CHEYENNE COOK
CCOOK@DALLAS-GA.GOV
770.443.8108
DALLASGA.GOV

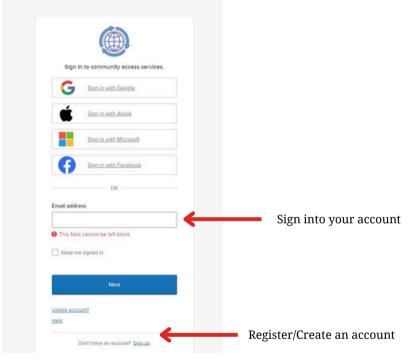
CUSTOMER SELF SERVICE GUIDE

BUSINESS LICENSE RENEWAL GUIDE



REGISTER/ LOG IN

Using an email that is associated with the business, create an account. If you already have an account, then you may log in. If you do not remember your password, please call 770.443.8110 ext. 1210 to reset it for you.



GO TO DASHBOARD



Your business license should look as shown in the picture. If your business is not showing up contact ccook@dallas-ga.gov to connect the account to the business.

ONLY RENEW 2024 LICENSES.

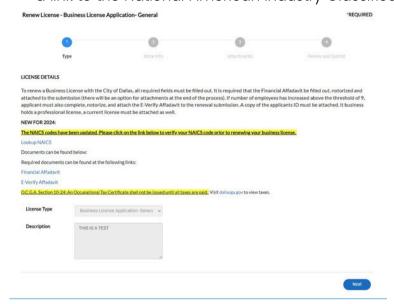
To begin the renewal process, click renew.

There will be forms such as the Financial

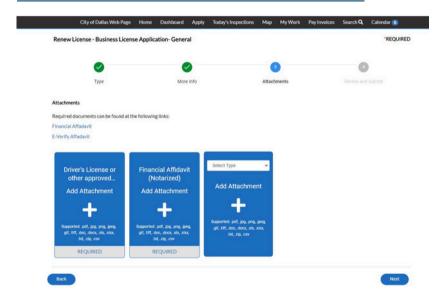
Affidavit that will need to be printed, notarized and uploaded. You can get to those forms by visiting dallasga.gov.

REQUIRED DOCUMENTS/NAICS LOOKUP

This page gives access to the pages you will eventually need to print, sign & notarize, and upload. There is also a link to the National American Industry Classification System page for your 6- digit NAICS Code.



UPLOAD NOTARIZED DOCUMENTS



This is where you will upload the notarized documents along with a copy of your divers license and any professional license that is affiliated with the business.

SUBMIT APPLICATION

Your business application will not be sent to our system until you submit the application. You have the ability to save draft and return to your work whenever you would like. Once you submit your application, our office will review it then send an invoice via a donotreply email. This can be paid online by card or e-check, cash or check.

After the invoice has been paid, you will receive an email with your license. Your license will also be available to print from your CSS Portal account.