Applying for a Business License – Civic Access
1 Navigate to the City of Lawrence Customer Portal: https://lawrenceks-energovweb.tylerhost.net/apps/SelfService#/home.

Alert! An account is required to apply for permits, plans, and licenses. Click "Login or Register" in the top-right corner to sign in or create an account.
3 Click "Apply" from the toolbar ribbon or use the "Apply" tile on the landing page.

From the Application Assistant page, click "Show Categories" to open the category sidebar.

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Click "All" to show the available application categories.

5

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6

Click "Licenses" to show available licenses.
Click "Business Licenses" to show the available license applications.

Click "Apply" to begin the application process.

Ice Cream Vendor
- Category Name: Business License
- Description: No person shall sell or offer for sale any ice cream from any vehicle upon the streets of the City without securing from the City Clerk a license

Sidewalk Sale
- Category Name: Business License
- Description: Sidewalk Sale is any activity wherein tables, chairs, racks, displays, shelves, or other devices are placed on a sidewalk in the public right of way for the purposes of selling, distributing, or conveying to the general public goods, wares, merchandise, foods, services, or other items.
9 If there are existing businesses linked with your account, select the business associated with this application.

NOTE: Location, business details, and contacts will be automatically populated. This information can be removed and/or added.

Alert! Steps 9 – 17 are only applicable when establishing a new business record.

10 If a business record does not exist, create a record for the application. To create a new business record, click the drop-down to select the company type.
11 After selecting location type, click "Create New Business During Application."

12 Click "Add Location."
13 Use “Search” or “Enter Manually” to input the license address.

NOTE: Although one address is required, multiple address types can be added to the license (i.e., billing, home, mailing, shipping).

14 After the addresses are entered, click “Next” to proceed to business details.
Enter the following required details: Company Name and Location, Business Description, DBA, Industry Classification(s), TIN, Tax ID, and License Description can be entered if applicable.

Click "NEXT" to progress to contact information.

NOTE: The company and license type are automatically populated.
Click "Add Contact."

NOTE: There is a drop-down to add other contacts such as Business Owner, Contractor, or Property Owner.

To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" can also be used if favorites have been previously established.
Alert! "More Info" content will vary depending on the type of permit. The following example (Step 18) is for a Sidewalk Sale license.

Enter "Date(s) of Sale" and "Hours of Sale," if applicable. Click "Next" to proceed to attachments.
Click "Add Attachments" to upload required documents. Click "Next" to proceed to the next page.

NOTE: There is a drop-down to upload other documents.
Alert! Some business licenses require an electronic signature (i.e., Going Out of Business License).

Type your name into the consent text field and sign in the Draw Signature box. Click "Next" to proceed to the review and submit page.

NOTE: Applicants can also use the slider to enable the "Type Signature" feature.

21 Review application information for accuracy. Click "Submit" when done.

22 After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.
Applicants can pay invoices using the Customer Portal by clicking “My Work” and selecting the invoice to be paid.

After selecting the invoice, click “Add to Cart.”

NOTE: Multiple invoices can be added to the cart and paid at the same time.
Click "Go To Cart" to begin the checkout process.

Click "Check out" to pay invoice.

| Cart summary |
|-------------|----------------|
| Subtotal    | $20.00         |
| Additional  | may be applied at checkout |

<table>
<thead>
<tr>
<th>our cart items</th>
</tr>
</thead>
<tbody>
<tr>
<td>License: 00000019</td>
</tr>
</tbody>
</table>

Click Check out
28 Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter payment information.

Enter your payment information

How are you going to pay?
- [ ] Enter new credit card
- [ ] Enter new eCheck

Where should we send your receipt?

Email for receipt

You will not be charged until you review your payment on the next step

Back Continue

29 Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.

Routing number

Confirm routing number

Name on account

Remember this account

Where should we send your receipt?

Email for receipt

You will not be charged until you review your payment on the next step

Back Continue
Review the invoice and payment information for accuracy and click "Submit" to pay.

City staff will issue the license after all fees are paid, reviews are complete, and if there are no parallel processes in progress. Licenses can be viewed on the "My Work" page under "My Licenses."

<table>
<thead>
<tr>
<th>License Number</th>
<th>Renew</th>
<th>Name</th>
<th>DBA</th>
<th>Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLI-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Issued</td>
</tr>
</tbody>
</table>