How to create a business profile from the customer portal

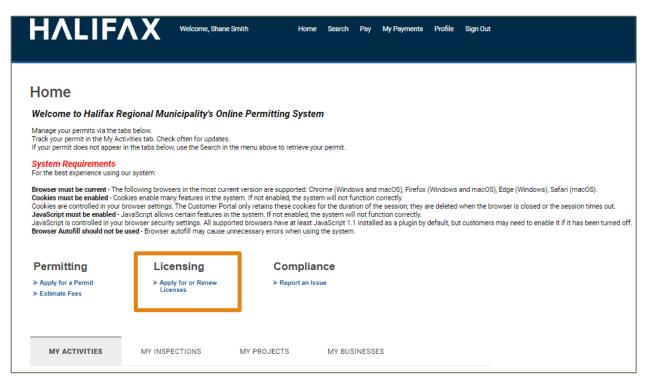
Individuals apply for licenses. Licenses are issued to a business. Therefore, there must be a Business associated with a license.

Customers can apply for a license from the customer portal for their business. In the first application they will add the business information to allow staff to create a business profile.

All future applications for that business will simply reference the existing business profile.

A customer may have multiple businesses. Each business must have a business profile.

Step 1. From your customer portal account select **Apply for or Renew License** from the home page.



Step 2. Choose the License Type you wish to apply for. The Application wizard will open to collect information.

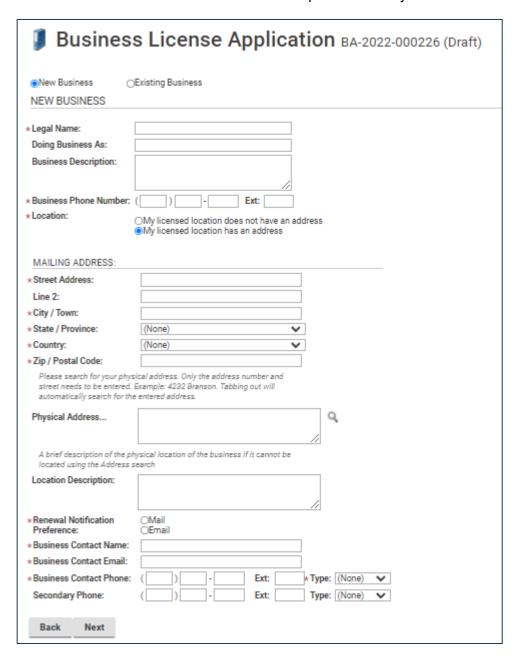
Apply for a Business License Select license type below to open application For tips on completing your application visit halifax.ca Vehicle for Hire Vendor Signs Temporary signs are any signs NOT intended for permanent installation to be used for a limited time. (Taxi, Limo, and TNC) To sell food (stand or truck) or handmade crafts (artisan) All taxi brokers, independent brokers and transportation on municipal land, you must have a vendor's license for a NS Highway Directional Signs are for businesses or network companies (TNCs), and related drivers must be licensed to operate in HRM. specific site. organizations wanting to display an ad along Hwy 333 or Hwy 3. Vendor - Artisan Vehicle for Hire - Broker / TNC Temporary Sign Vendor - Food NS Highway Directional Signs Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist Sidewalk Café Newspaper Box Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for A Newspaper Box is a license to have an unattended box consumption of food/beverages sold to the public. for the purpose of vending or distributing newspapers or Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable). Sidewalk Café Seasonal Newspaper Box Sidewalk Café Annual Update a Business License To make changes to an existing license select Amend a Business License To renew an existing license about to expire select Renew a Business License Amend a Business License Renew a Business License

Step 3. Enter the activity start date. Use the Next button to progress through the wizard.

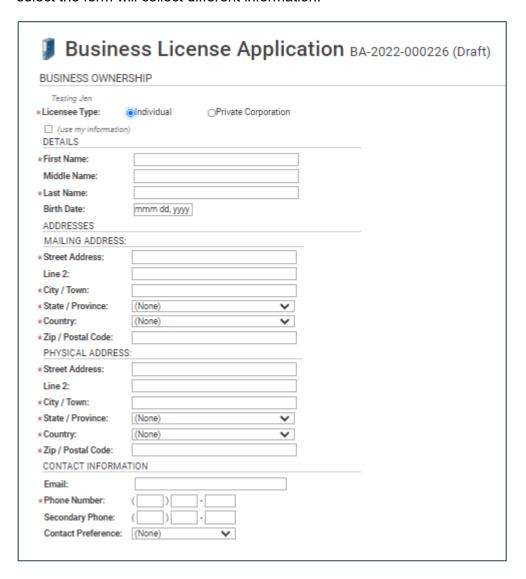


Step 4. On the second page of the wizard the system will ask if the License is for an existing business or for a new business.

Choosing **New Business** will open a form to collect business-related information. This information will be used to create a business profile in the system.



Step 5. The next page in the Wizard will collect additional information related to the legal structure of the business – Individual or Private Corporation. Depending on which type you select the form will collect different information.



All fields with a Red Asterix * are required and must be completed.

The remaining pages in the wizard will collect license-specific information. When the application is submitted, staff will use the information in these forms to create your business profile.

Once the profile is in the system, all future license applications for that business can reference the existing Business Profile.