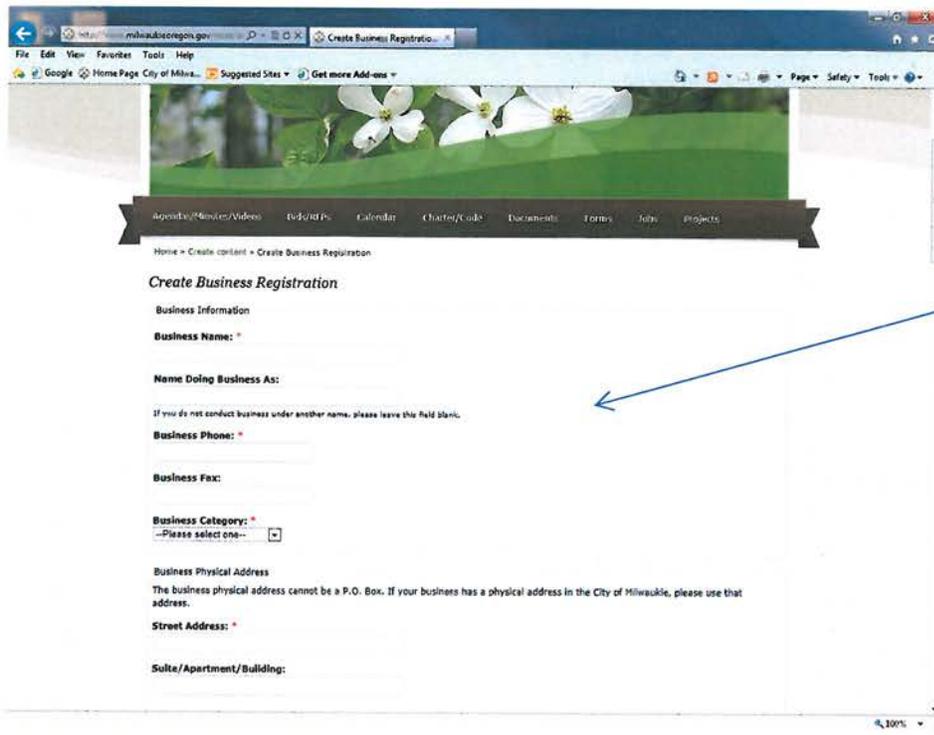
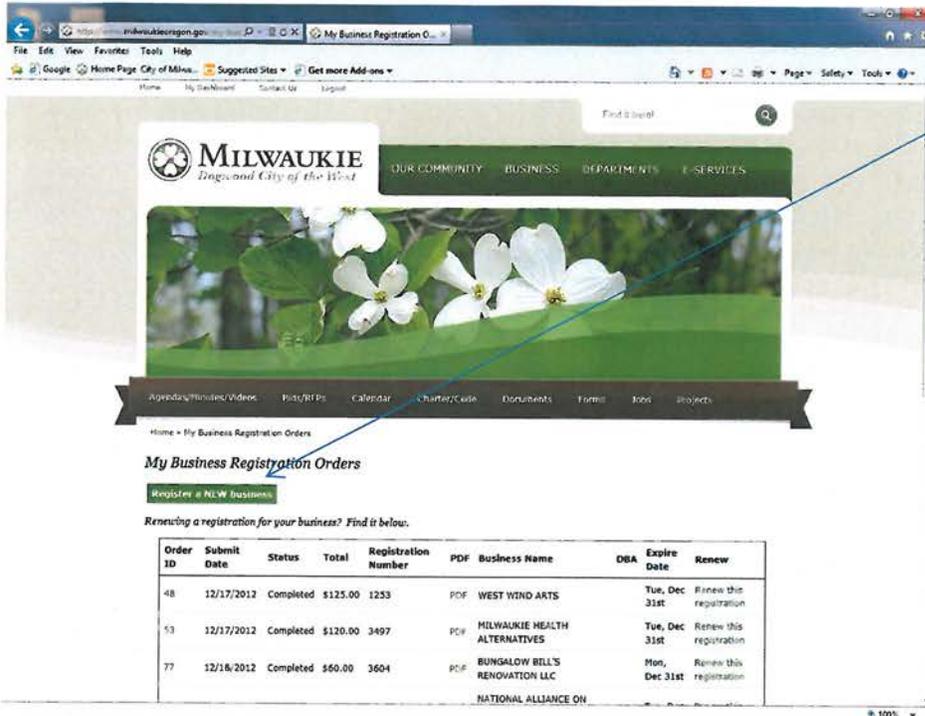


Click on the link "Click here to request/renew your business registration."

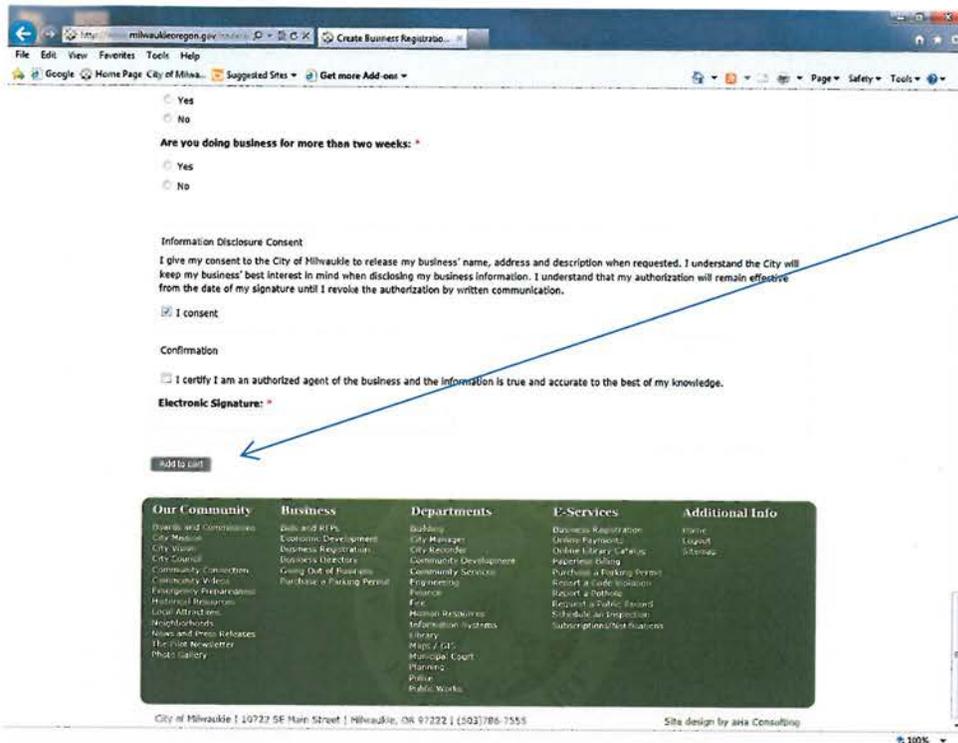


At this screen, a business can:

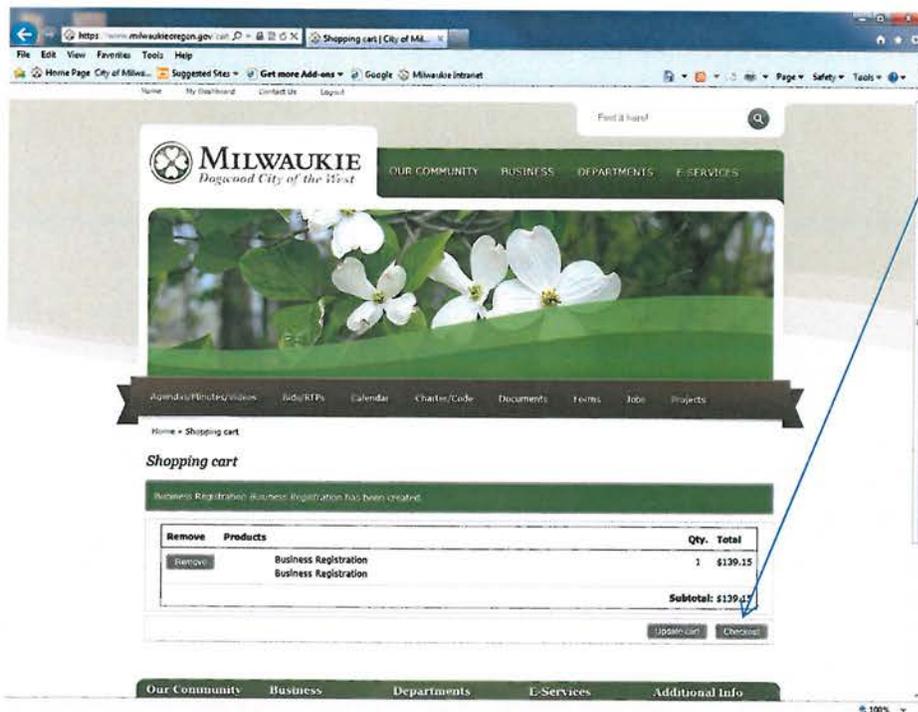
- create a new account;
- log in with existing credentials;
- request a new password



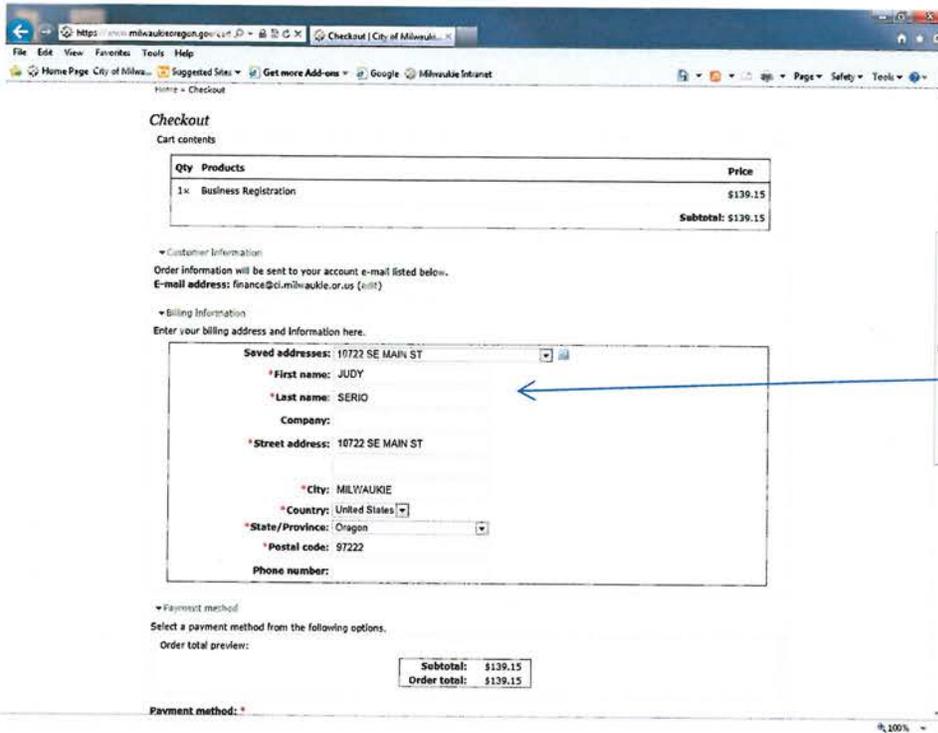
Complete all the required fields for the new registration.



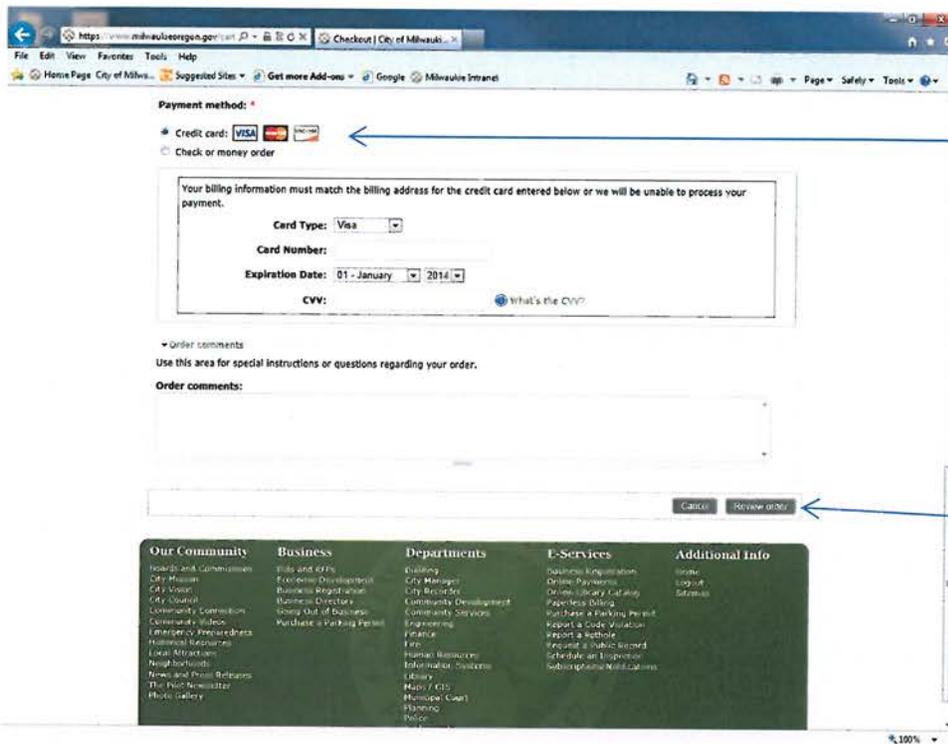
When all the required fields have been completed, click Add to Cart button.



Verify the shopping cart total and click "checkout."

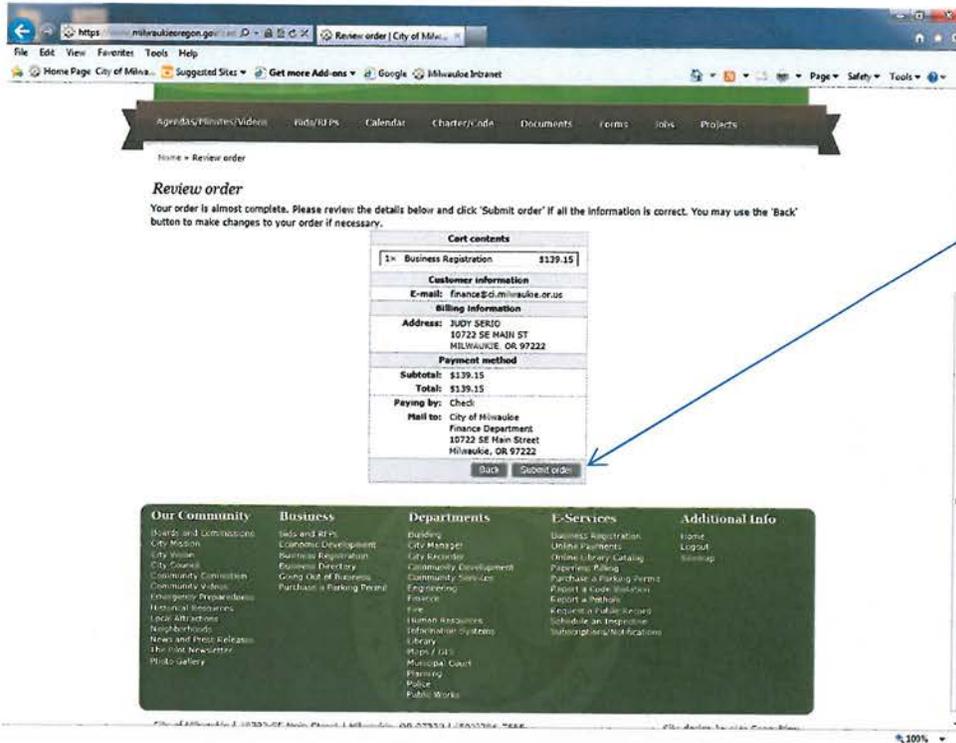


Add the billing information in the required fields.

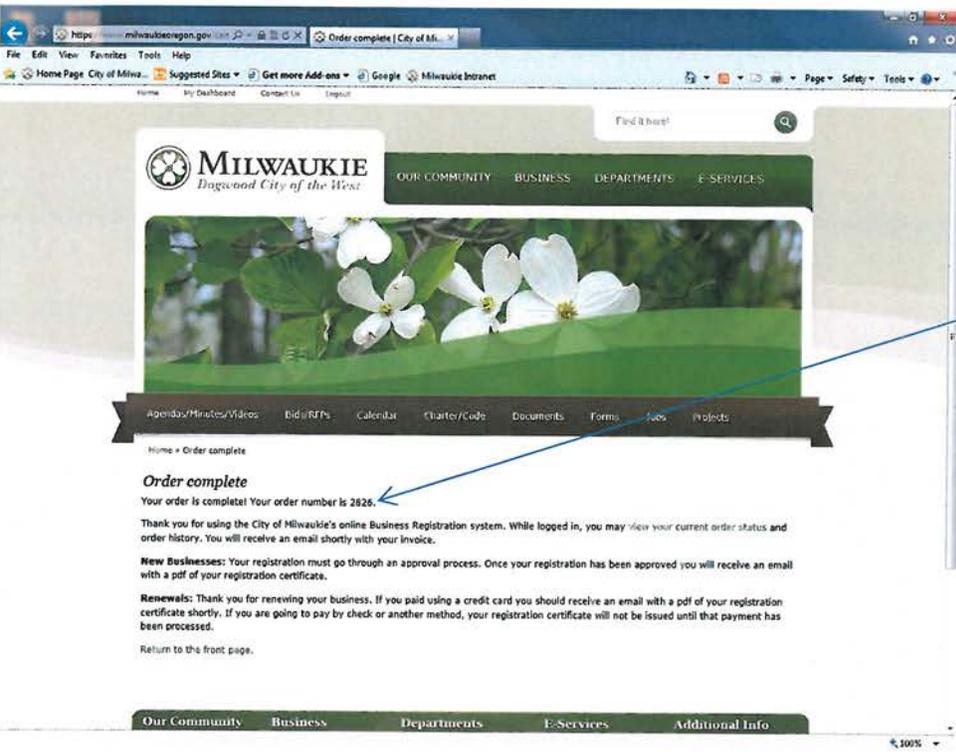


Select the method of payment.

Click "review order."



Verify the information is correct and click "submit order."



The final screen will provide an order number. If method of payment is check, please make sure to write this order number on the memo line of the check.

All new Business Registration applications require Planning Department approval; please allow five to seven business days to process your application.

Once your application has been approved, an email will be sent with a link to print your business registration certificate.

Updated: April 2014