

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**.

City of Huntsville Business License Application

Home Start Application Help

Welcome to the City of Huntsville Online Business License Application

Use this site to:

- Apply for a New Business License
- Check Status of existing Application
- Renew an existing Business License
- Pay Fee for Approved Business License

How to get started:

First Time Users...	Returning Users...
Review Business License Requirements here	Completed Application Forms
Must create a User Account	Username and Password you created
Create Account	Log In

Once logged in you can [Start](#) an application or review an existing [Application](#).

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

City of Huntsville Business License Application

Home Start Application Help

LOG IN
Please enter your username and password.
[Register](#) if you don't have an account.

Account Information

Username:

Password:

Once logged in you can [Change Your Password](#)
Forgotten your password you can [Reset Your Password](#)

CREATE A NEW ACCOUNT

Click **Create Account**

The screenshot shows the homepage of the City of Huntsville Business License Application. At the top left is the City of Huntsville seal. The main header reads "City of Huntsville Business License Application". To the right is a "Log In" link and a "COMODO SECURE" logo. Below the header is a navigation menu with "Home", "Start", "Application", and "Help". The main content area is titled "Welcome to the City of Huntsville Online Business License Application" and lists several actions: "Apply for a New Business License", "Check Status of existing Application", "Renew an existing Business License", and "Pay Fee for Approved Business License". Under "How to get started:", there are two sections: "First Time Users..." and "Returning Users...". The "First Time Users..." section includes a link to "Review Business License Requirements here" and a "Create Account" button circled in red. The "Returning Users..." section includes a "Log In" button. At the bottom, there is a copyright notice: "© Copyright 2014 All Rights Reserved | City of Huntsville, Alabama | Privacy Policy".

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.

The screenshot shows the "CREATE A NEW ACCOUNT" form. The title is "CREATE A NEW ACCOUNT". Below the title, it says "Use the form below to create a new account." and "Passwords are required to be a minimum of 6". The form is divided into two sections: "Account Information" and "Existing Business Owner". The "Account Information" section has four input fields: "User Name:", "E-mail:", "Password:", and "Confirm Password:". The "Existing Business Owner" section has a text input field for "TaxPayerID:" and a "Create User" button circled in red. The "Create User" button is a grey button with white text. The form is set against a white background with a blue header and navigation menu.

NEW BUSINESS LICENSE APPLICATION

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



City of Huntsville
Business License Application

Welcome **Test User!**
[Log Out]

Home **Start** Application Help

Welcome to the City of Huntsville Online Business License Application

Use this site to:

- Apply for a New Business License
- Check Status of existing Application
- Renew an existing Business License
- Pay Fee for Approved Business License

How to get started:

First Time Users...	Returning Users...
Review Business License Requirements here Must create a User Account	Completed Application Forms Username and Password you created
Create Account	Log In
Once logged in you can Start an application or review an existing Application .	

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



City of Huntsville
Business License Application

Welcome **Test user!**
[Log Out]

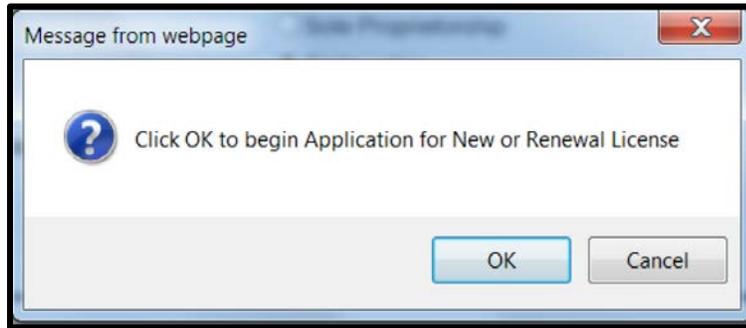
Home Start **Application** Help

Start Application Process

New License or Renewal?	<input type="radio"/> New <input type="radio"/> Renewal
Is the business physically located in Huntsville, AI?	<input type="radio"/> Yes <input type="radio"/> No
Is business commercial or residential based?	<input type="radio"/> Residential <input type="radio"/> Commercial
What is the type of ownership for this business?	<input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> LP <input type="radio"/> LLP <input type="radio"/> LLC <input type="radio"/> Other
Specific business category if applicable?	<input type="radio"/> Insurance <input type="radio"/> Privilege License Other <input type="radio"/> Privilege License Contractor

[Continue](#)

Once you click **Continue** you will get the following message and click **OK** to begin the process



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 the form 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 exclamation Mark under the File submitted column you have not uploaded the required file.**



City of Huntsville Business License Application

Welcome Test user! [Log Out]

Download each required file, fill out and then upload your completed form

User: Test User AppID: 271 TaxID: 121212 Loc No: []
Type: New Status: New StartDate: 11/19/2014 8:18:40 AM CompleteDate: []
Cost: [] PaymentDate: [] AuthCode: []
Memo: []
Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	[] Browse... Upload	!
priv_license_residential.pdf	[] Browse... Upload	!
StatusConfirmationForm.pdf	[] Browse... Upload	!
TaxReturn.pdf	[] Browse... Upload	!

Submit Additional File: [] [] Browse... Upload

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) Submit Application

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**.

City of Huntsville
Business License Application

Welcome Test user!
[Log Out]

Home Start Application Help

Download each required file, fill out and then upload your completed form

User: Test User AppID: 271 TaxID: 121212 Loc No:
Type: New Status: New StartDate: 11/19/2014 8:18:40 AM CompleteDate:
Cost: PaymentDate: AuthCode:
Memo:
Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> Browse... Upload	ntsvilleOwnershipForm.pdf ✓
priv_license_residential.pdf	<input type="text"/> Browse... Upload	v_license_residential.pdf ✓
StatusConfirmationForm.pdf	<input type="text"/> Browse... Upload	ionFormSCF-1-Fillable.pdf ✓
TaxReturn.pdf	<input type="text"/> Browse... Upload	TaxReturn.pdf ✓

Submit Additional File: Browse... Upload

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) **Submit Application**

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

Message from webpage

Click OK to send your completed forms to the License Department

OK Cancel

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

City of Huntsville
Business License Application

Welcome **Test user!**
[Log Out]

Home Start Application Help

✔ **Your application has been submitted for Review**

User: AppID: TaxID: Loc No:
Type: Status: StartDate: CompleteDate:
Cost: PaymentDate: AuthCode:
Memo:

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	ntsvilleOwnershipForm.pdf ✔
priv_license_residential.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	v_license_residential.pdf ✔
StatusConfirmationForm.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	ionFormSCF.1-Fillable.pdf ✔
TaxReturn.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	TaxReturn.pdf ✔

Submit Additional File:

Upload all completed forms and Submit Application to License Department

[Return To Application List](#)

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

RENEWAL OF A BUSINESS LICENSE

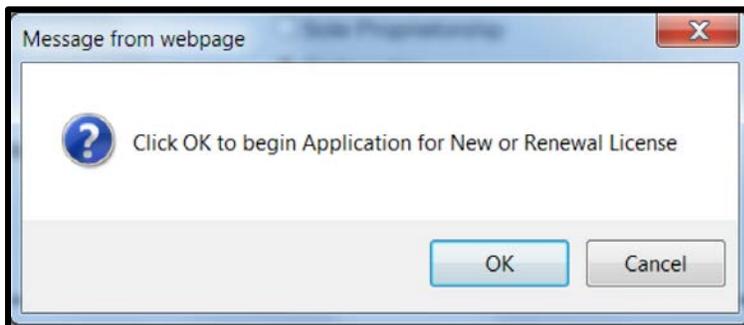
To renew a current Business License > **Click Start** > **Click Renewal** > **Click Continue**

The screenshot shows the 'City of Huntsville Business License Application' web interface. At the top left is the City of Huntsville logo with '1805' and 'CORPORATE SEAL'. The top right shows 'Welcome Test User! [Log Out]' and a 'COMODO SECURE' logo. A navigation bar contains 'Home', 'Start', 'Application', and 'Help', with 'Start' circled in red. The main content area is titled 'Start Application Process' and contains several questions with radio button options:

- New License or Renewal?** **RENEWAL click CONTINUE to proceed**. Options: New, Renewal (circled in red).
- Is the business physically located in Huntsville, AL?** Options: Yes, No.
- Is business commercial or residential based?** Options: Residential, Commercial.
- What is the type of ownership for this business?** Options: Sole Proprietorship, Partnership, Corporation, LP, LLP, LLC, Other.
- Specific business category if applicable?** Options: Insurance, Privilege License Other, Privilege License Contractor.

A 'Continue' button with a right-pointing arrow is circled in red at the bottom right of the form.

Click **Ok** to begin the License Application



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

City of Huntsville
Business License Application

Welcome **Test User!**
[Log Out]

Home Start Application Help

Please scan in your renewal form and Upload as additional file

User: AppID: TaxID: Loc No:
Type: Status: StartDate: CompleteDate:
Cost: PaymentDate: AuthCode:
Memo:

Submit Additional File:

Upload all completed forms and Submit Application to License Department

[Return To Application List](#)

Click **Submit Application**

Click **OK**

Message from webpage

Click OK to send your completed forms to the License Department

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

City of Huntsville Business License Application

Welcome Test User! [Log Out]

Home Start Application Help

Your application has been submitted for Review

User: Test User AppID: 272 TaxID: 121212 Loc No: []

Type: Renewal Status: New StartDate: 11/19/2014 9:28:45 AM CompleteDate: []

Cost: [] PaymentDate: [] AuthCode: []

Memo: []

Pay Now

Forms Required	Submit Form	File Submitted
[]	[Browse...] [Upload]	TaxReturn_Renewal_.pdf []

Submit Additional File: [] [Browse...] [Upload]

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) [Submit Application]

Click “Return to Application List”

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

City of Huntsville Business License Application

Welcome Test user! [Log Out]

Home Start Application Help

Pending Application(s)

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.

City of Huntsville Business License Application

Welcome Test User!
[Log Out]

Home Start Application Admin Help

Pending Application(s)

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

City of Huntsville Business License Application

Welcome Test User! [Log Out]

Home Start Application Help

Application has been Approved and is Ready for Payment

User: Test User ApplID: 259 TaxID: 121212 Loc No:
Type: New Status: Approved StartDate: 11/13/2014 8:52:36 AM CompleteDate:
Cost: \$75.00 PaymentDate: AuthCode: TranID:
Memo: Ready for payment by:lparker

Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> Browse... Upload	yofHuntsvilleOwnershipForm.pdf ✓
priv_license_commercial.pdf	<input type="text"/> Browse... Upload	priv_license_commercial.pdf ✓
TaxReturn.pdf	<input type="text"/> Browse... Upload	TaxReturn.pdf ✓

Submit Additional File: Browse... Upload

[Return To Application List](#)

Confirm Payment information if correct Click **Continue** or click **Return** to return to the Application.

City of Huntsville Online Payment Gateway

About

CREATE PAYMENT
*Indicates required entry

ACCOUNT

Complete payment entry and click continue to proceed.

PAYMENT
*Payment Amount: Swipe?
Payment ID: TaxpayerID: 121212; Location Nbr:
Memo: ApplID: 282
*Entered By: Test User

Return **Continue**

If you clicked **Continue**;

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

City of Huntsville Online Payment Gateway

Notice: Upon clicking the PayNow button you will be leaving the City of Huntsville website and transferred to the Forte Payment Systems Network.

	<u>Credit Card</u>	<u>eCheck</u>
Amount:	\$85.00	\$85.00
Service Fee:	\$2.13	\$1.50
Total Amount:	\$87.13	\$86.50

[Return to Payment](#)

PayNow

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

Please Note: First and Last name is required

HUNTSVILLE BUSINESS LICENSE WEB

Payment Method

*****1111 09 2015 123

VISA MasterCard DISCOVER American Express JCB

Billing information United States

Testing

First and Last Names Required

Address line 1 **First and last name**

Address line 2

City

Postal code Phone number

Email address

Next

© Forte Payment Systems Security Privacy TOS

Review the information and click "AUTHORIZE"

HUNTSVILLE BUSINESS LICENSE WEB

Payment Information Edit

VISA City Of Huntsville Test
Mr. Test
Visa Credit Card - 1111
Exp. 09/2015

Amount Summary

Sub-Total: \$85.00
Service Fee: \$2.13
Amount: \$87.13

Authorize

© Forte Payment Systems Security Privacy TOS

The Screen below will be displayed "Application is Complete, License will be mailed" Click **Print Receipt** to print a receipt.

City of Huntsville Business License Application

Welcome Test User! [Log Out]

Home Start Application Help

Application is Complete, License will be mailed [Print Receipt](#)

User: Test User AppID: 259 TaxID: 121212 Loc No:
Type: New Status: Complete StartDate: 11/13/2014 8:52:36 AM CompleteDate: 1/14/2015 2:11:02 PM
Cost: \$75.00 PaymentDate: 1/14/2015 2:08:54 PM AuthCode: 123456 TranID: 1903
Memo: Ready for payment by:lparker

Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> Browse... Upload	yofHuntsvilleOwnershipForm.pdf ✓
priv_license_commercial.pdf	<input type="text"/> Browse... Upload	priv_license_commercial.pdf ✓
TaxReturn.pdf	<input type="text"/> Browse... Upload	TaxReturn.pdf ✓

Submit Additional File: Browse... Upload

[Return To Application List](#)



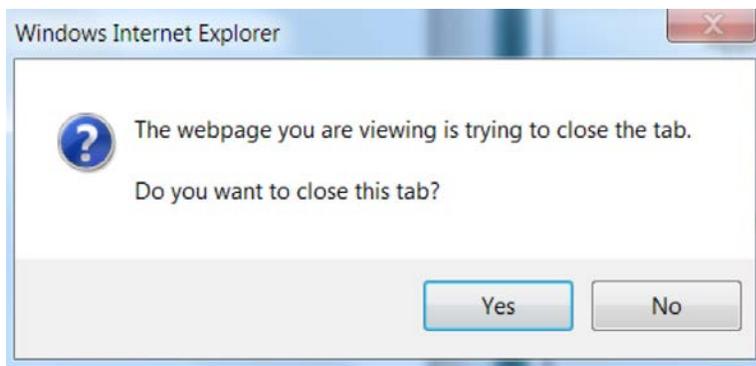
Click the Printer Icon to print receipt

City of Huntsville Payment Confirmation

Choose Printer Icon to Print Receipt or Exit to close

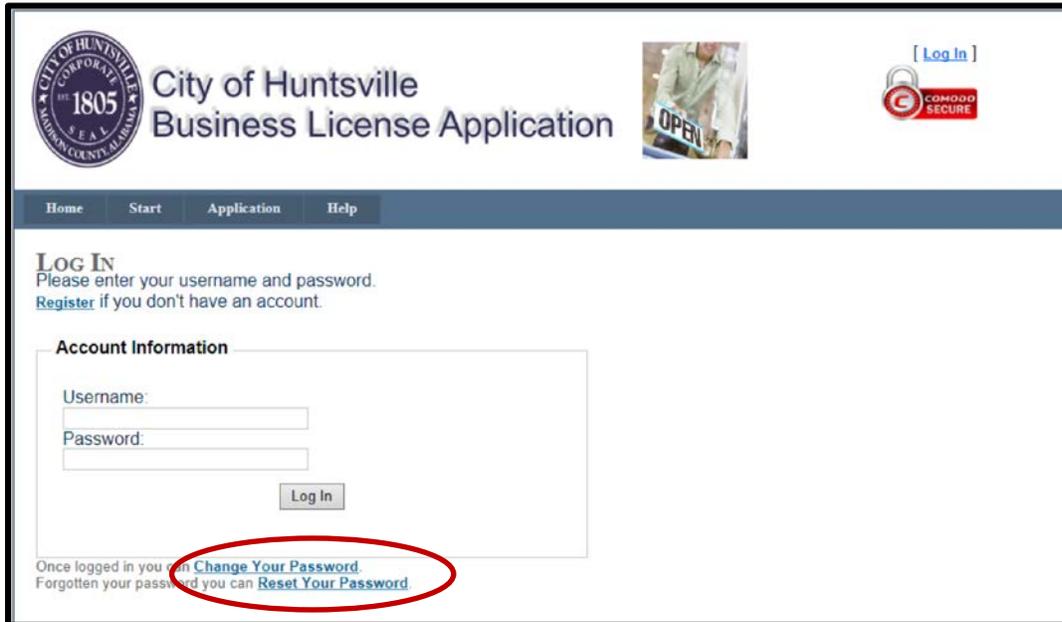
1/15/2015 12:59:02 PM
HUNTSVILLE BUSINESS LICENSE WEB
Approval Code: 123456 COHTranID: 1912
Payment Amount: \$25.00 Service Fee: \$1.95 Total Amount: \$26.95
Payment ID: TaxpayerID: 121212; Location Nbr: Memo: AppID: 282 Entered By: Test User
visa sale 1111
Thank you!
Exit 

Click **EXIT** and click **Yes** to return to the application



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.



City of Huntsville
Business License Application

[Log In]

Home Start Application Help

LOG IN
Please enter your username and password.
[Register](#) if you don't have an account.

Account Information

Username:

Password:

Log In

Once logged in you can [Change Your Password](#).
Forgotten your password you can [Reset Your Password](#)

Change Your Password

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



City of Huntsville
Business License Application

Welcome Test User!
[Log Out]

Home Start Application Help

CHANGE PASSWORD
Use the form below to change your password.
New passwords are required to be a minimum of 6 characters in length.

Account Information

Old Password:

New Password:

Confirm New Password:

Cancel 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.



The screenshot shows the City of Huntsville Business License Application website. At the top left is the City of Huntsville seal, which includes the text "CITY OF HUNTSVILLE", "CORPORATE SEAL", "1805", and "MADE IN MADISON COUNTY, ALABAMA". To the right of the seal is the text "City of Huntsville Business License Application". Further right is a small image of a person holding a sign that says "OPEN". At the top right, it says "Welcome Test User!" with a "[Log Out]" link and a "COMODO SECURE" logo.

Below the header is a navigation bar with links for "Home", "Start", "Application", and "Help". The "Application" link is highlighted.

The main content area has the heading "Forgot Your Password?" and the instruction "Enter your User Name to receive your password." Below this is a form with the label "User Name:" followed by a text input field. A red oval highlights the "Submit" button below the input field.