City of Huntsville

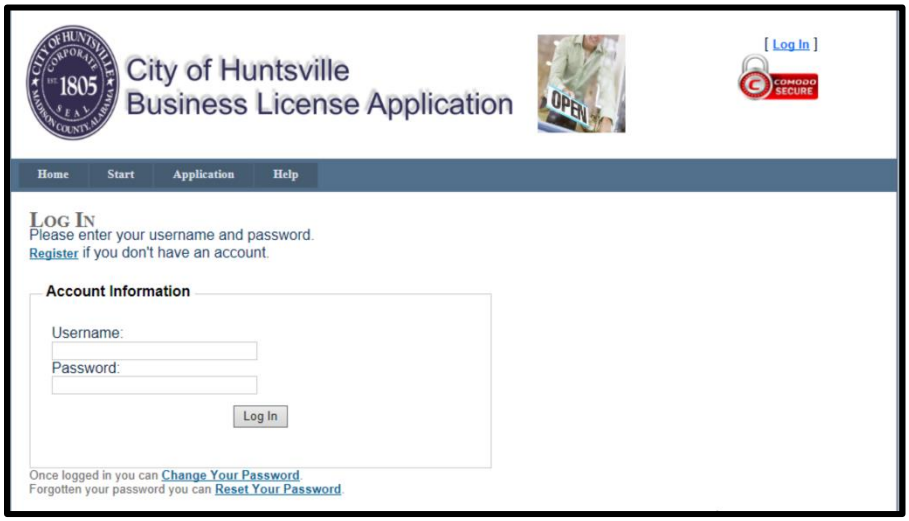
Online Business License Process

With this Online Business License Application you can; apply for a New Business License, Pay fee for New approved License, Check status of New License application, Submit supporting documents, and renew a current business license.

LOGIN PROCESS

If you are a returning user (have already created an account) click **Log-In**.

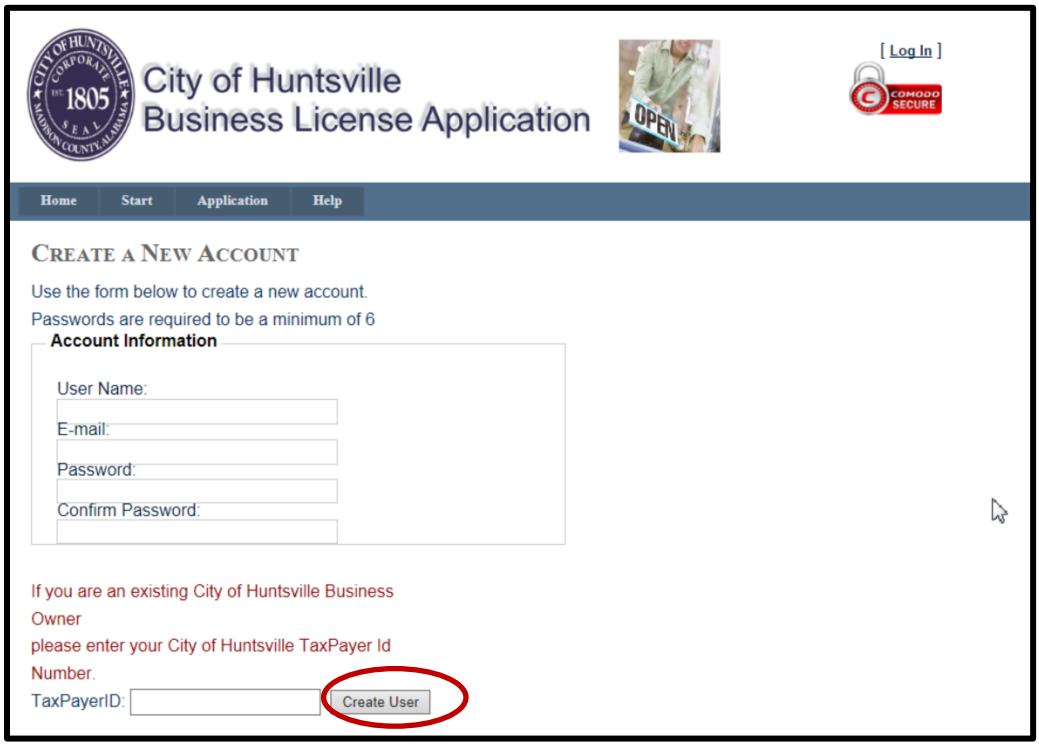
Returning Users **Log In** by entering **Username** and **Password** and Click on **Log In**



CREATE A NEW ACCOUNT

Click **Create Account**

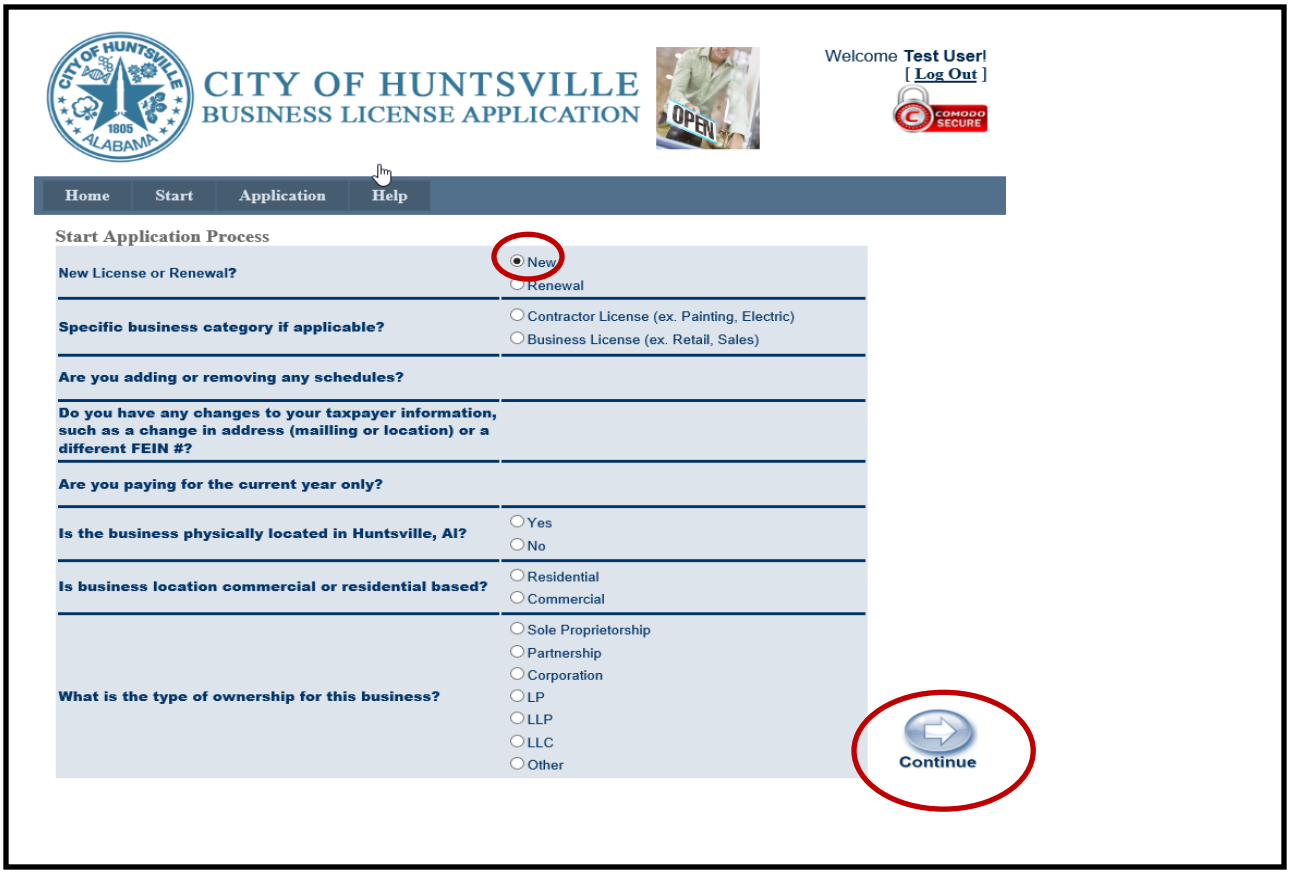
Enter your **Username, E-Mail, and Password,** confirm Password and if you are an existing City of Huntsville Business Owner enter your **TaxPayerID**; click the **Create User**, button.



NEW BUSINESS LICENSE APPLICATION

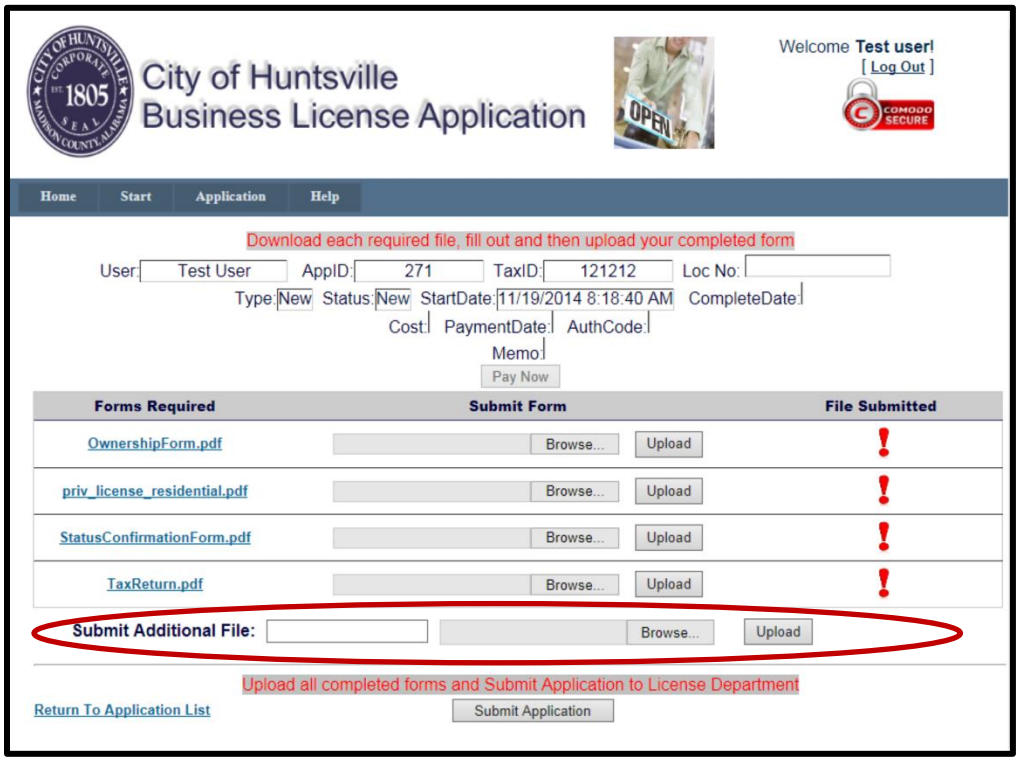
Click **Start,** to begin the Application process, or click **Application** to vew existing applications .

If you clicked **Start**, click **New** and answer the questions in the form below and click **Continue**



Verify the information is correct, click each form under the **Forms Required** column and fill out the form save it to your computer. Click the **Browse** button and find the form click it to display it under **Submit Form** column. Click **Upload** this will upload the form and each form will be displayed under the **File Submitted** column**. Note: If you see**

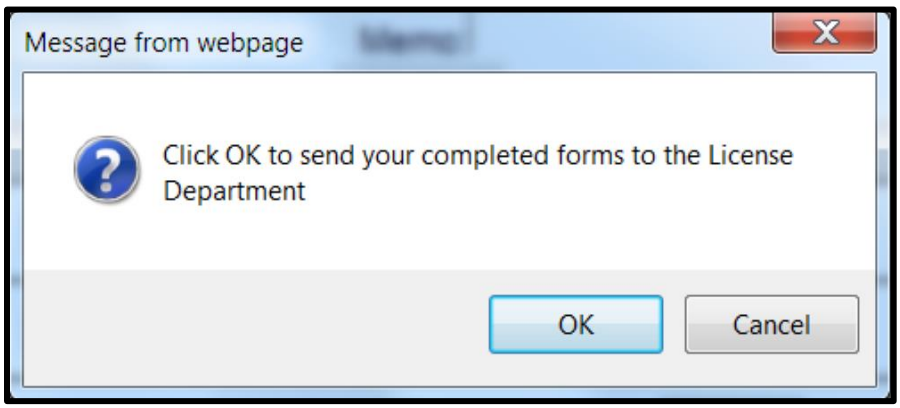
a red exclaimation Mark under the File submitted column you have not uploaded the required file.



If you are required to submit additional form(s) do so using the **Submit Additional File:** Name the form browse out to the file select it then click upload**.**

When all forms have been filled out and uploaded click **Submit Application.**

Click **Ok** to send the completed forms to the License Department



You will see the screen below confirming your application has been submitted for review

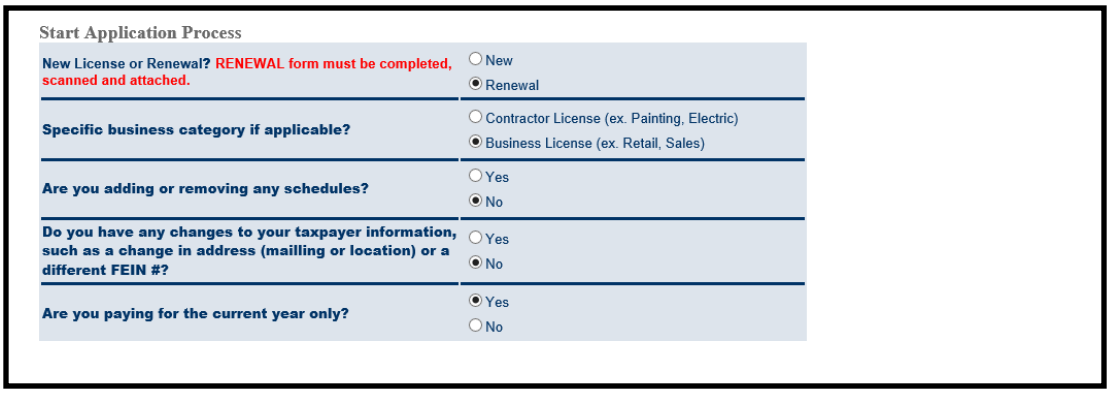
Click **Return to Application List,** to see your list of and/or status of your Business License Applications.

RENEWAL OF A BUSINESS LICENSE (New way with PAY NOW active)

To renew a current Business License **> Click Start > Click Renewal**, answer the questions and click **Continue**

If you are:

1. Renewing a **Business** License (not a Contractor license with Inspection dept.)
2. Not adding or removing any schedules
3. Don't have any changes to your taxpayer information
4. Paying for the **current year only**, and
5. Have previously paid for **at least one prior tax year**, then you are eligible to pay online and will be taken to the Locations screen.



Select your **Location**

Select a **Schedule** to pay, and continue until all Schedules are completed

On the Schedule Calculation screen, enter the required amount and hit the **Calculate** button, then **Ok** to continue

After all schedules have been entered, you can then check the **affirmation checkbox** and **Continue**

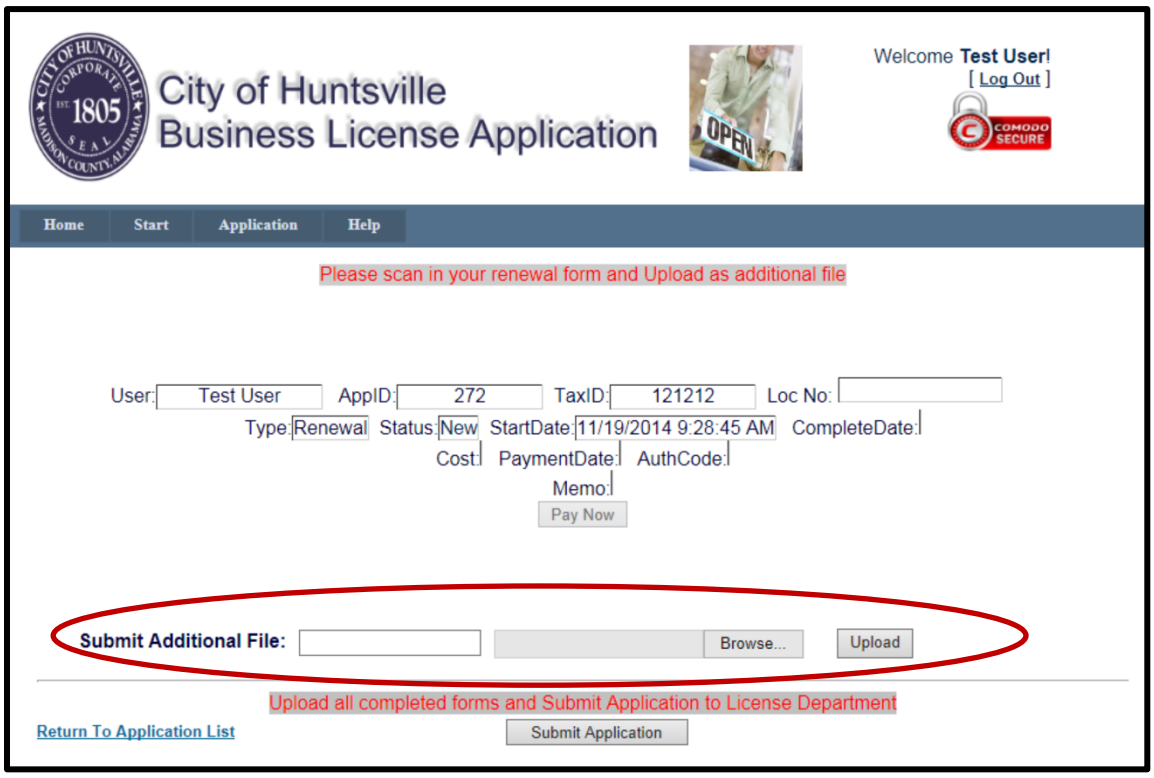
Upload your renewal form and any additional supporting files, if needed, and then hit the **Pay Now** button

You will now be taken to the **Online Payment Gateway**, which is outlined further below in the **PAYMENT PROCESS** section

RENEWAL OF A BUSINESS LICENSE (Old way with PAY NOW inactive)

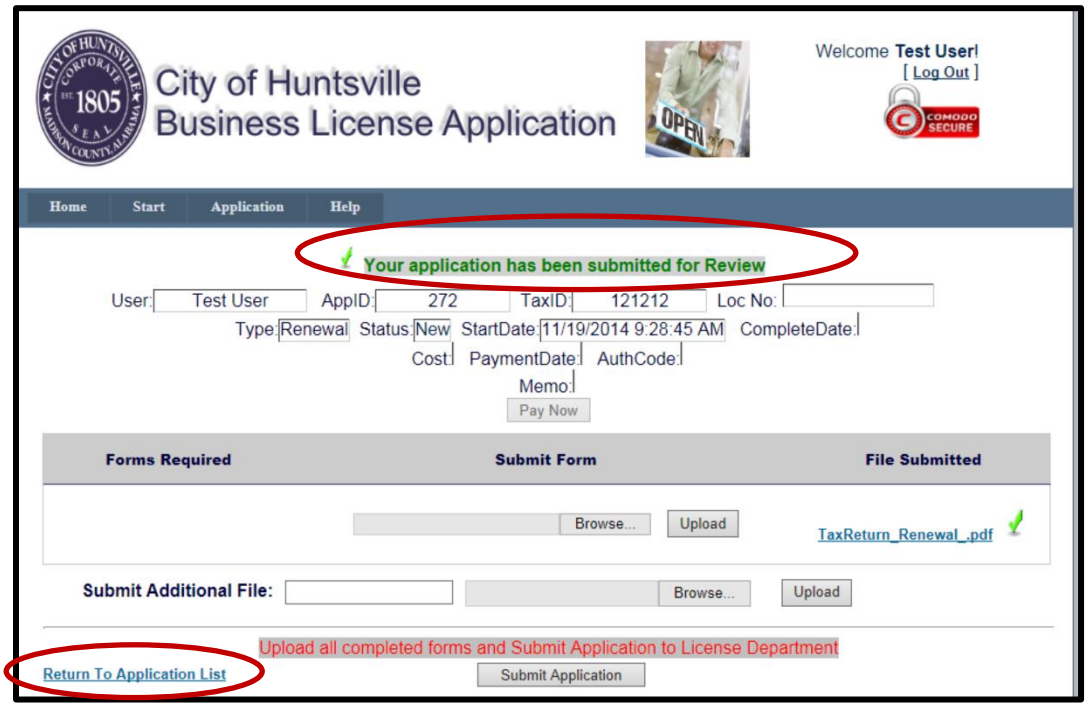
To renew a current Business License **> Click Start > Click Renewal**, answer the questions and click **Continue**

Scan your renewal form to your computer and browse out to the renewal form and upload the form using Submit **Additional File field.**



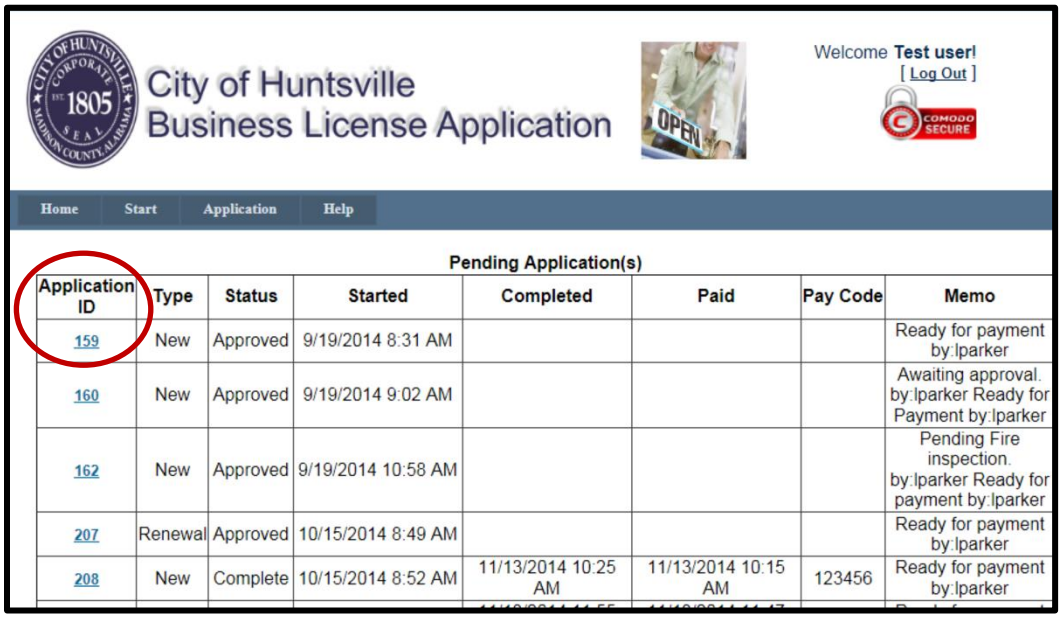
Click **Submit Application**

You will get confirmation on the screen that your application has been submitted for Review



Click **"Return to Application List"**

A list of your applications with the columns headings Application ID, Type, Status, Started, Completed, Paid, Pay Code and the Memo will be displayed. You can check the status of your application on this screen.

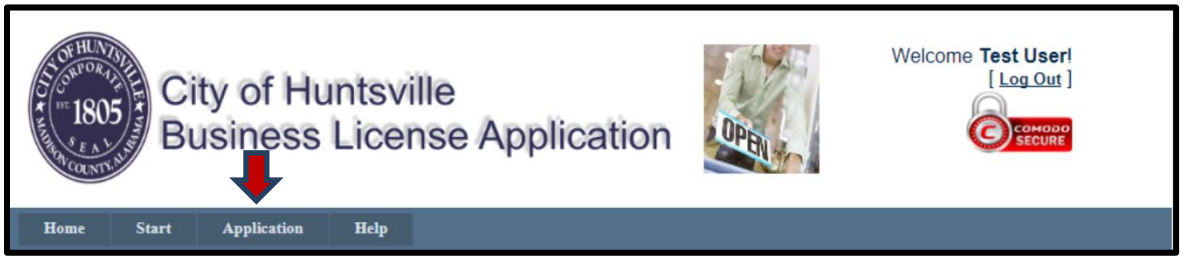


Application ID	Type	Status	Started	Completed	Paid	Pay Code	Memo
159	New	Approved	9/19/2014 8:31 AM				Ready for payment by:lparker
160	New	Approved	9/19/2014 9:02 AM				Awaiting approval. by:lparker Ready for Payment by:lparker
162	New	Approved	9/19/2014 10:58 AM				Pending Fire inspection. by:lparker Ready for payment by:lparker
207	Renewal	Approved	10/15/2014 8:49 AM				Ready for payment by:lparker
208	New	Complete	10/15/2014 8:52 AM	11/13/2014 10:25 AM	11/13/2014 10:15 AM	123456	Ready for payment by:lparker

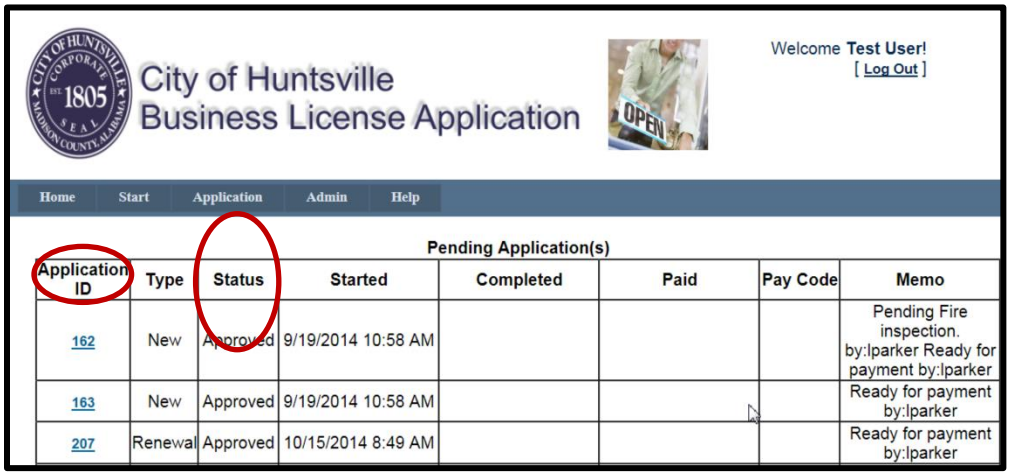
To open the application, click the underlined number under **"Application ID"** column.

PAYMENT PROCESS

Open the City of Huntsville Business License Application and click **Application** on the home screen.

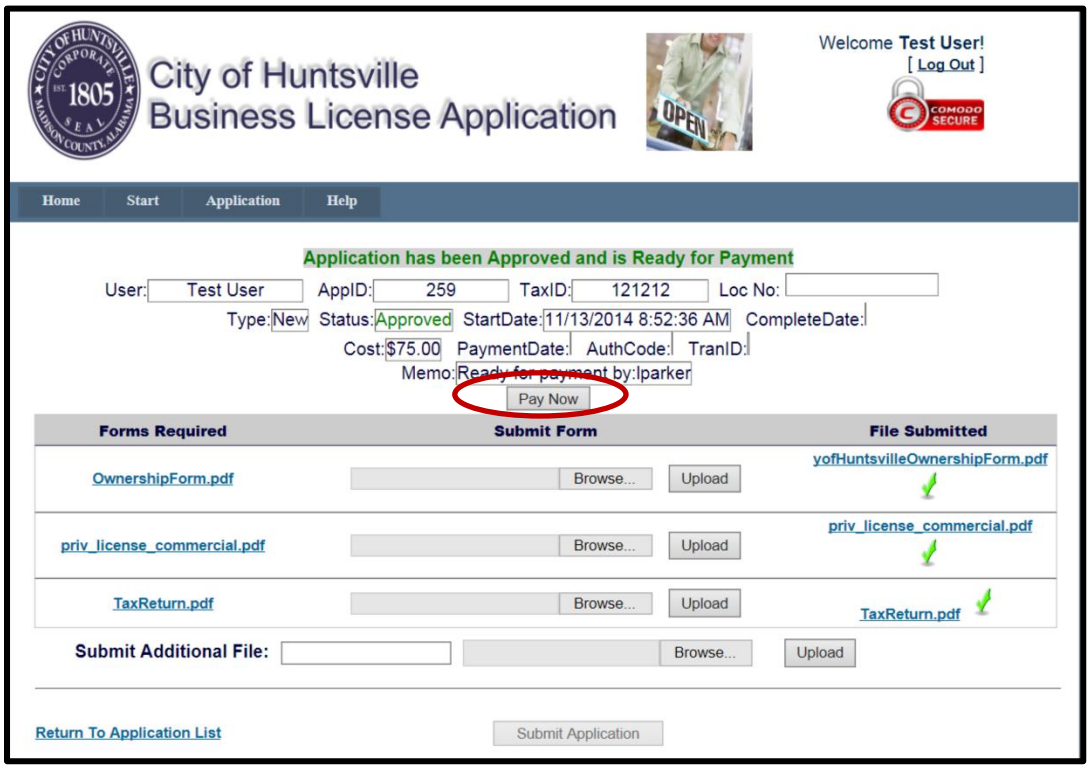


If the **Status** of the application is **Approved;** click on the underlined **Application ID** number to open the application.



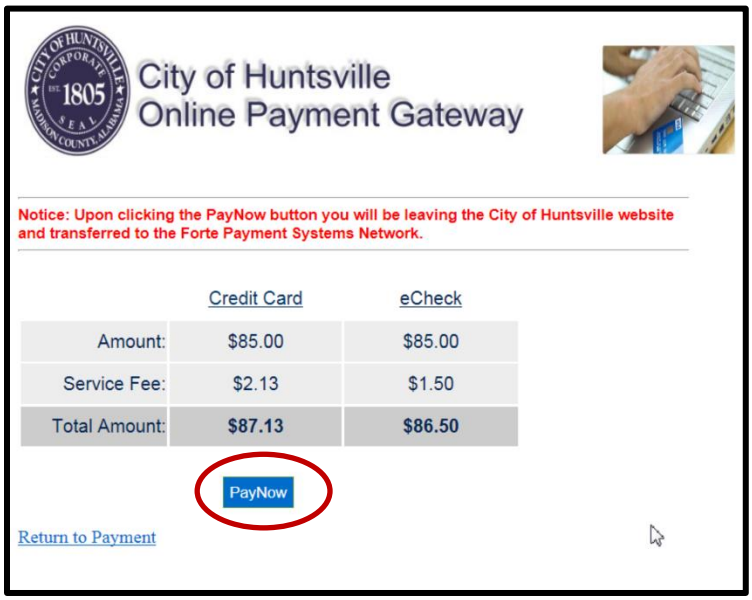
Application ID	Type	Status	Started	Completed	Paid	Pay Code	Memo
162	New	Approved	9/19/2014 10:58 AM				Pending Fire inspection. by:lparker Ready for payment by:lparker
163	New	Approved	9/19/2014 10:58 AM				Ready for payment by:lparker
207	Renewal	Approved	10/15/2014 8:49 AM				Ready for payment by:lparker

Once the Application is opened click the **“Pay Now”** button if you are ready to make payment.

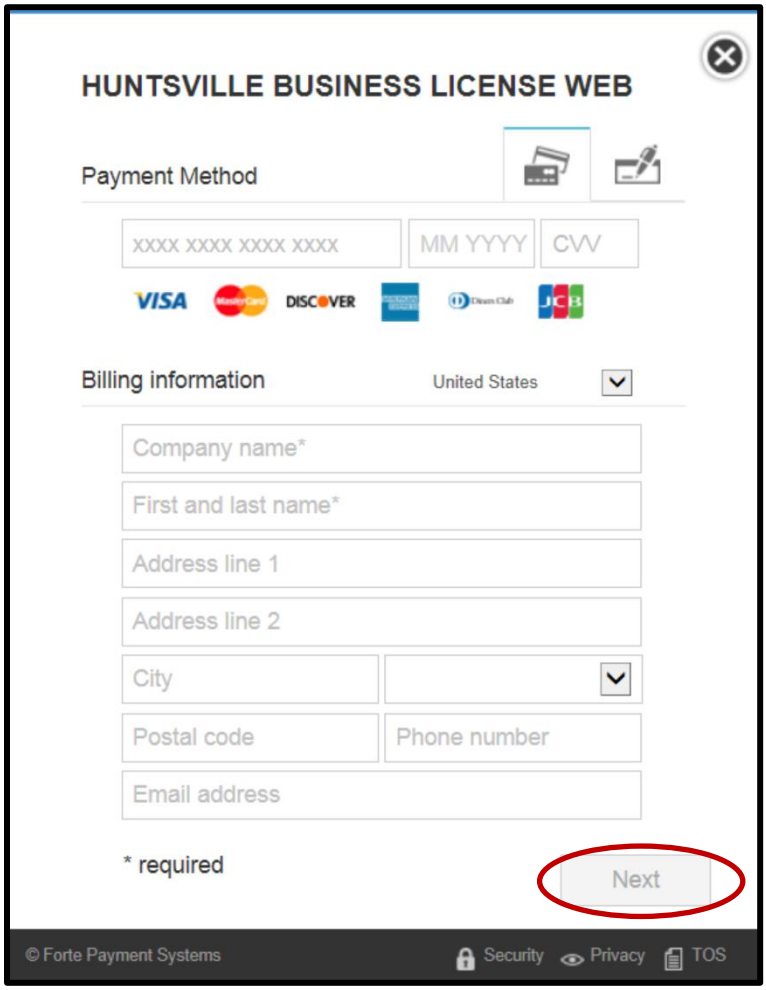


Confirm Payment information if correct Click **Continue**

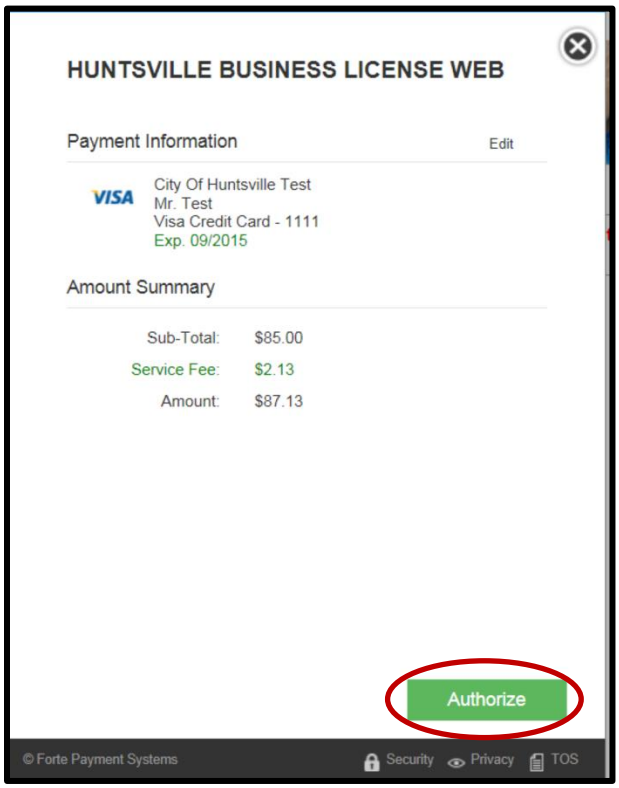
Confirm payment information; if correct click **Pay Now** or Click Return to Payment Window.



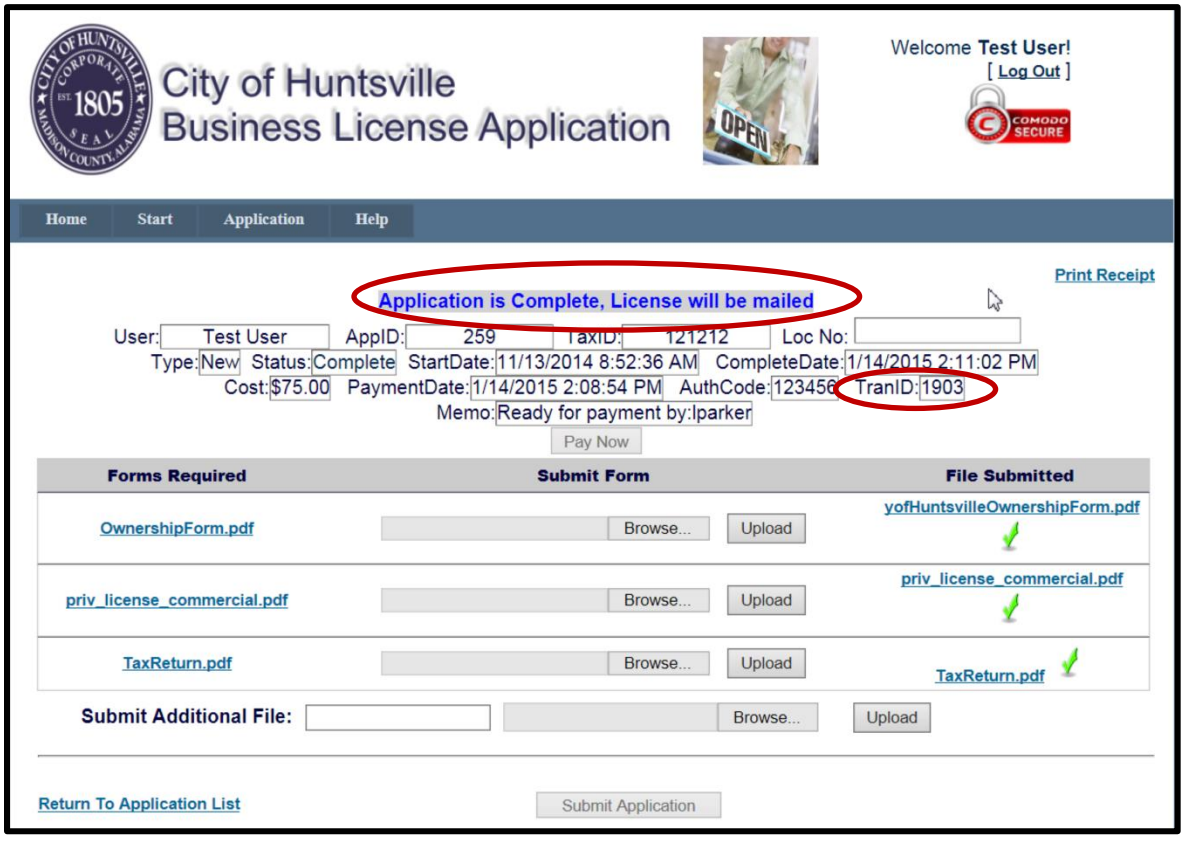
Fill in the Payment Method, Billing information and click **"NEXT"**



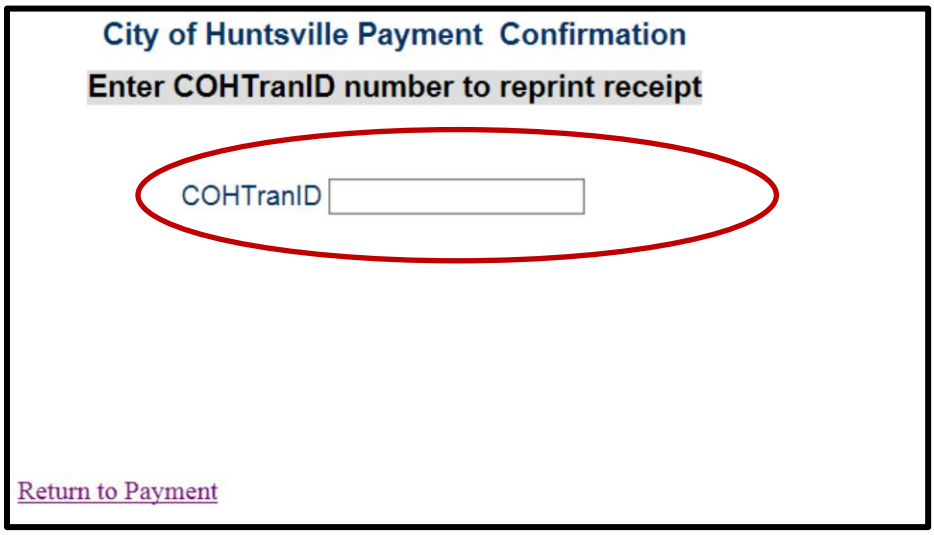
Review the information and click "**AUTHORIZE"**



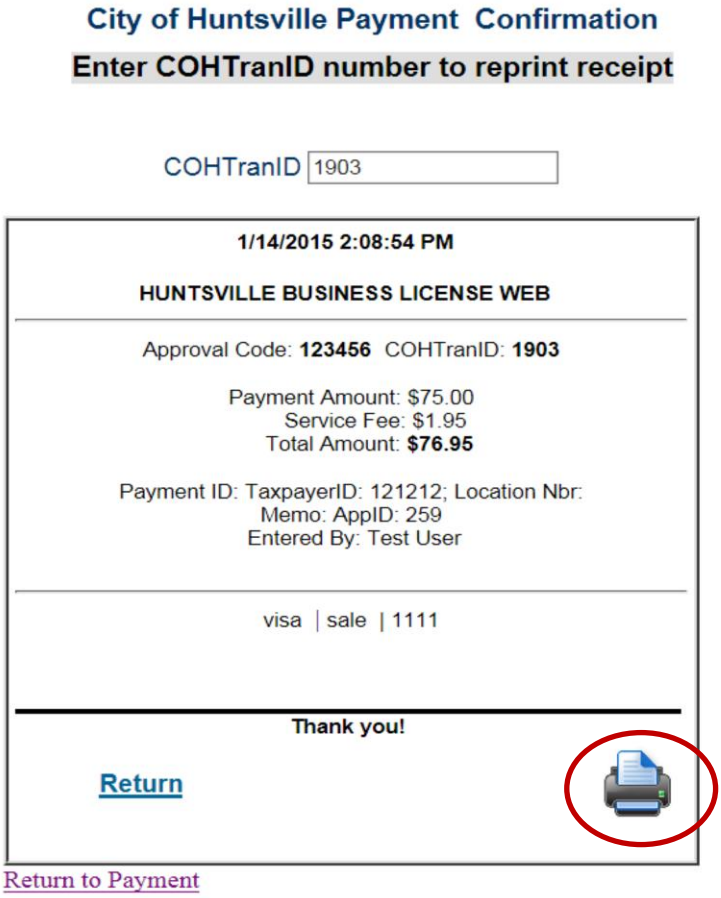
The Screen below will be displayed **"Application is Complete, License will be mailed".** Make note of the **TranID**. You will need this number to Print the receipt



To print receipt enter the **COHTranID**



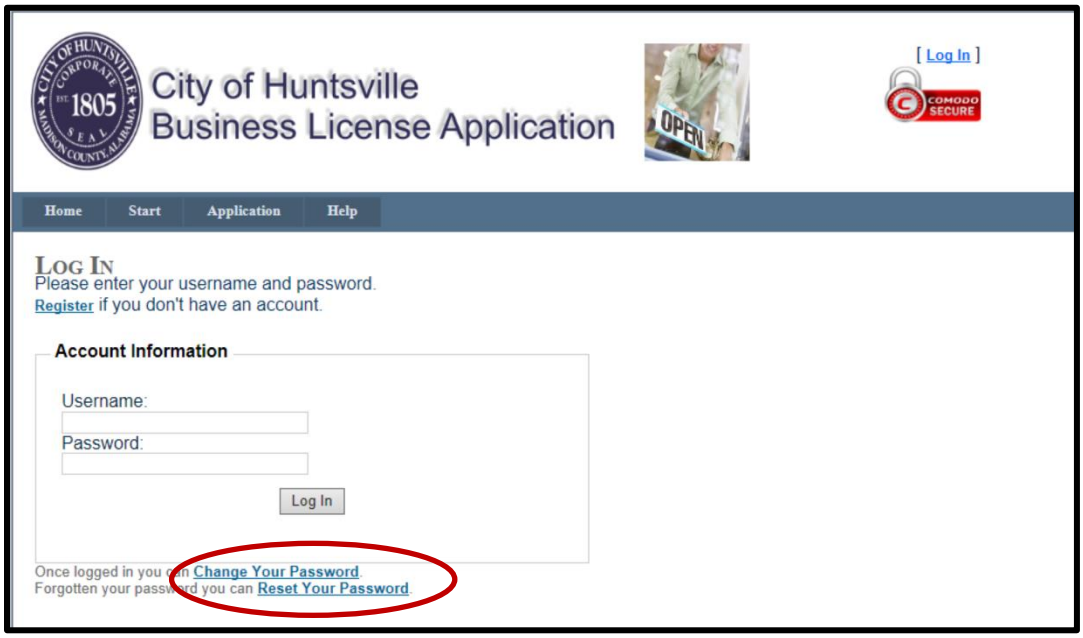
Click the to print receipt



CHANGE OR RESET YOUR PASSWORD

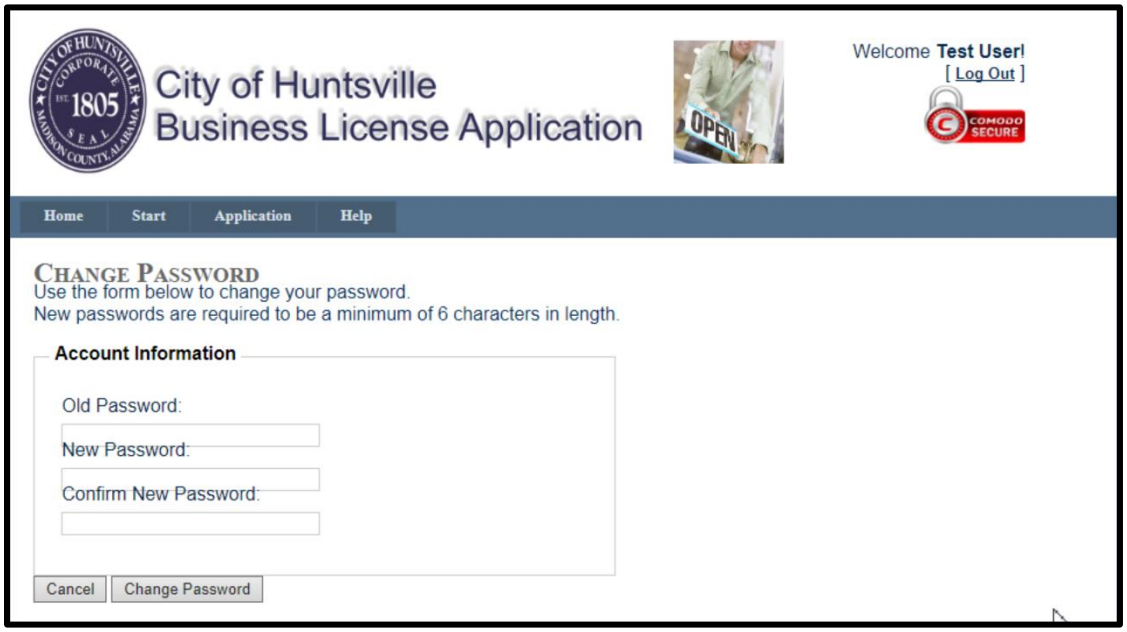
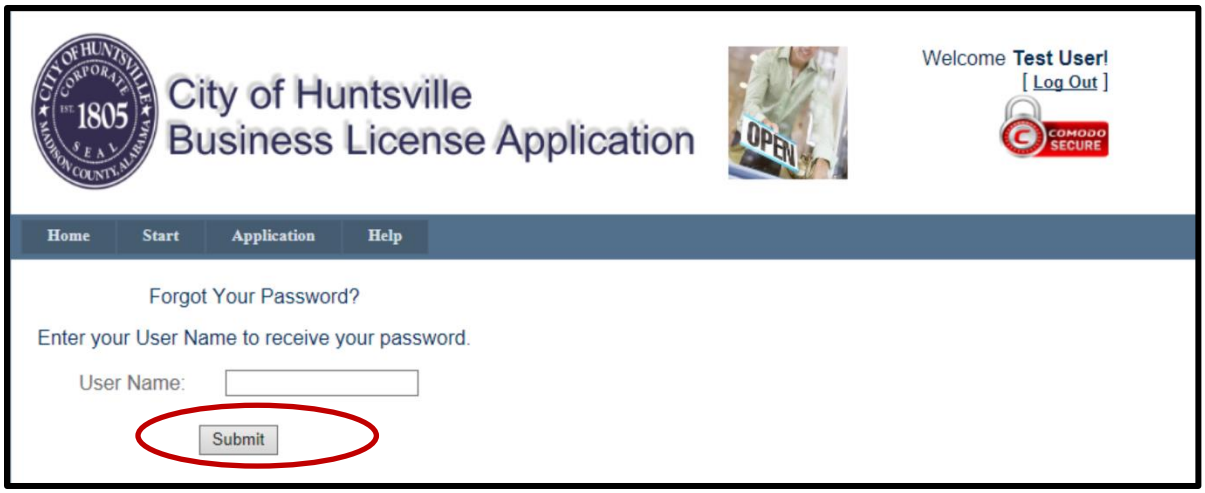
Click Change Your password or Reset your password on the Log In Window on the Home page.

Click the action you want to complete.



Change Your Password

Enter your old Password, New Password, and Confirm New Password and click Change Password.



Reset your password; Enter your User Name and Click **Submit**, your password will be emailed to you and then you can reset/change your password if you choose to.