

## 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

The screenshot shows the 'Munis Self Service' login page for the City of Fairhope. It features a header with the city logo and 'Munis Self Service' text. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below the 'Username' field is a link 'Forgot your username?' and below the 'Password' field is a link 'Forgot your password?'. At the bottom left are 'Register' and 'Log in' buttons. On the right side, there is a vertical menu with links: 'Home', 'Citizen Self Service', 'Employment Opportunities', and 'Vendor Self Service'.

- Click on "Citizen Self Service" on right side of page to access the Login page
- Click on the blue "Register" link to the left of the "Log in" button
- 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.
- Under "Business License Accounts" in the middle of the page, click on "Link to Account"

### Business License Accounts

[link to account](#) | [create new account](#)

There are currently no linked accounts

[Go To Module Homepage](#)

- 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](mailto:bl@fairhopeal.gov))

## Business License Account Link Setup

What is the account ID of this business? \*

What is the owner's name? \*

What is the Operator's name? \*

Submit

Cancel

\* indicates required field

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

The screenshot shows a vertical navigation menu with the following items: 'Citizen Self Service', 'Business License', 'Accounts', 'Contact Us', 'Non-Emergency Requests', and 'Utility Billing'. The 'Accounts' item is highlighted with a red rectangular box.

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

### Business License Filing - Date Selection

Account ID	103959
Category	RETAIL
Type	MISCELLANEOUS RETAILER
Cycle	ANNUAL

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Total	Balance
2020	1	UNFILED	0.00	0.00 <a href="#">select</a>
2019	1	FILED	112.00	112.00

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

### Business License Filing Amounts

Account	103959
Category	RETAIL
Type	MISCELLANEOUS RETAILER
Cycle	ANNUAL
Month	1
Year	2020

#### SCHEDULE "B" - CITY LIMITS (BCL)

Gross Receipts \$

#### SCHEDULE "B" - POLICE JURISDICTION (BPJ)

Gross Receipts \$

#### 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.