

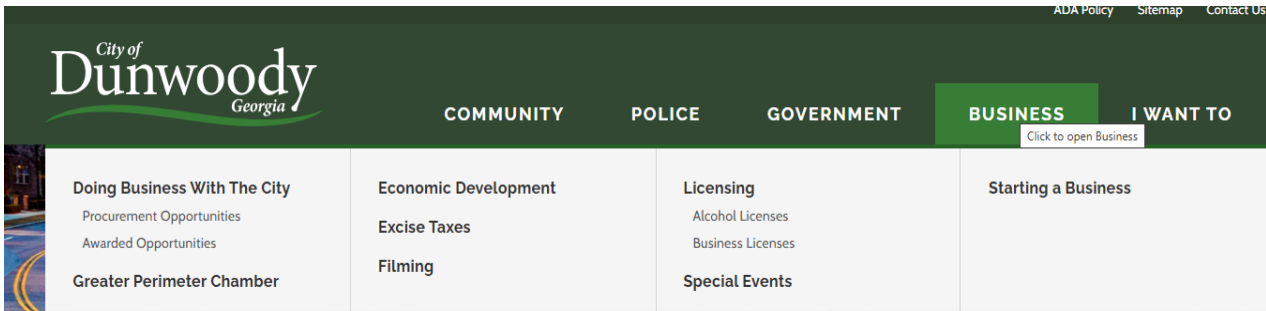
DUNWOODY BUSINESS LICENSE RENEWAL

Visit our website at www.dunwoodyga.gov

***** Please note that you will need your current business license number to complete the renewal process.**

STEP 1

Hover your mouse over the Business license tab, then click on the Business License under Licensing. Shown below.



STEP 2

Once the business license page pulls up, shown below then click on [CLICK HERE](#) tab.

Licenses & Special Events »

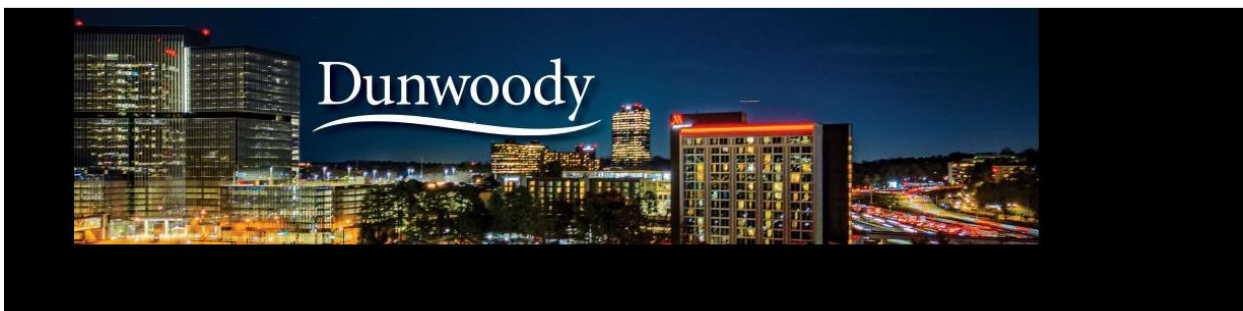
Business Licenses

We welcome your business to the City of Dunwoody.

The City of Dunwoody has a new portal for business licenses and permits. It's easier than ever to get started. [CLICK HERE](#).

STEP 3- Creating your online account. Please use the log in as Public. Shown below

Home | [Setup an Account](#) Log In User Name: Password: [LOGIN](#) Remember Me [Forgot Password /Forgot Username](#)



STEP 4- SET UP ACCOUNT

Please leave the License# information blank. shown below.

Once you have created your online account, but make sure that all the other information is entered. Then click Create account at the bottom of the page.

Create New Public User Account

*Required fields

This is your user profile.

Profile

Company Name:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
Ext	<input type="text"/>
License #	<input type="text"/>

Username and Password

* Log-In Name: (letters/numbers only)	<input type="text"/>
Password Rules:	
	Password must be at least 12 characters long
	Password must be at most 64 characters long
	Password must contain at least 1 numbers
	Password must contain at least 1 lowercase characters
	Password must contain at least 1 uppercase characters
	Password must contain at least 1 special characters
	Password must not be a commonly used password
	Note: Password is case sensitive.
* Password:	<input type="text"/>
* Confirm Password:	<input type="text"/>

Security Question

Security Question:	<input type="text"/>
* Secret Answer:	<input type="text"/>
* Re-enter Secret Answer:	<input type="text"/>

CREATE ACCOUNT

STEP 5

After you have created your online account, you will be redirected to the main page. Click on DASHBOARD.

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SUSAN AUSTIN

STEP 6

After you click on DASHBOARD, please click **Link to Licenses** tab and enter your business license number. This is the account/ license number that is located on your Business License Certificate.

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SUSAN AUSTIN



Hello Susan Austin.





Below is a Dashboard of your current activities.

LINK TO LICENSES

STEP 7

After you have link your license number to your online account, scroll down to the heading **My Licenses For Renewals** section and click on the RENEW ARROW (shown below).

 **My Licenses For Renewals** 1 total record(s) 

LICENSE NO.	ADDRESS	TYPE	STATUS	ATTACHMENT	MAP	RENEW	PRINT
BL- 	4800 Ashfo...	ALCOHOL LICENSE	RENEWAL NOTICE SENT				

STEP 8

LICENSE RENEWAL PROCESS

Click RENEW LICENSE tab and follow the instructions.

You will need to enter your Gross Receipts and number of employees (owner of the business is also counted as a employee).

Please make sure that you update any changes to account. Example phone number and email address.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) LOGGED IN AS: SUSAN AUSTIN

License Renewal Process

Step 1 Confirm Renewal Eligibility

Step 2

Step 3

Step 4

Please fill in required fields and then pay renewal fees to renew your business license. If you have any questions about the renewal process, please contact us.

Thank you and have a nice day!

License #BL-0 

License Details

Licensee Name:	FINANCE TEST
License Type:	ALCOHOL LICENSE
Business Street Name:	4800 Ashford
City, State, Zip:	DUNWOODY, GA 30114

CANCEL

RENEW LICENSE