# BUSINESS LICENSE INSTRUCTIONS

## BUSINESS LICENSE SUBMISSION

1. Access the Portal: Visit the online portal through the Town's website or directly at https://beatrice-al.tekconnectgov.com/home
2. Create an Account: Click on the business licensing to create an account on the home screen. Follow the steps to set up your account.
3. Two-Factor Authentication: The system requires two-factor authentication initially. You will need to authenticate via email and/or mobile phone number. You can disable this later in your user profile.
4. Submit Business License: After creating your account, select "Business License" from the home screen and "Apply for Business License". Fill in all required information indicated by a red asterisk in each tab.
5. Activity Information: Specify the correct code and industry description under the activity information tab. Ensure the codes match your renewal form.
6. Agreement and Signature: Review your application, agree to the terms and conditions, and sign the form in the "Agreement and Signature" tab.
7. Submit: Once all required information is completed, hit the submit button for the Town to review your license application.
8. Review and Manage: At any time, you may review or manage existing and past applications.

## PAYMENT FOR APPROVED LICENSE

1. Access Business License: From the home screen, select "Business Licenses" then "Manage Existing Licenses and Applications".
2. Identify License for Payment: Locate the specific license you want to pay for from the list of current and previous licenses.
3. Initiate Payment: Click on the identified license, and a "pay" button will appear on the right side of the screen.
4. Secure Payment: Click the "pay" option, you will be redirected to a secure payment portal to complete the transaction.
5. Receipt Confirmation: A receipt will be sent to your email if notifications are enabled. If not, you can view the receipt from your dashboard or request one from the business licensing department.