

# Creating New Account

1. Go to the following link:

<https://licenseregistrar.com>

2. Click to create a new account


## Online Registration for Your Business

License Registrar manages business registration and licensing programs for various municipalities. Click the participating municipality below to view registration fees and requirements within that area or create a new account to begin the registration process.


**New to License Registrar?**

[Click here to create an account.](#)


### PARTICIPATING MUNICIPALITIES

 **BENSENVILLE, ILLINOIS**


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 **CORNELIUS, OREGON**

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 **FLORENCE, OR**

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 **SANDY, OREGON**

### USER SIGN IN

Email

Password  

[LOG IN](#)

[Forgot your password?](#)

### 3. You will see the following:

## Create New Account

To begin registration for your business, please enter your email address. You will be sent an email containing a password and a confirmation link. You may change this password once you confirm your email address and log into License Registrar.

If you do not receive a password within 10 minutes, please check your junk email folder. Otherwise, you may contact Net Assets at [support@licenseregistrar.com](mailto:support@licenseregistrar.com).

Automatic operation of some of the management functions of License Registrar relies on the use of email communications. To ensure that emails are properly received, it is recommended that you have the domain names [licenseregistrar.com](http://licenseregistrar.com), and [netassets.com](http://netassets.com) added to the accept list for any spam filtering software that may be in use. Spam filtering may occur at the server or it may occur at the desktop. Please take any appropriate action to accept these domain names. Net Assets does not share email addresses outside of the provisions for operating the License Registrar service.

EMAIL ADDRESS

- a. Enter your email address and click **“SUBMIT”**

### 4. You will see the following:

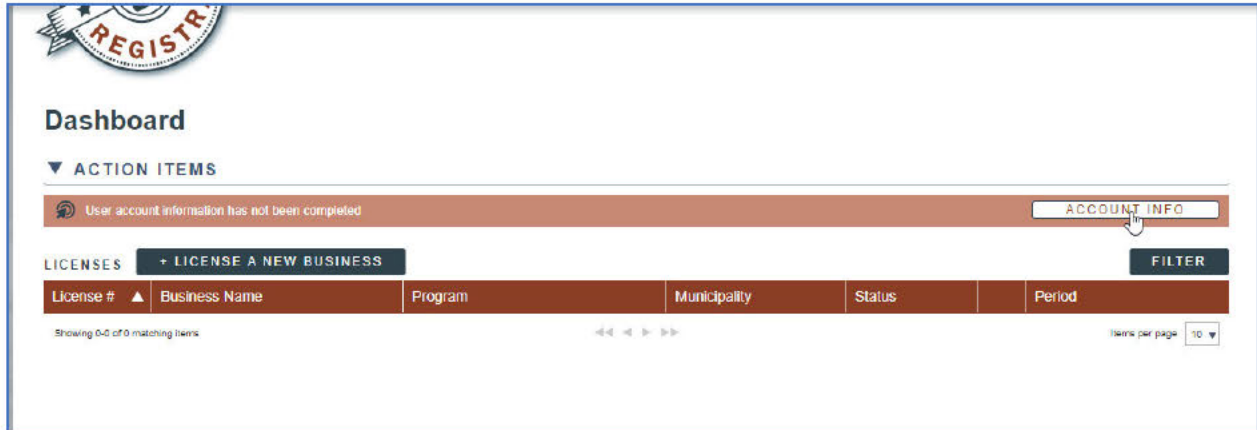
## Signup Done

An email has been sent to ma[REDACTED]@gmail.com containing a password for your initial login. You may change your password after logging in.

- a. Please make sure to check your junk mail folder if you don't receive the email.

### 5. Log in to your account using the temporary password in the email you receive.

6. Once logged in, you will see a rose-colored bar under action items. Click on the **“ACCOUNT INFO”** button to set up your account.



7. Fill in all fields.
  - a. If you want to receive text message alerts, check the can receive text messages box under your phone number (phone must be a mobile phone).
  - b. Put your method of account recovery (email or mobile phone)
  - c. Check the **“RESET PASSWORD”** box to change your password from the one in the email.
  - d. Click **“SAVE”**
  - e. You will be directed to your dashboard.

## Account Information

CONTACT INFORMATION

Account Email  
me[REDACTED]@gmail.com

Name  
A[REDACTED] [✓]

Company  
Florence Awesome Accountants [✓]

Phone  
(099) 099-0990 [✓]

Can receive text messages

Address  
999 Main Street [✓]

Address Line 2

Florence [✓] OR 97439 [✓]

ACCOUNT RECOVERY

Secondary Email  
[REDACTED]

Select preferred recovery method:  
 Secondary email  
 Mobile phone

PASSWORD

Reset Password

New Password  
[REDACTED] [✓]

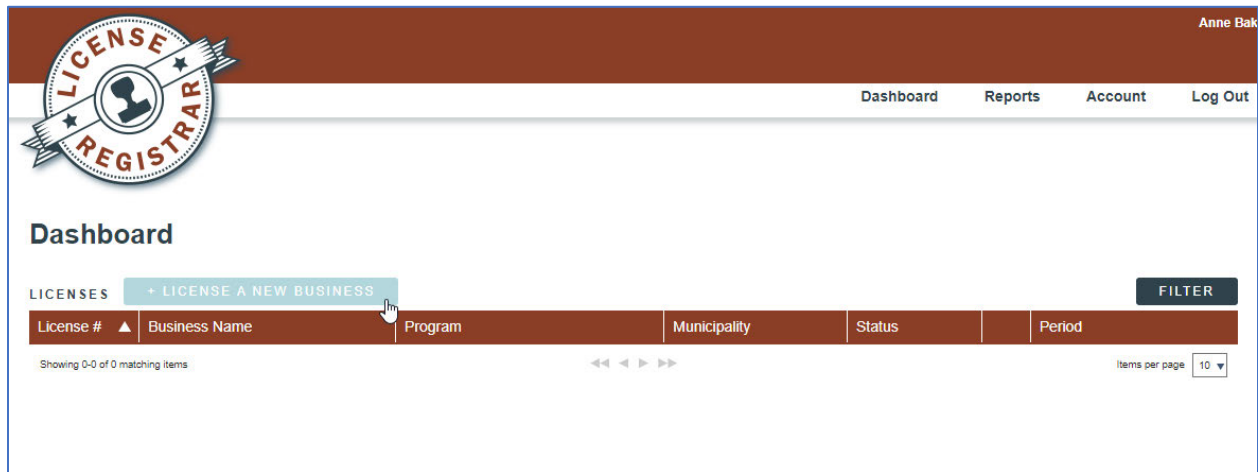
Confirm New Password  
[REDACTED]

Passwords must be at least 8 characters, using a combination of letters, numbers, or any of the following special characters |@#%\*^\*\_-=~

SAVE

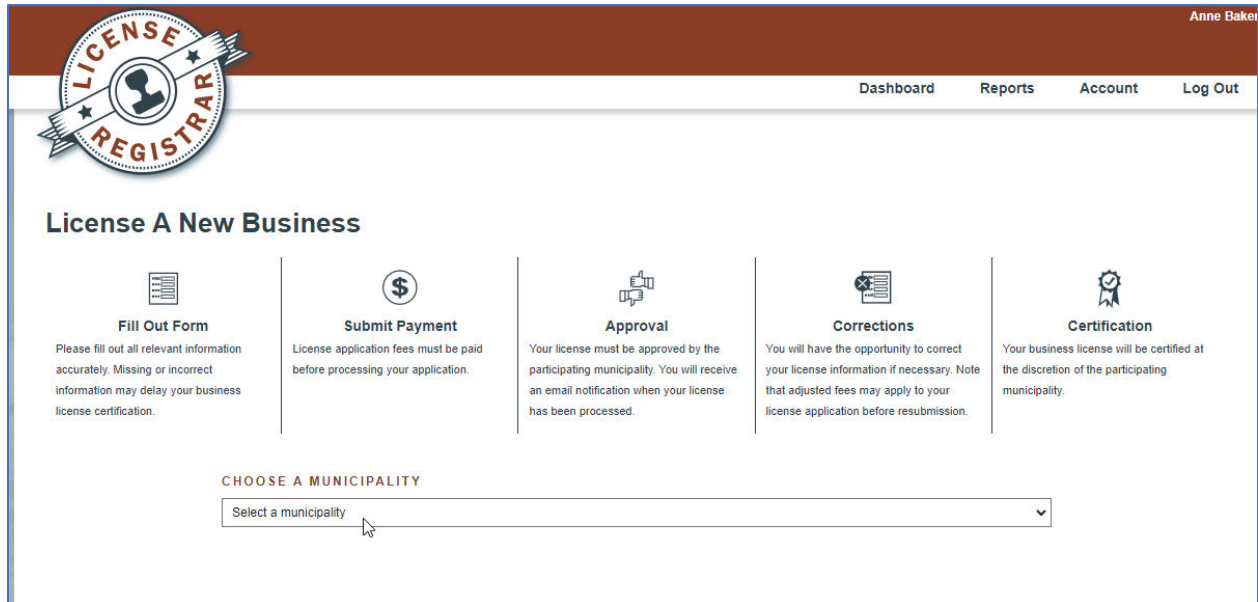
# Applying for a License

1. On your dashboard click **"LICENSE A NEW BUSINESS"** All first-time applications are considered a new business. The following year, you will be renewing the existing license.



The screenshot shows the License Registrar dashboard. At the top left is the License Registrar logo. The top right corner displays the user name "Anne Baker" and navigation links for "Dashboard", "Reports", "Account", and "Log Out". The main heading is "Dashboard". Below it, there is a "LICENSSES" section with a button labeled "+ LICENSE A NEW BUSINESS" which is highlighted by a mouse cursor. To the right of this button is a "FILTER" button. Below the button is a table header with columns: "License #", "Business Name", "Program", "Municipality", "Status", and "Period". Below the header, it says "Showing 0-0 of 0 matching items" and "Items per page 10".

2. Select **CITY OF FLORENCE**



The screenshot shows the "License A New Business" page. At the top left is the License Registrar logo. The top right corner displays the user name "Anne Baker" and navigation links for "Dashboard", "Reports", "Account", and "Log Out". The main heading is "License A New Business". Below the heading are five steps, each with an icon and a description:

- Fill Out Form**: Please fill out all relevant information accurately. Missing or incorrect information may delay your business license certification.
- Submit Payment**: License application fees must be paid before processing your application.
- Approval**: Your license must be approved by the participating municipality. You will receive an email notification when your license has been processed.
- Corrections**: You will have the opportunity to correct your license information if necessary. Note that adjusted fees may apply to your license application before resubmission.
- Certification**: Your business license will be certified at the discretion of the participating municipality.

Below the steps is a section titled "CHOOSE A MUNICIPALITY" with a dropdown menu labeled "Select a municipality".

3. Choose **"CITY OF FLORENCE, OR"**
  - a. Start the license process for the business license you wish to apply for.

**CHOOSE A MUNICIPALITY**

City of Florence, OR

Please review information about this municipality [here](#) before starting a new license application.

**ACTIVE LICENSE PROGRAMS**

<b>Annual Parking Cafe Permit</b> Requires a valid Sidewalk Cafe License.	<b>START</b>
<b>Annual Sidewalk Cafe Permit</b>	<b>START</b>
<b>Marijuana Handlers License</b>	<b>START</b>
<b>Permanent Business License - Class 1</b> Businesses, trades, occupations, and professions dealing in retail sale or trade of merchandise and/or services at a permanent location.	<b>START</b>
<b>Permanent Business License - Class 2 / Class 4</b> Class 2 includes: Occupations, tradesman or contractors dealing contractual services or installation of merchandise or materials at, in or on properties not the principal location, or base of operation, of the contractor or installer. Class 4 includes: Merchant police, security services and solicitors.	<b>START</b>
<b>Permanent Business License - Class 3</b> Businesses that operate out of a person's home. This definition does not include businesses that travel from location to location (examples include	<b>START</b>

4. You will be directed to confirm the period you are applying for. Make sure this says 01/31/2024 thru 12/31/2024. Click **"CONTINUE"**

**LICENSE REGISTRAR**

Dashboard Reports Account Log Out

City of Florence

**START A NEW LICENSE**

Current Cycle 01/01/2023 thru 12/31/2023

**CONTINUE**

5. You will now need to populate the information on your business. All required fields will have an asterisk (\*).

PERMANENT BUSINESS LICENSE - CLASS 1

▼ BUSINESS INFORMATION ⚠ INCOMPLETE

**Business Name \***

**DBA**

**Business Address \***

**Business Address (Mailing) \***  Same as above

**Phone \***

**Email \***

6. Only businesses within the City Limits are required to have a license. You must certify your business falls under the classification you selected.

Located in City Limits? \*

Yes

No

#### CLASSIFICATION

Classification 1 includes: businesses, trades, occupations, and professions dealing in retail sale or trade of merchandise and/or services at a permanent location.



This business falls under the definition of Classification 1. \*

7. Fill in all required owner contact information

**▼ OWNER CONTACT INFORMATION** ⚠ INCOMPLETE

**Owner Contact Name \***

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**Owner Contact Address \***

Address Line 1

---

Address Line 2

---

City  Select a state  Zip Code

---


**Owner Contact Phone \***

---

**Owner Contact Email \***

---

**Owner Contact Date of Birth \***



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**Owner Contact Driver's License No. \***



8. Last, you have three certifications you MUST do. Check each box after you read and verify what it says is true and/or you understand what it says. Save your application.

**PERMANENT BUSINESS LICENSE - CLASS 1**

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▶ **BUSINESS INFORMATION** ✔ SAVED

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▶ **OWNER CONTACT INFORMATION** ✔ SAVED

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▼ **CERTIFICATIONS** ⚠ INCOMPLETE

I certify that the above information is correct. \*

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I certify that I will contact the City of Florence should any of the information listed above change. \*

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Pursuant to FCC 3-1-3-2-B, I understand that an Oregon Criminal History Check will be performed on the owner/manager listed above, and if applicable additional parties. Such data may be considered to determine my fitness to perform the licensed activity without endangering public health or safety. \*

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[SAVE](#)

9. Once your certifications are done, you will see a green "SAVED" for each section. Click "CONTINUE".

PERMANENT BUSINESS LICENSE - CLASS 1

▶ BUSINESS INFORMATION	✓ SAVED
▶ OWNER CONTACT INFORMATION	✓ SAVED
▶ CERTIFICATIONS	✓ SAVED

CONTINUE

10. Time to pay. You can use a credit card OR you can pay by cash or check.
- To pay by credit card, enter in the information for the card and cardholder.
  - Click **"SUBMIT PAYMENT"**
  - To pay by cash or check, stop here, you must go into City Hall and pay. You will be given a code. Once your application is saved, you can log back in and resume the process. You won't have to start over.

Apply prepayment or discount code

#### PAYMENT AMOUNT

\$61.50

Before sending payment, please read our [Refund Policy](#)

#### Cardholder's Name

A■■■■ B■■■■

#### Card Number\*

#### Expiration Date

01 - Jan ▼ 2023 ▼



#### CVV\* 2

#### Billing Information

999 Main Street

Address Line 2

Florence

OR ▼

97439

#### Phone

(999) 999-9999

\*The information in these fields are not saved

**SEND PAYMENT**

- d. Once you have the code, you can resume your application on the payment screen. Click the box to **APPLY PREPAYMENT OR DISCOUNT CODE**. Enter the code in the box and click **“APPLY”**.

Apply prepayment or discount code

Payment Code  **APPLY**

Please use code provided to you by the municipality

11. Once you have submitted your credit card for payment or have entered the code, you will be directed to a summary screen. Click on **“SUBMIT”** to finalize your application.

**FEE CALCULATION - ITEMIZED SUMMARY**

Item	Amount
Application Fee (non-refundable)	\$15.00
Class 1 Fee	\$93.00
Prorated	-\$46.50
Payment Code	-\$61.50
<b>TOTAL</b>	<b>\$0.00</b>

Apply prepayment or discount code

Payment Code  **APPLY**

Please use code provided to you by the municipality

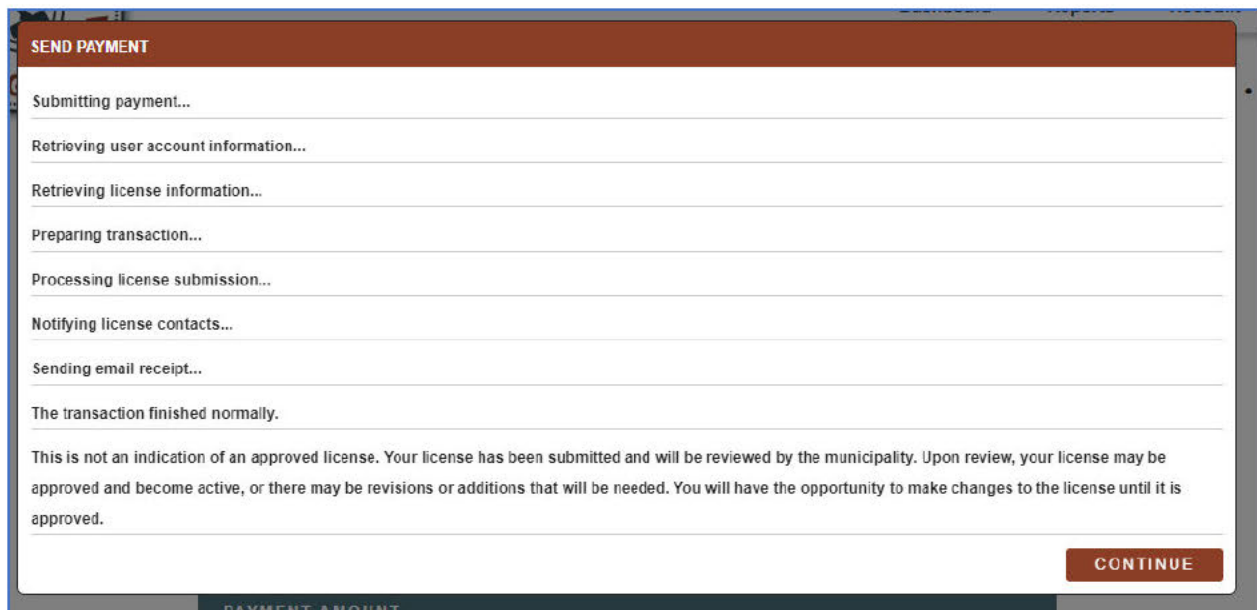
**PAYMENT AMOUNT**

**\$0.00**

Before sending payment, please read our [Refund Policy](#).

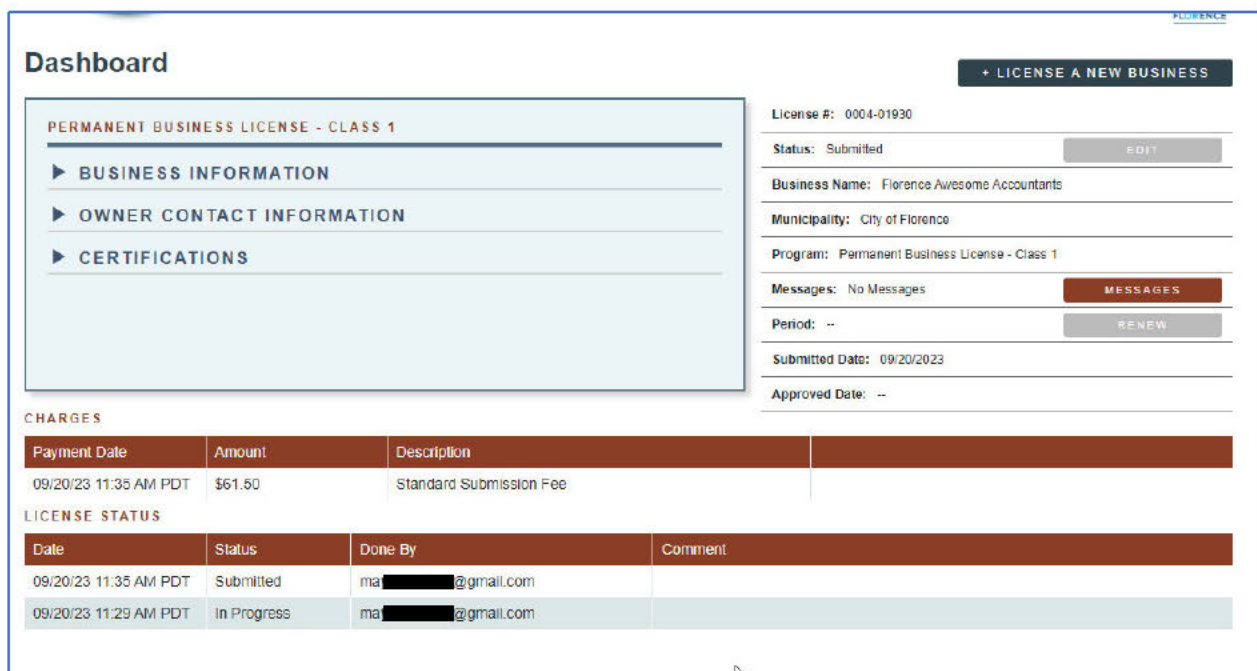
**SUBMIT**

12. You will see the following:



a. Click **“CONTINUE”**

13. You will be directed to your dashboard. It will reflect the application just submitted. If you need to contact the City for any information on the application, you can use the message application here. The city will contact you with any questions regarding your application using the message application here. The status of your application is shown at the bottom of your dashboard.





### Dashboard

+ LICENSE A NEW BUSINESS

**PERMANENT BUSINESS LICENSE - CLASS 1**

- ▶ BUSINESS INFORMATION
- ▶ OWNER CONTACT INFORMATION
- ▶ CERTIFICATIONS

License #: 0004-01930

Certificate: [VIEW](#)

Status: Approved [EDIT](#)

Business Name: Florence Awesome Accountants

Municipality: City of Florence

Program: Permanent Business License - Class 1

Messages: No Messages [MESSAGES](#)

Period: 01/01/2023 thru 12/31/2023 [RENEW](#)

Submitted Date: 09/20/2023

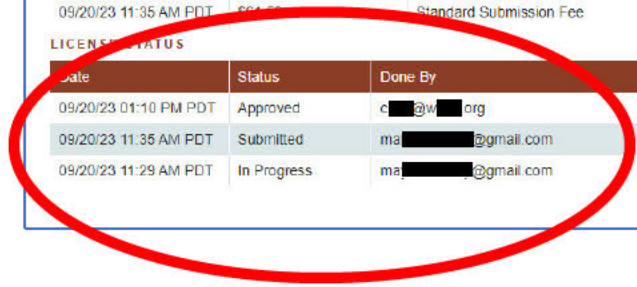
Approved Date: 09/20/2023

#### CHARGES

Payment Date	Amount	Description
09/20/23 11:35 AM PDT	681.50	Standard Submission Fee

#### LICENSE STATUS

Date	Status	Done By	Comment
09/20/23 01:10 PM PDT	Approved	c[redacted]@w[redacted].org	
09/20/23 11:35 AM PDT	Submitted	ma[redacted]@gmail.com	
09/20/23 11:29 AM PDT	In Progress	ma[redacted]@gmail.com	



# Printing License

1. Click to view certificate.

**LICENSE REGISTRAR**

City of Florence

**Dashboard**

**PERMANENT BUSINESS LICENSE - CLASS 1**

- BUSINESS INFORMATION
- OWNER CONTACT INFORMATION
- CERTIFICATIONS

**License #:** 0004-01930

**Certificate:** [VIEW](#)

**Status:** Approved [EDIT](#)

**Business Name:** Florence Awesome Accountants

**Municipality:** City of Florence

**Program:** Permanent Business License - Class 1

**Messages:** No Messages [MESSAGES](#)

**Period:** 01/01/2023 thru 12/31/2023 [RENEW](#)

**Submitted Date:** 09/20/2023

**Approved Date:** 09/20/2023



**CHARGES**

Payment Date	Amount	Description
09/20/23 11:35 AM PDT	\$61.50	Standard Submission Fee

**LICENSE STATUS**

Date	Status	Done By	Comment
09/20/23 01:10 PM PDT	Approved	c...@w...org	
09/20/23 11:35 AM PDT	Submitted	ma...@gmail.com	
09/20/23 11:29 AM PDT	In Progress	ma...@gmail.com	

2. You can print your certificate in the view mode.

	<b>BUSINESS LICENSE CERTIFICATE</b> 01/01/2023 THRU 12/31/2023	
<b>Approved</b> This license has been reviewed by the municipality and approved. <small>This certificate is accurate as of 09/20/23 01:46 PM PDT. For real-time status on this license, visit licenseregistrar.com.</small>		
<b>License No.</b> 0004-01930 <b>Program</b> PERMANENT BUSINESS LICENSE - CLASS 1		
<b>BUSINESS INFORMATION</b>	<b>OWNER CONTACT INFORMATION</b>	
<b>Business Name</b> FLORENCE AWESOME ACCOUNTANTS	<b>Owner Contact Name</b> A [REDACTED] B [REDACTED]	
<b>DBA</b>	<b>Owner Contact Address</b> 999 MAIN STREET FLORENCE, OR 97439	
<b>Business Address</b> 999 MAIN STREET FLORENCE, OR 97439		
<i>The above named person or firm is hereby granted a license to do business as stated above in the City of Florence, Oregon subject to provisions of the City Code of Florence, and subsequent amendments relating to business licenses for the period indicated.</i>		
<b>DISPLAY THIS CERTIFICATE FOR PUBLIC VIEW</b>		<b>NOT TRANSFERABLE - VOID IF ALTERED</b>