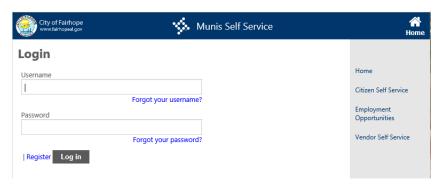
Business License annual Filing Instructions

Step 1: Register for an account and link your business license account. If you already have a login, please go to step 2



- a. Click on "Citizen Self Service" on right side of page to access the Login page
- b. Click on the blue "Register" link to the left of the "Log in" button
- c. Complete the Self-Registration form. Make note of what your user id is. Customer Service Reps are unable to assist you without knowing your user id if you have problems with your password.
- d. Under "Business License Accounts" in the middle of the page, click on "Link to Account"



e. Fill out the Account Link Setup (If you do not know the required fields, please contact Customer Service for assistance. (251) 928-2136 or email bl@fairhopeal.gov

Business License Account Link Setup



Step 2: After Login or Account Setup, Click on "Business License" on right side of page, enter in Account ID



Step 3: Enter Filing for License year by clicking on "select"

Business License Filing - Date Selection Account ID 103959 RETAIL Category MISCELLANEOUS RETAILER Туре Cycle ANNUAL To continue, please select a period that has not been filed or is late from the list below Month Status Total 2020 1 UNFILED 0.00 0.00 select 1 FILED

Step 4: Enter in Gross Receipts Amount where requested, click on continue.

Business License Filing Amounts	
Filling Amounts	
Account	103959
Category	RETAIL
Туре	MISCELLANEOUS RETAILER
Cycle	ANNUAL
Month	1
Year	2020
SCHEDULE "B" - CITY LIMITS (BCL)	
Gross Receipts	0.00
SCHEDULE "B" - POLICE JURISDICTION (BPJ)	
Gross Receipts	\$ 0.00
ISSUANCE FEE (1ISS)	
Amount	\$12.00
	Cancel Continue

Step 5: Either Certify return or Revise the filing

***If you are required to submit State Credentials prior to being licensed (ie: Residential Home Builder, General Contractor, Electrical Contractor, Cosmetologist, Massage Therapist) please click on attach a document to your new filing.

At the bottom of the page you have additional options to attach a document to the filing, submit another renewal or add the filing to your cart to pay.

You can now...

- · Attach a document to your new Filing
- · Submit another renewal
- Add to Cart

To pay, click on Add bill to Cart or Add to cart.

Click on My Cart and follow through until payment has been confirmed.