

The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

Local Business License Renewal Center – Answers to your questions about setup

Fran Adcock, Revenue Analyst

Caitlin Cothran, Manager for Local Revenue Services

Municipal Association of SC

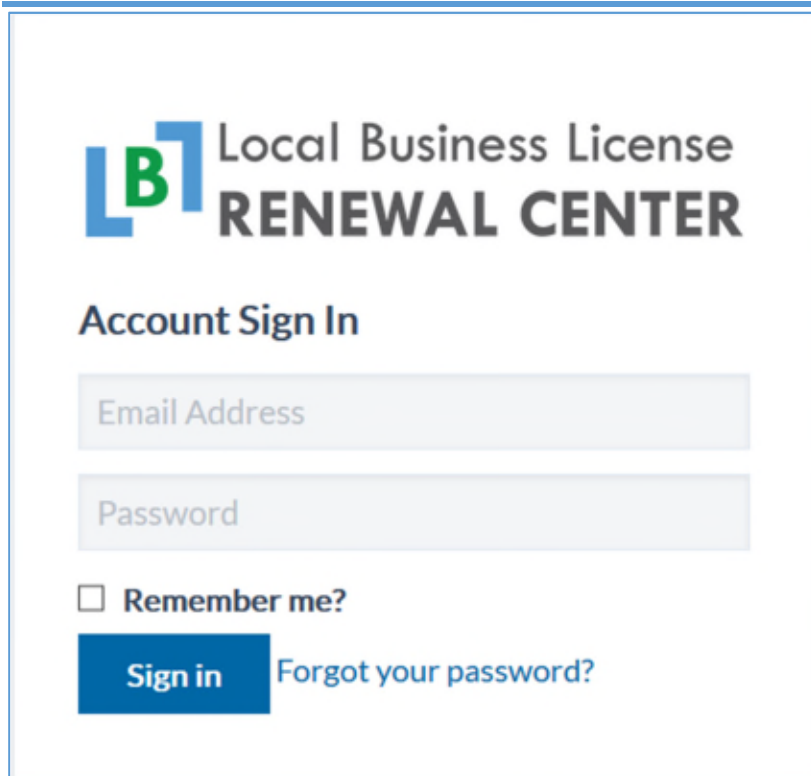
BLOA/MFOCTA Joint Academy

October 2022

North Augusta, SC

Login

To log in to the Local Business License Renewal Center, go to <https://jurisdiction.localblrenewal.com/>.



The screenshot shows the login interface for the Local Business License Renewal Center. At the top is the logo, which consists of a stylized 'LB' in blue and green, followed by the text 'Local Business License RENEWAL CENTER'. Below the logo is the heading 'Account Sign In'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom left is a blue 'Sign in' button, and to its right is a link that says 'Forgot your password?'.

User Roles and Access

All users will access the Business License Renewal system using the participant portal. Users may have one of four roles: Main Contact, Administrator, Approver, or Reviewer. Users will be limited to tasks available in the participant portal based on the role assigned to them.


The Main Contact will be identified by the jurisdiction and assigned permissions and access to the renewal center by the Municipal Association. Once the main contact has been assigned, the Municipal Association of SC will enter the Main Contact and the jurisdiction will receive an email with a link to sign in.

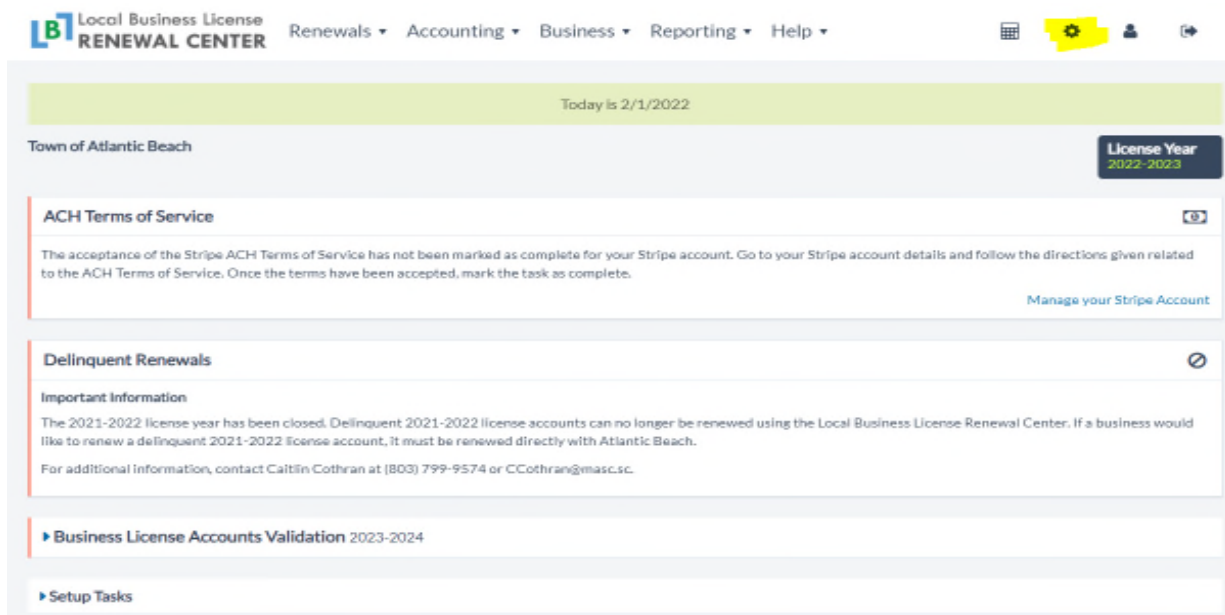
The Main Contact is responsible for assigning all other user roles within the portal. There are three additional roles that can be assigned:

Main Contacts and Administrators will have access to all functions. However, main contacts and administrators will be unable to edit their own user accounts to change the assigned role or activation status.

- Main Contact
 - Users with this role will have access to all tasks in the participant portal.

- There will be one user with this role for each licensing jurisdiction. This role can only be assigned by an administrative user in the administrative portal.
- In addition to processing business license renewal requests, administrators will have access to tasks needed to manage data for their organization. This includes uploading business license data and administering users.
- Administrator
 - Users with this role will have access to all tasks in the participant portal.
 - There can be two users with this role for each participant. This role can only be assigned by the main contact user for the licensing jurisdiction in the participant portal.
 - In addition to processing business license renewal requests, administrators will have access to tasks needed to manage data for their organization. This includes uploading business license data and administering users.
- Approver
 - Users with this role will have access to perform tasks related to processing business license requests within the participant portal.
 - Approvers will be able to view business license renewal requests and perform tasks needed to approve or reject renewal requests.
 -
- Reviewer
 - Users with this role will have restricted access within the participant portal
 - Reviewers will be limited to viewing data related to business license renewal requests. These users are unable to modify any business license renewal data.

Once the main contact has logged in, they will need to navigate to the setup screen. To add users, select the  icon found at the top right of the home screen.



On the next screen, select Manage Users.

The screenshot shows the 'Settings' page of the 'Local Business License RENEWAL CENTER'. The navigation bar includes 'Renewals', 'Accounting', 'Business', 'Reporting', and 'Help'. The 'Settings' page has a blue header with the title 'Settings'. Below the header is a list of settings options, each with a description. The 'Manage Users' option is highlighted in yellow.

Setting	Description
Import Business License Data	Upload data for business license accounts eligible for online renewal
Manage Business License Ordinance	Upload the business license ordinance for your jurisdiction
Manage Contact Information	Enter the contact information for your business license office
Manage License Document Settings	Update the logo and authorized individuals that appear on your business license
Manage NAICS Data	View NAICS codes and manage NAICS exclusions
Manage Penalty Structure	Manage the penalty structure used for delinquent renewals
Manage Rate Classes	View and manage rate classes and related rate structures
Manage Users	View and manage all jurisdiction users
Review License Year Settings	Review jurisdiction settings for the current license year
View Stripe Account Details	View details for your active Stripe account

From there, select the add button. It is located at the top right and indicated by a plus sign (+)

The screenshot shows the 'Jurisdiction Users' page. It has a blue header with the title 'Jurisdiction Users' and an 'Active' dropdown menu. Below the header is a table with columns: 'User Name ↑', 'Name', 'Role', 'Active?', and 'Last Login'. A plus sign (+) button is located in the top right corner.

User Name ↑	Name	Role	Active?	Last Login
LocalBLRC+Hollywood@gmail.com	Fran Adcock	Main Contact	Yes	1/28/2021 2:58:27 PM

On the next screen, the user will be asked to enter the information and designate the role of the individual. Once added, the user will receive an email prompting login.

The screenshot shows the 'Add Jurisdiction User' form. It has a title 'Add Jurisdiction User' and several input fields: 'Email Address', 'Role' (a dropdown menu), 'First Name', 'Last Name', 'Title', and 'Phone Number'. At the bottom are 'Add' and 'Cancel' buttons.

Add Jurisdiction User

Email Address:

Role:

First Name:

Last Name:

Title:

Phone Number:

Home Page (Dashboard)

The first box displayed upon sign-in is the Stripe Account box. Stripe is the payment processor. The charge to the business per transaction is 2.9% + .30 for credit cards. The charge to the business for ACH (Automated Clearing House) is .08% and it caps at \$5.00. Connection with Stripe must occur before the renewal center can be utilized by the business. Stripe accepts the following credit cards: Visa, MasterCard, American Express, Discover, Diners Club, and JCP. Please note that your bank account must support both credit and debit transactions so that Stripe can perform any required payouts.

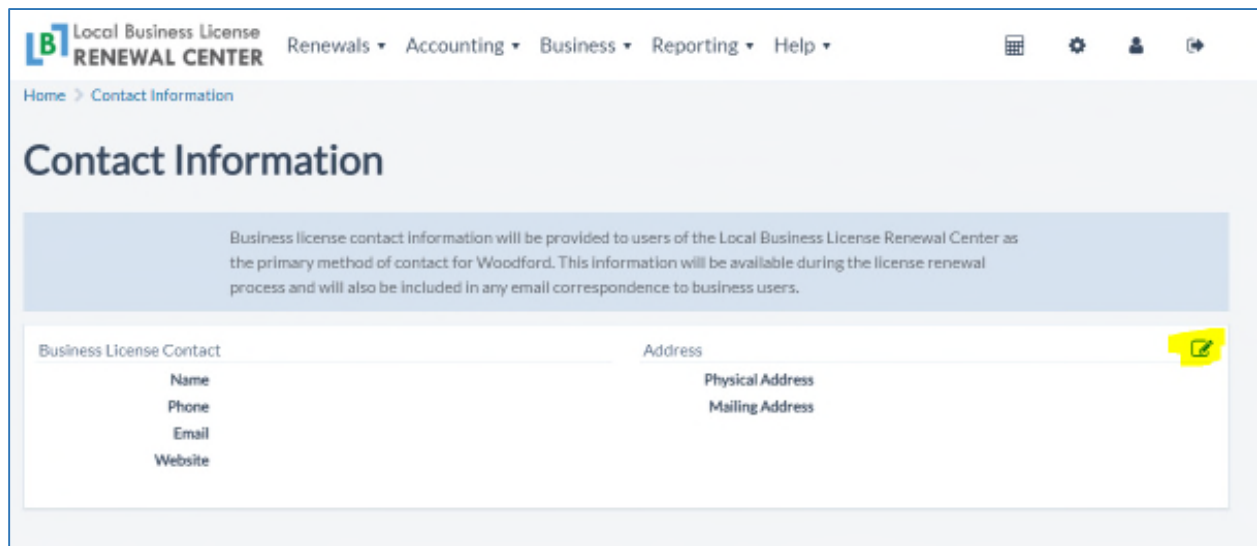
From the screen below the user will select Connect with Stripe in the Stripe Account box.

The screenshot shows the Town of Awendaw dashboard with a header bar containing the town name and the current license year (2022-2023). Below the header are four notification boxes:

- ACH Terms of Service:** A message stating that the acceptance of the Stripe ACH Terms of Service has not been marked as complete. It includes a link to "Manage your Stripe Account".
- Delinquent Renewals:** A message titled "Important Information" stating that the 2021-2022 license year has been closed and delinquent accounts can no longer be renewed through the Local Business License Renewal Center. It provides contact information for Caitlin Cothran.
- Jurisdiction Locked:** A message stating that Awendaw is currently locked and unable to perform some operations in the Local Business License Renewal Center. It provides the reason for the lock (pending completion of 2022-2023 setup tasks) and contact information for Caitlin Cothran.
- Stripe Account:** A message stating that Awendaw is not connected to a Stripe account and that an account must be connected before business license renewals can be processed. A "Connect with Stripe" button is visible in the bottom right corner of this box.

Once a Stripe account is connected, the option to connect with Stripe will be grayed out.

Next, the user will add the contact information. Selecting the edit button in the right corner.



Local Business License RENEWAL CENTER Renewals Accounting Business Reporting Help

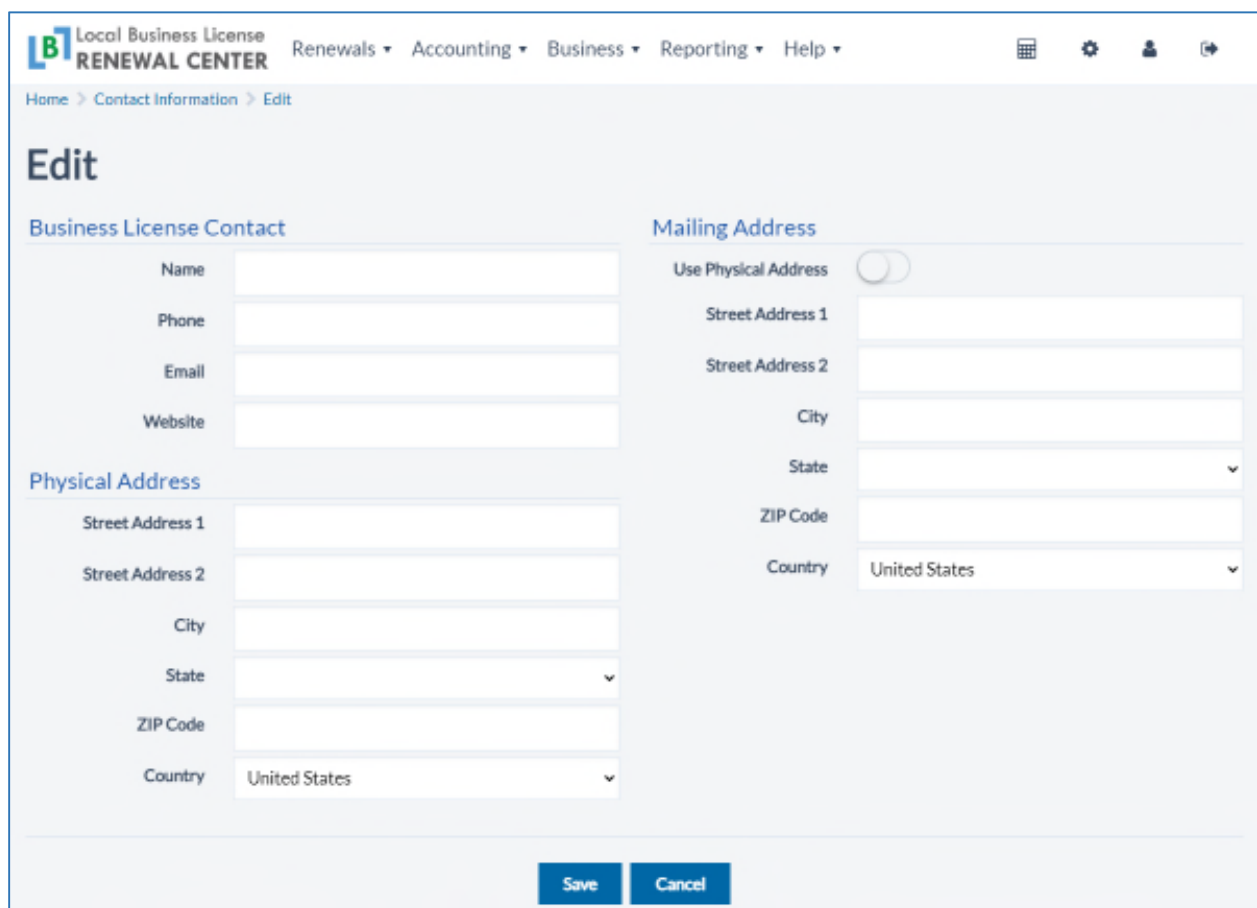
Home > Contact Information

Contact Information

Business license contact information will be provided to users of the Local Business License Renewal Center as the primary method of contact for Woodford. This information will be available during the license renewal process and will also be included in any email correspondence to business users.

Business License Contact	Address
Name	Physical Address
Phone	Mailing Address
Email	
Website	

Complete contact information and select Save.



Local Business License RENEWAL CENTER Renewals Accounting Business Reporting Help

Home > Contact Information > Edit

Edit

Business License Contact

Name

Phone

Email

Website

Physical Address

Street Address 1

Street Address 2

City

State

ZIP Code

Country United States

Mailing Address

Use Physical Address

Street Address 1

Street Address 2

City

State

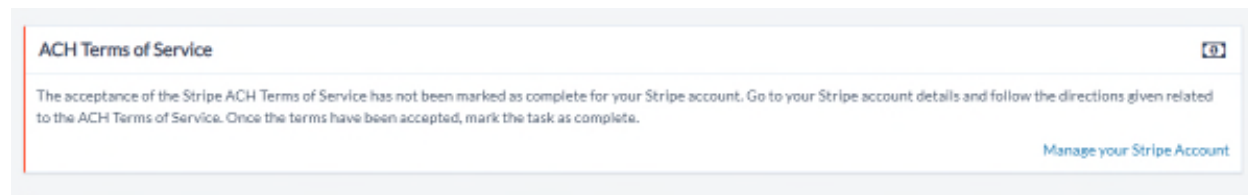
ZIP Code

Country United States


Save Cancel

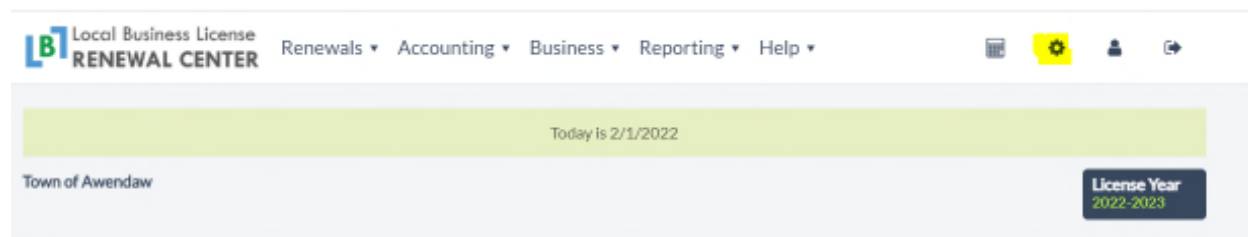
Select Home on the breadcrumbs at the top.

Next, the user must accept Stripe's ACH Terms of Service. The user will be linked upon selecting *Manage Your Stripe Account*.

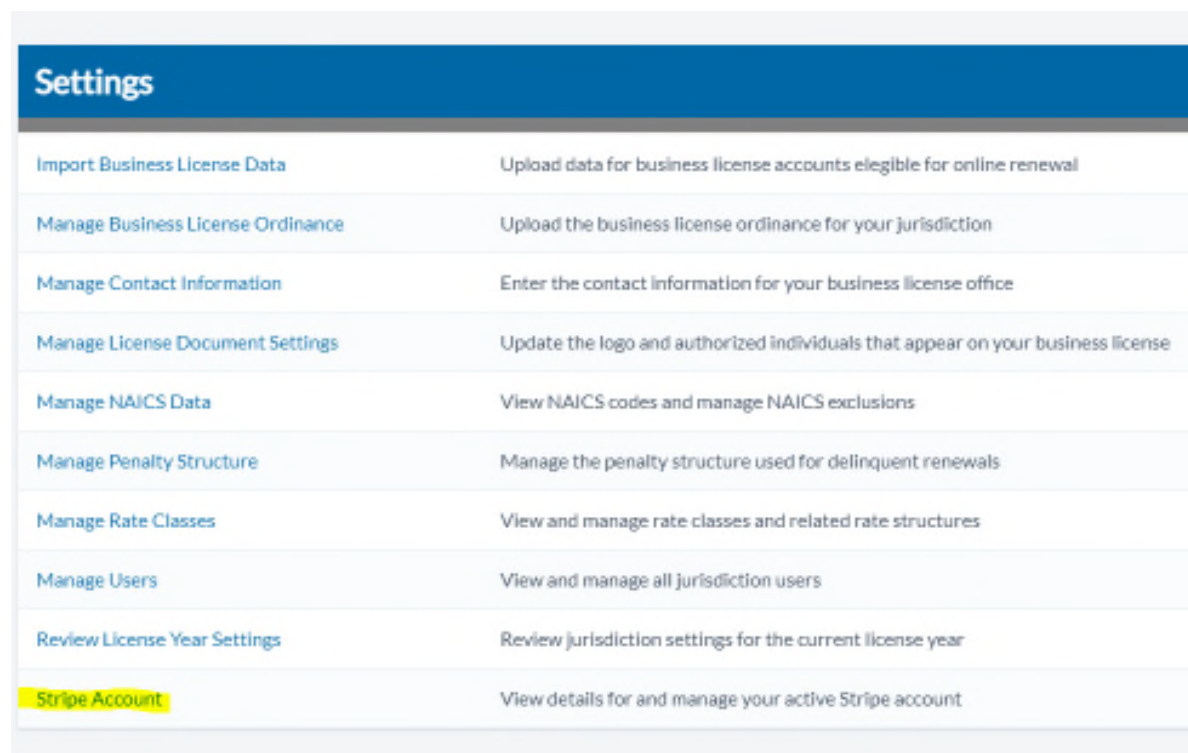


Stripe essentially has the same requirements as a bank account and the jurisdiction will be required to provide a date of birth, social security number, and cellphone number in order to successfully connect to the jurisdiction's bank account.

The Merchant Category must be selected in order to establish the Stripe account. To view the merchant categories recommended by the municipal association, select the  icon found at the top right of the home screen.



On the next screen, select Stripe Account.



Select Merchant Category Information.

Active Stripe Account

Account Information		Charge Details	
Account Id	acct_1LttJPFvLdaKEHZV	Statement Descriptor	
Email Address		Customer Support Phone	
Business Name	Local Business License Renewal Center	Merchant Category - Set by Stripe	
Business Website		Code	Not Set
Charges Enabled	True	Description	Not Set
Local Business License Renewal Center		Merchant Category Information	
Connected On	10/17/2022	ACH Limits - Determined and set by Stripe	
First Payment		Limit per Transaction	\$6,000.00
		Limit per Week	\$10,000.00
		Total This Week	\$0.00

Disconnect Stripe Account

Your Stripe account is connected to the Local Business License Renewal Center. To connect a different Stripe account, you must first disconnect this account.

[Disconnect your account](#)

ACH Terms of Service

Before you can receive payments from businesses using bank accounts, you **must** review and accept the [Stripe ACH Terms of Service](#), enabling ACH transactions for your account. The instructions given by Stripe will help you determine if this needs to be completed for your Stripe account. When needed, you will be prompted to **Enable ACH** on your Stripe account.

To access the terms of service, you will need to sign into your Stripe account. Once ACH has been enabled within Stripe, mark this task as complete.

[Mark as Complete](#)

The recommended merchant categories will be displayed in a popup.

Active Stripe Account

Account Information		Charge Details	
Account Id	acct_1LttJPFvLdaKEHZV	Statement Descriptor	
Email Address		Customer Support Phone	
Business Name	Local Business License Renewal Center	Merchant Category - Set by Stripe	
Business Website		Code	Not Set
Charges Enabled	True	Description	Not Set
Local Business License Renewal Center		Merchant Category Information	
Connected On	10/17/2022	ACH Limits - Determined and set by Stripe	
First Payment		Limit per Transaction	\$6,000.00
		Limit per Week	\$10,000.00
		Total This Week	\$0.00

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To access the terms of service, you will need to sign into your Stripe account. Once ACH has been enabled within Stripe, mark this task as complete.

[Mark as Complete](#)

Merchant Category Information

Your merchant category is automatically set by Stripe based on information entered in your Stripe business profile. If your current merchant category is not one of the following preferred categories, you can [contact Stripe](#) to make a change.

Code	Description
1520	General Services
7399	Miscellaneous Business Services
9311	Tax Payments - Government Agencies
9399	Government Services (Not Elsewhere Classified)

[Close](#)

Once the user has established the Stripe Account and accepted the terms of service, mark the step as complete.

Active Stripe Account

Account Information		Charge Details	
Account Id	acct_1LttjPFvLdaKEHZV	Statement Descriptor	
Email Address		Customer Support Phone	
Business Name	Local Business License Renewal Center	Merchant Category - Set by Stripe	
Business Website		Code	Not Set
Charges Enabled	True	Description	Not Set
Local Business License Renewal Center		Merchant Category Information	
Connected On	10/17/2022	ACH Limits - Determined and set by Stripe	
First Payment		Limit per Transaction	\$6,000.00
		Limit per Week	\$10,000.00
		Total This Week	\$0.00

Disconnect Stripe Account

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[Disconnect your account](#)

ACH Terms of Service

Before you can receive payments from businesses using bank accounts, you **must** review and accept the [Stripe ACH Terms of Service](#), enabling ACH transactions for your account. The instructions given by Stripe will help you determine if this needs to be completed for your Stripe account. When needed, you will be prompted to **Enable ACH** on your Stripe account.

To access the terms of service, you will need to sign into your Stripe account. Once ACH has been enabled within Stripe, mark this task as complete.

[Mark as Complete](#)

Setup Tasks

Each year during the month of January, the jurisdiction must complete six setup tasks. The tasks are located on the home screen and are highlighted in blue. The tasks are also accessible from the settings screen. To access setup tasks from the settings screen, select the gear icon at the top right of the screen.

Local Business License
RENEWAL CENTER

Renewals ▾ Accounting ▾ Business ▾ Reporting ▾ Help ▾

Today is 2/1/2022

Town of Woodford

License Year
2022-2023

▼ Setup Tasks

Upload Business License Ordinance

Edit Rate Structures

Edit Penalty Structure

Manage Excluded NAICS Codes

Manage License Document Settings

Import Business License Data

There is no requirement that the tasks be completed in order. Please note that if there are no changes from the prior year, information previously entered will roll over and the user can select *Mark as Complete* without having to enter the data again.

Upload Business License Ordinance

During the startup period, the user will be prompted to upload a copy of the business license ordinance. The user can select a document (PDF, Word, Jpeg, PNG) to upload. If a document already exists for the current year, the user will be prompted to confirm that the uploaded document will replace the existing document.


The user may also choose to delete an existing business license ordinance for the current year. When doing so, the user will be prompted to confirm the deletion.


If there is no current-year business license ordinance, the participant user will have the option to certify that the prior year ordinance is still in effect.

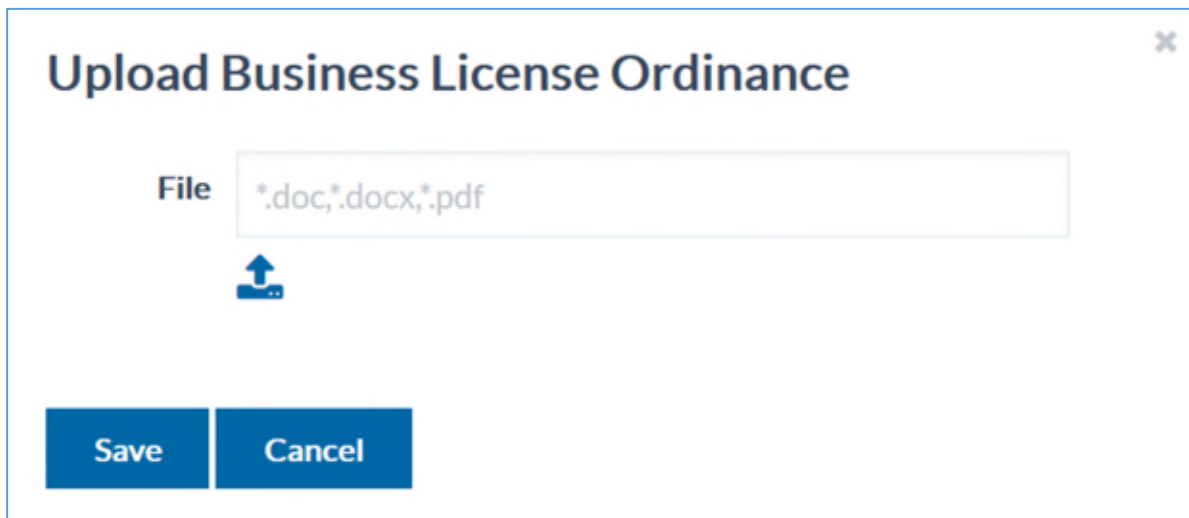
Choosing this option will carry the prior year's ordinance document over to the current license year.

At any point during the participant setup period, the participant user may return to modify the business license ordinance.

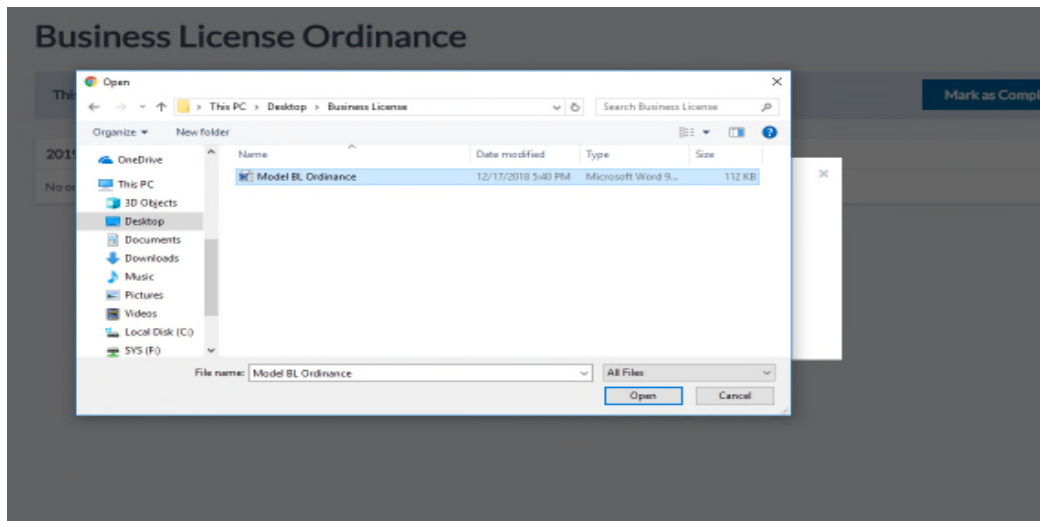
Once a business license document exists for the current license year, the startup task related to managing the business license ordinance will be marked as complete, removing it from the administrator home page. However, during the participant setup period, the user may return to the task via the participant settings task.

To upload the ordinance, select the edit icon .

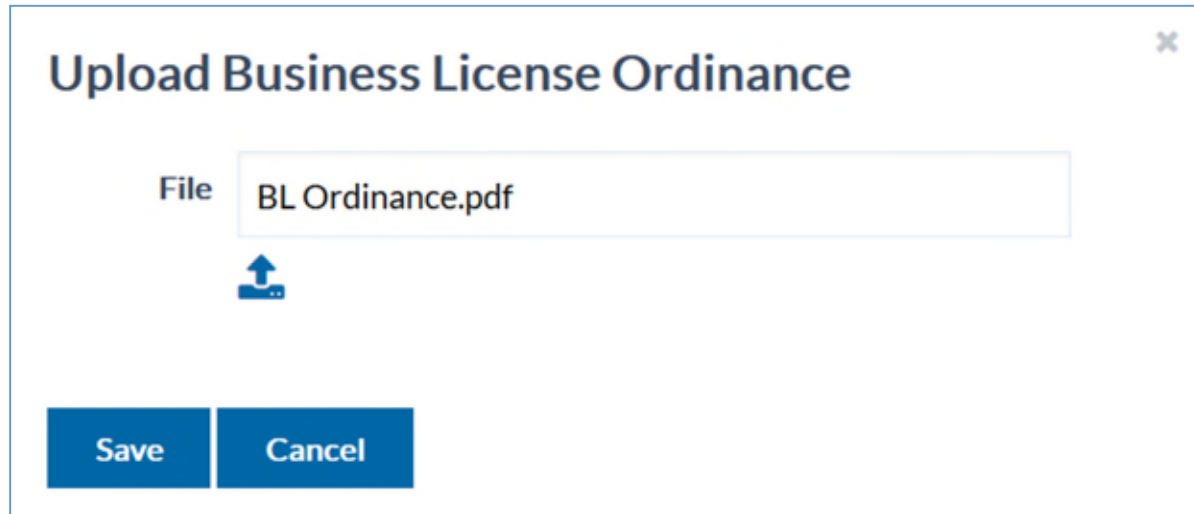
A pop-up box will appear. Click in the box or select the upload icon .



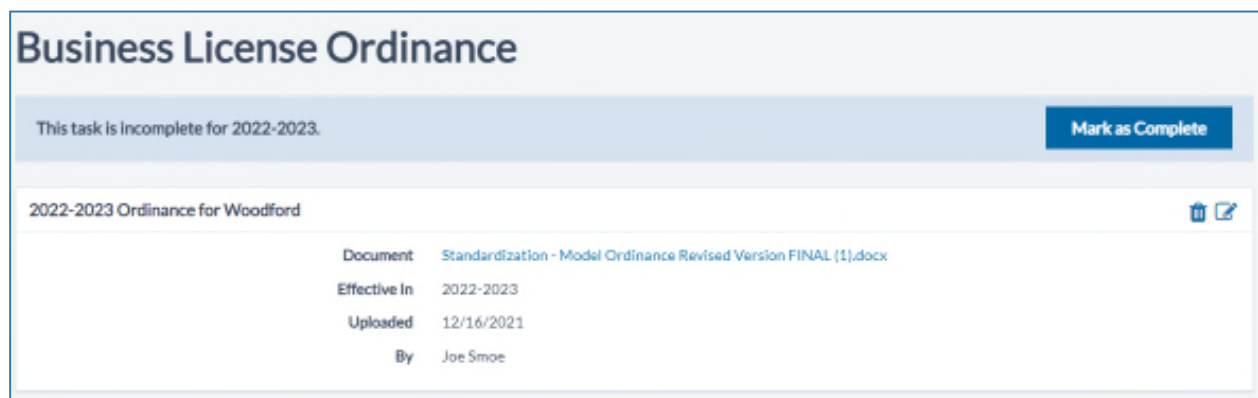
Choose the correct file from the user's computer. The file format must be a word document or pdf. Select **Open**.



Once the file has been selected, the user will return to the upload screen. Select **Save**.



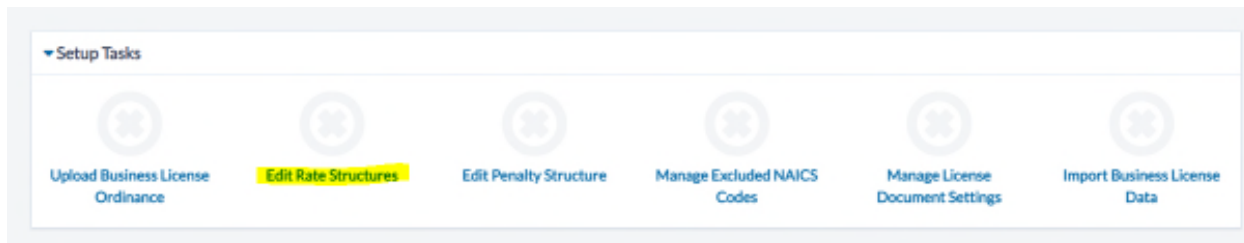
The user must select *Mark as Complete* to finish this task. The task can only be marked as complete if an ordinance has been uploaded.



During the setup period, main contacts and administrators can specify which standard rate class should be used. When used, the standard classes will be the default rate structures to be used for the user, with custom subclasses overriding the standard classes when NAICS codes are the same. When standard classes are not used, rates will be determined based on the NAICS codes defined for each custom class.

The user will be shown any custom subclasses that were previously defined.

To enter rates, select Edit Rate Structures located under Setup Tasks on the home screen.



Enter Standard Rate Classes

Select each rate class highlighted in blue.

Rate Classes

License Year 2022-2023 ▾ Status Open

2022-2023 Rate Classes

Standard

Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)	Apply Rate Multiplier (Outside)
Class 1	222	2/22/2019	Yes	Yes	No	Yes
Class 2	757		No	No	No	Yes
Class 3	50		No	No	No	Yes
Class 4	262		No	No	No	Yes
Class 5	145		No	No	No	Yes

Enter each rate by selecting Manage Rate Structure in Available Actions.

Class 1

The rate structure for Class 1 has not been verified.

[Verify Rate Class](#)

Available Actions

- Manage Rate Structure
- Require Supporting Documentation

2019-2020 NAICS Codes		
Code	Title	Classified On
111110	Soybean Farming	1/7/2019
111120	Oilseed (except Soybean) Farming	1/7/2019
111130	Dry Pea and Bean Farming	1/7/2019
111140	Wheat Farming	1/7/2019
111150	Corn Farming	1/7/2019
111160	Rice Farming	1/7/2019
111191	Oilseed and Grain Combination Farming	1/7/2019
111199	All Other Grain Farming	1/7/2019

Click the  to add the rate.

Rate Structure

Rates		
Amount	Per	Up To
No results found.		

Page 0 of 0 (0 Items)

Enter the rate amount for each category and save. Add a rate for the marginal rate and save. Add a rate for the declining rate and save.

Add Rate

Amount

\$ 35.00

Per

\$ 2,000.00

Up To

\$ 2,000.00

Save

Cancel

When all have been entered the user will be asked to verify the rate structure.

Select Verify Rate Structures under Available Actions. The user must verify the structure is as expected by manually calculating the tax amount for a gross income amount presented by the system.

When chosen, the system will present the user with a gross income amount that is larger than the upper limit of the last defined rate change. The user will be prompted to enter the manually calculated tax amount for the gross income. If the manually calculated tax amount is correct based on the entered rate structure, the class/subclass will be marked as verified. Otherwise, the user will be given a message indicating that the amount is incorrect and instructed to review the rate structure.

Home > Rate Classes > Class 1 > Rate Structure

Rate Structure

Rates	Search	Q	Download	+
Amount	Per	Up To		
\$35.00	\$2,000.00	\$2,000.00		
\$1.10	\$1,000.00	\$1,000,000.00		
\$1.05	\$1,000.00	\$2,000,000.00		

1

Page 1 of 1 (3 items)

Available Actions

Verify Rate Structure

Verify Rate Structure

To verify the rate structure, calculate the tax amount for \$2,002,765.00 and enter it below.

Rates	Amount	Per	Up To
	\$35.00	\$2,000.00	\$2,000.00
	\$1.10	\$1,000.00	\$1,000,000.00
	\$1.05	\$1,000.00	\$2,000,000.00
Taxable Income	\$2,002,765.00		
Calculated Tax Amount	<div> <div>\$</div> <div>0.00</div> </div>		
<div> <div>Verify</div> <div>Cancel</div> </div>			

Enter the amount of the license based on the Taxable Income amount.

Verify Rate Structure

To verify the rate structure, calculate the tax amount for \$2,002,765.00 and enter it below.

Rates	Amount	Per	Up To
	\$35.00	\$2,000.00	\$2,000.00
	\$1.10	\$1,000.00	\$1,000,000.00
	\$1.05	\$1,000.00	\$2,000,000.00
Taxable Income	\$2,002,765.00		
Calculated Tax Amount	<div> <div>\$</div> <div>2,182.80</div> </div>		
<div> <div>Verify</div> <div>Cancel</div> </div>			

When the Rate Class has been verified, it will appear as such on the Rate Class list. If the calculation is incorrect, review the rates that have been entered for inaccuracies. Change accordingly and verify again.

Upon verification of the accuracy of rates entry, the rate classes table under Verified will state **Yes**. This task can be marked as complete if all of the classes have **Yes** under Verified.

Rate Classes

License Year **2022-2023** Status Open

2022-2023 Rate Classes

Standard

Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)	Apply Rate Multiplier (Outside)
Class 1	222	2/22/2019	Yes	Yes	No	Yes
Class 2	757		No	No	No	Yes
Class 3	50		No	No	No	Yes
Class 4	262		No	No	No	Yes

Available Actions

[Tax Calculator](#)
[Locate NAICS Code Class](#)

Supporting Documentation

If the jurisdiction requires supporting documentation such as proof of income before a license can be approved, indicate that in the Supporting Documentation section.

Under Available Actions, select edit class options.

Class 1

The rate structure for Class 1 has been verified.

[Verify Rate Class](#)

Available Actions

[View Rate Structure](#)
[Edit Class Options](#)

2022-2023 NAICS Codes

Search



Code	Title	Classified On
420000	Wholesale Trade	12/9/2021
423000	Merchant Wholesalers, Durable Goods	12/9/2021
423100	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers	12/9/2021
423110	Automobile and Other Motor Vehicle Merchant Wholesalers	12/9/2021
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	12/9/2021

A description of the required documentation can be added. Repeat this step for every rate class where supporting documentation is required. Be as descriptive as possible in the Documentation Prompt box. State in detail what you require as the business will see the message.

Class Options

The following class options are used by Awendaw.

- Documentation: If documentation is required, the business user must upload a document when submitting a business license renewal request. The documentation prompt will be shown to the business user.
- Rate: When Apply Rate Multiplier is enabled, the calculated business license tax will be multiplied by 2.00.

Inside Jurisdiction

Documentation Required ☒

Documentation Prompt

The City of Paris required proof of income before the business license renewal can be processed. Please provide a copy of Schedule C of the tax return. |

Outside Jurisdiction

Documentation Required ☐

Documentation Prompt

Apply Rate Multiplier Yes

[Save](#) [Cancel](#)


Manage Rate Sub-Classes

Custom Rate Classes (Class 9s)


When the standard classes are not used, the user will be shown any custom classes that were previously defined. The user may select any class or subclass for a more detailed view.

Add/Edit Class/Subclass

When viewing the rate class summaries, main contacts and administrators will have the option to add or delete custom classes and subclasses in Class 9. Class 8s are defined by state law.

To Add Class 9s, select the  button. Enter the NAICS. Enter the rates. Verify the calculation.

Class 8.6	1	Yes	No	No
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2022-2023 Class 9 Sub-Classes 					
Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)
No results found.					

Add Custom Rate Class. Name the Class 9 Sub-Class as your ordinance has it named and select Save.

Add Class 9 Sub-Class

Name

The sub-class will appear in the list of Class 9 Sub-Classes. Select the Name of the sub-class.

2022-2023 Class 9 Sub-Classes 						
Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)	Apply Rate Multiplier (Outside)
 Class 9.1	0		No	No	No	No
 Class 9.2	0		No	No	No	No
 Class 9.7	119	9/8/2022	Yes	No	No	Yes




Verify the sub-class by adding the NAICS codes for the sub-class.

Class 9.1

Verification Status
The rate structure for Class 9.1 has not been verified.
[Verify Rate Class](#)

Available Actions
[Upload Class NAICS Codes](#)
[Manage Rate Structure](#)
[Edit Class Options](#)

2022-2023 NAICS Codes

Search   

Code	Title	Classified On
No results found.		

Page 0 of 0 (0 items)

Add NAICS and select Save.

Add Class NAICS Codes

2022-2023

Enter one or more NAICS codes, separated by commas, to be classified as Class 9.1.

NAICS Codes 454390

Available Actions
[Add NAICS Codes by Prefix](#)

[Save](#) [Cancel](#)




Select Manage Rate Structure and add the rates for the sub-class following the same protocol as done for Rate Classes 1-7.

Class 9.1

Verification Status
The rate structure for Class 9.1 has not been verified.
[Verify Rate Class](#)

Available Actions
[Upload Class NAICS Codes](#)
[Manage Rate Structure](#)
[Edit Class Options](#)

2022-2023 NAICS Codes

Search   

<input type="checkbox"/>	Code	Title	Classified On
<input type="checkbox"/>	454390	Other Direct Selling Establishments	10/9/2022

1
Page 1 of 1 (1 item)

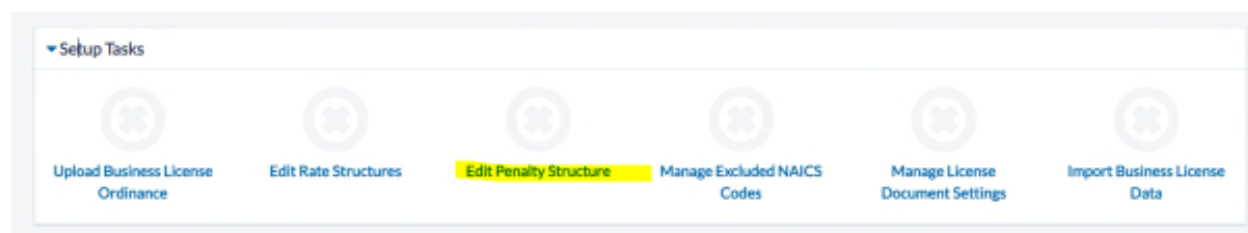
Verify Rate Structure

When changes are made to a class/subclass rate structure, the participant user must verify the structure is as expected by manually calculating the tax amount for a gross income amount presented by the system.

When chosen, the system will present the user with a gross income amount that is larger than the upper limit of the last defined rate change. The user will be prompted to enter the manually calculated tax amount for the gross income. If the manually calculated tax amount is correct based on the entered rate structure, the class/subclass will be marked as verified. Otherwise, the user will be given a message indicating that the amount is incorrect and instructed to review the rate structure.

Edit Penalty Structure

Under Setup Tasks on the home screen, select Edit Penalty Structure.



The renewal center is set at a 5% penalty which is taken from the model ordinance. If the jurisdiction's penalties are 5%, the user can mark the step as complete. To make changes to the penalty structure select Use Custom Penalties and set it accordingly.

Penalty Structure

License Year 2022-2023 ▾

Status Open

This task is complete for 2022-2023.

Mark as Incomplete

The City of Anderson uses standard penalties for 2022-2023.

Use Custom Penalties

Available Actions

Calculate Penalty

2022-2023 Penalty Structure

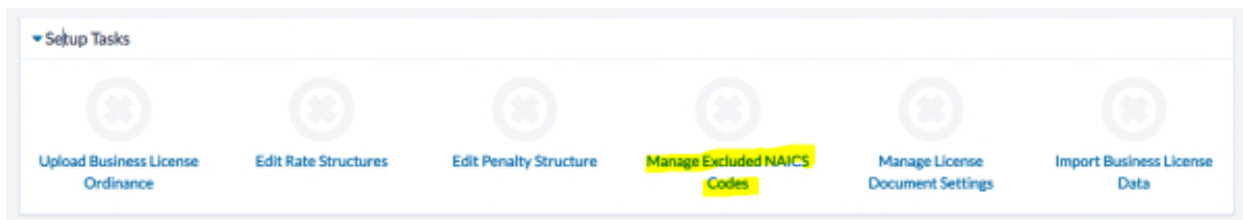
Standard

Delinquent Date	Fixed Penalty	Percentage Penalty
5/1/2022	\$0.00	5.00%

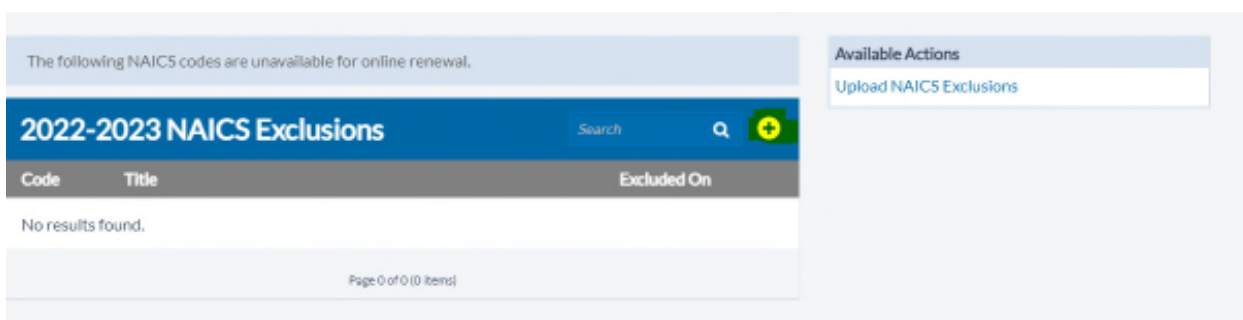
If there are no changes needed, select Mark as Complete.

Manage Excluded NAICS Codes

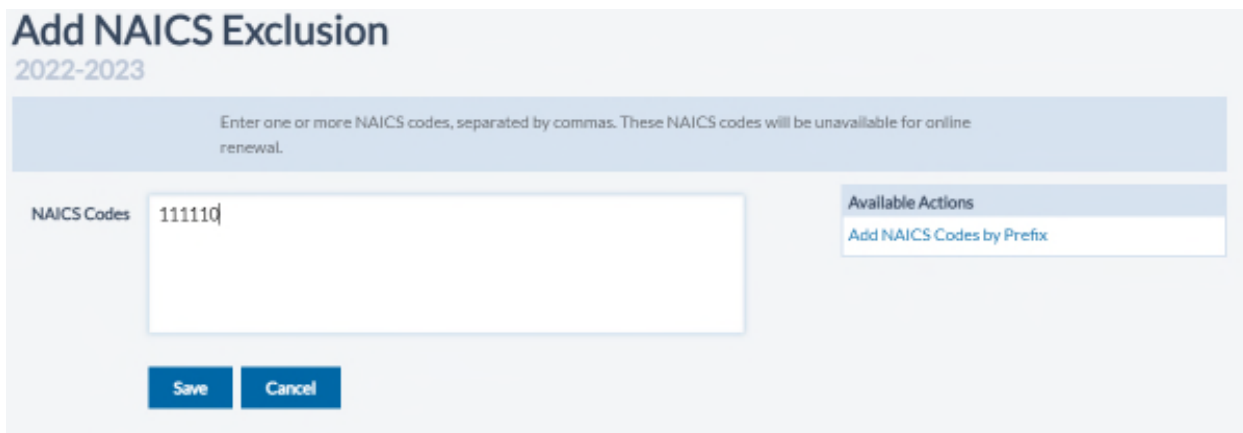
Under Setup Tasks on the home screen, select Manage Excluded NAICS Codes.



MASC will preload NAICS excluded by state law, etc. Mark as complete if the jurisdiction does not have additional NAICS exclusions. To add NAICS exclusions, the jurisdiction will enter exclusions manually by selecting the Add button.



Enter the NAICS number to be excluded and select Save.



Please note that excluding a NAICS code will prevent businesses under that NAICS from renewing on the renewal center.

NAICS Exclusions

✓ This task is complete for 2022-2023.

Mark as Incomplete

The following NAICS codes are unavailable for online renewal.

Available Actions

Upload NAICS Exclusions

2022-2023 NAICS Exclusions

Search



<input type="checkbox"/>	Code	Title	Excluded On
<input type="checkbox"/>	111110	Soybean Farming	10/9/2022

1

Page 1 of 1 (1 item)

Delete NAICS exclusions by selecting the NAICS code and selecting Delete Exclusions.

The following NAICS codes are unavailable for online renewal.

Available Actions

Upload NAICS Exclusions

2022-2023 NAICS Exclusions

Search



Delete Exclusions

<input checked="" type="checkbox"/>	Code	Title	Excluded On
<input checked="" type="checkbox"/>	111110	Soybean Farming	10/9/2022

1

Page 1 of 1 (1 item)

Delete NAICS Exclusions?



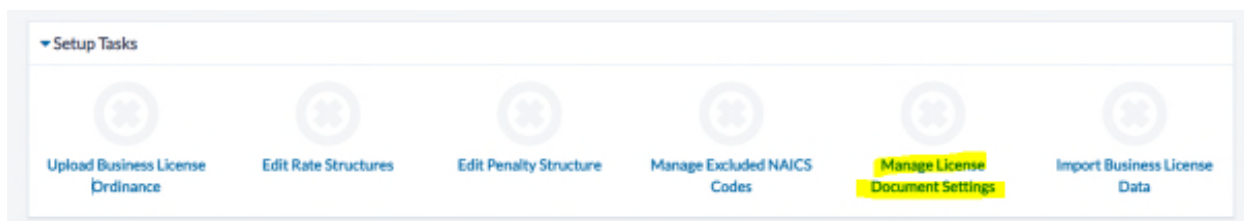
The selected NAICS exclusions will be deleted. Are you sure?


Yes

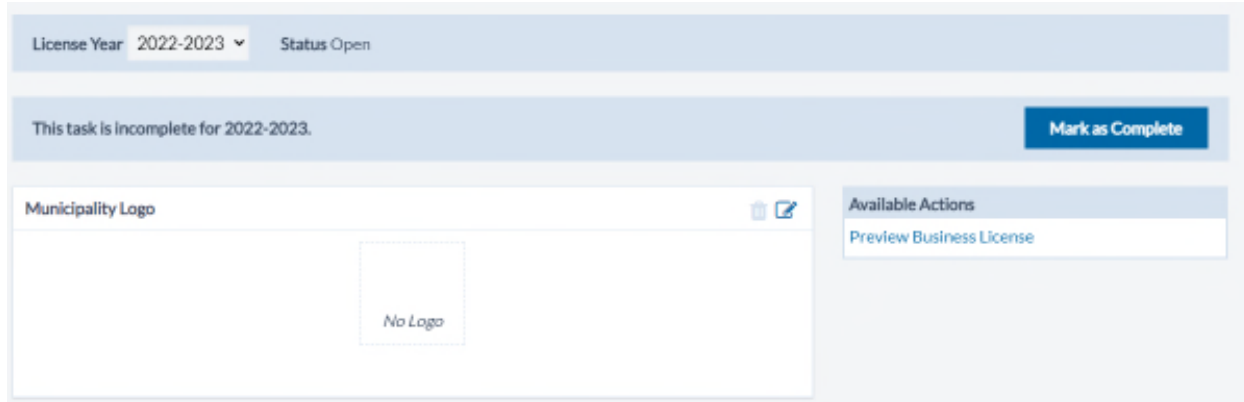
No


Manage License Document Settings

Under Setup Tasks on the home screen, select Manage License Document Settings. The user will need the following to complete the task: the jurisdiction's logo in the form of a *.jpg, *.jpeg, *.png; a digital copy of the signature in the form of *.jpg, *.jpeg, *.png.



To upload the Logo, select the edit icon .




A pop-up box will appear. Click in the box or select the upload icon .

Upload Logo

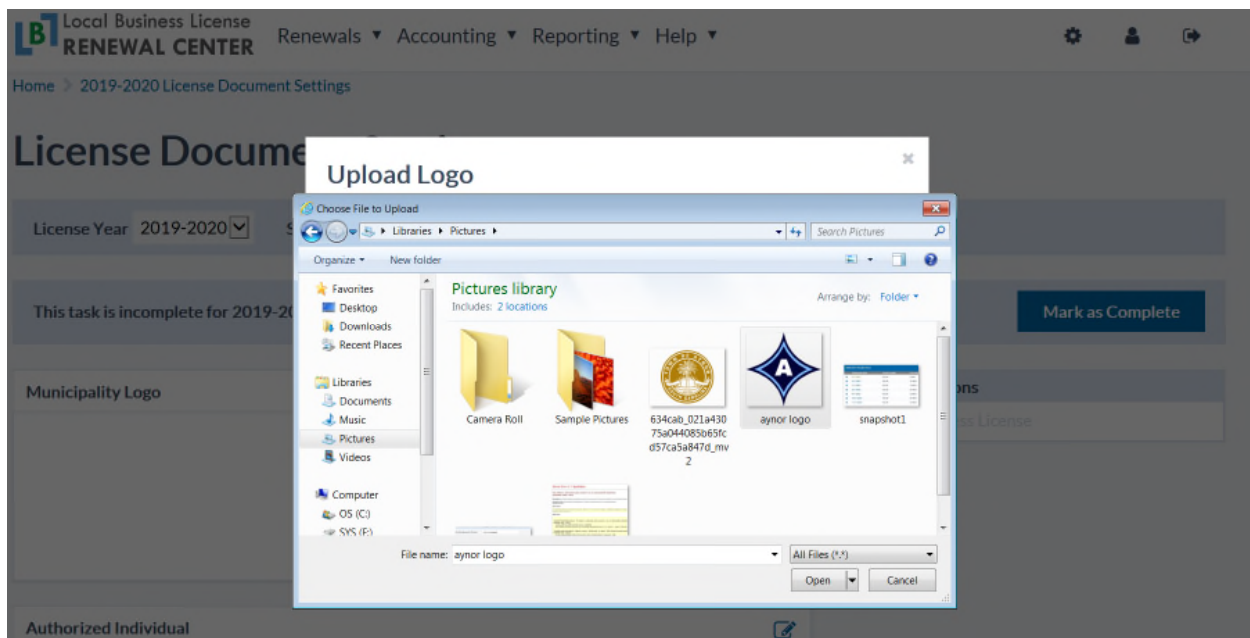
Logo
Image 

*.jpg, *.jpeg, *.png



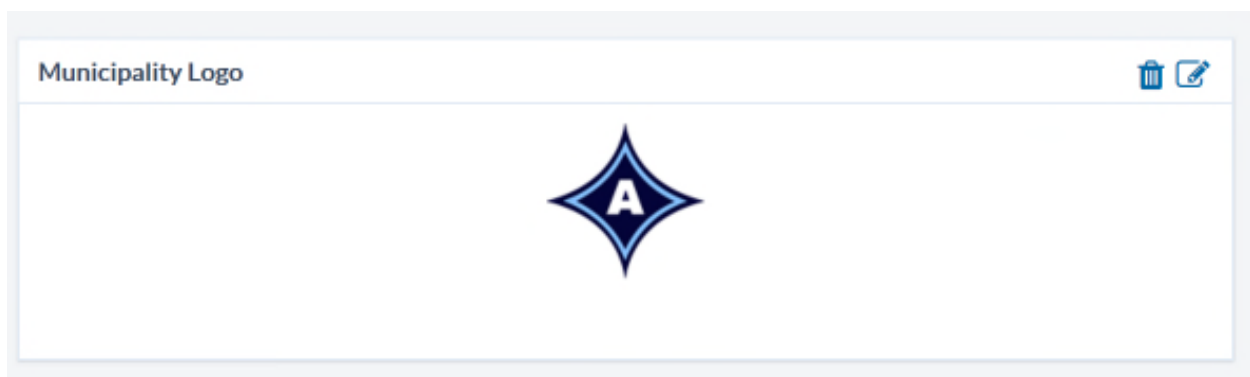
Save

Cancel

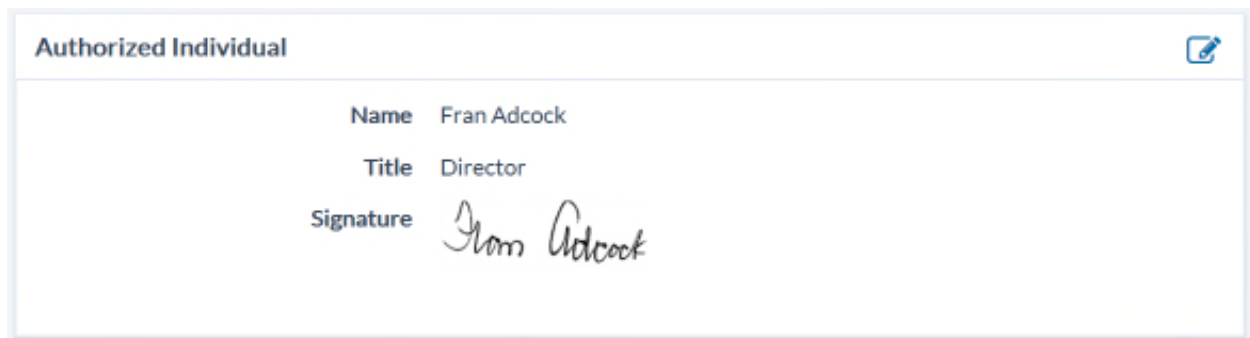


Choose the correct file from your computer. Select **Open**.

When uploaded correctly, the logo will appear.



Next upload the information for the Authorized Individual.



Footer Text can be entered if the jurisdiction has more information to include by selecting the edit icon.

Footer Text



Customize Footers? No

Footer 1 RESIDENT BUSINESS MUST POST IN A CONSPICUOUS PLACE. NON
RESIDENT BUSINESS MUST KEEP IN POSSESSION.

Footer 2 NOTIFY THE BUSINESS LICENSE OFFICE OF ANY CHANGES IN LOCATION
OR OWNERSHIP.

Mark as Complete



The Manage License Document Settings task will be shown as complete on your home page. Continue?

Yes

No

Once tasks are marked as complete, the business license can be previewed by selecting Preview Business License under Available Actions.

License Document Settings

License Year 2022-2023

Status Open

This task is incomplete for 2022-2023.

Mark as Complete

Municipality Logo



MASC

Available Actions

Preview Business License

Authorized Individual



Name Melissa Brown

Title Administrator

Signature

Melissa Brown

The document will open as a word document that the user will be prompted to open or save.

Do you want to open or save **Aynor_SampleBusinessLicense.pdf** (60.7 KB) from **testbl-jurisdiction.masc.sc?**

Open

Save

Cancel

✕

Review the license for accuracy.



City of Anderson
BUSINESS LICENSE

2022-2023
May 1, 2022 - April 30, 2023

ACME Business
DBA ACME
John Doe
123 Main Street
Anderson, SC 29000

NAICS: 999999
Account: 1234567
Description: This is the description of the business.

Fran Adcock , Business License Administrator

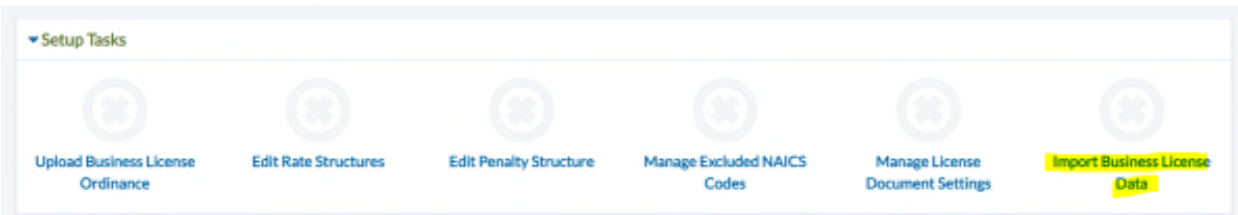
Caitlin Cothran, Manager

THIS MUST BE CARRIED ON YOUR PERSON.

If the document is accurate, mark the step as complete.

Import Business License Data

Under Setup Tasks on the home screen, select Import Business License Data.



The Municipal Association will provide an Example Business License Accounts File. Once the license account file has been downloaded from the jurisdictions' software in the correct format, it is ready to be uploaded into the portal.

Under Available Actions – select Upload Business License Accounts.

Business License Data

License Year **2022-2023** Status **Open**

This task is incomplete for 2022-2023. [Mark as Complete](#)

Manual License Account Entry

No license accounts have been imported for renewal in the Local Business License Renewal Center. When manual license account entry is enabled, a business user may enter detailed information for additional license accounts for online renewal.

Manual license account entry is currently **enabled**. [Change this setting.](#)

2022-2023 Imported License Accounts			
Account ↑	Business Name	Tax ID Last 4	NAICS
No results found.			

Page 0 of 0 (0 items)

Available Actions

[Upload Business License Accounts](#)

Select the upload icon.

Select the Business License Account File found on the user's computer. Please note that the file must be a .csv.

Once the file has been uploaded it must be confirmed.

If the data confirmation information is correct, select Confirm Upload.

Confirm Business License Data

2022-2023

There are currently 27 business license accounts for Anderson in 2022-2023.

If this pending upload is confirmed, the actions listed below will be taken, **leaving Anderson with 28 business license accounts in 2022-2023**.

If removed, the pending upload will be deleted without affecting any accounts.

[▶ Upload Action Descriptions](#)

Pending Upload

File Name Test BL File.csv
Uploaded 10/9/2022 6:38:32 PM
Uploaded By [REDACTED]
Number of Accounts 28

Upload Actions

Accounts to be Added 0
Accounts to be Updated 28
Accounts to be Removed 0
Unaffected Accounts 0

Confirm Upload

Remove Upload

The upload will appear as in progress. The upload can take up to 10 minutes depending on the size of the file.

Business License Data

License Year

2022-2023


Status Open

This task is incomplete for 2022-2023.

Mark as Complete



Business License Data Import

An upload of business license data has been confirmed and is being processed. When processing is complete, you will receive an email with the results.
Once the email is received, review the business license data and mark the task as complete.



2022-2023 Imported License Accounts

Search



Account ↑	Business Name	Tax ID Last 4	NAICS
10591	Travel Inc	1214	561599

Available Actions

Account Upload Is Processing

Once the file has been successfully uploaded, a confirmation email will be received. If there are errors with the upload, the email will indicate the errors. Once the file is successfully uploaded, setup is complete.

If the jurisdiction does not upload a business license account file, the jurisdiction must enable manual entry by selecting the Import Business License Data task and following the steps below.

Business License Data

License Year

2022-2023

Status Open

This task is incomplete for 2022-2023.



Mark as Complete

Manual License Account Entry

The license accounts below are available for renewal in the Local Business License Renewal Center. When manual license account entry is enabled, a business user may enter detailed information for additional license accounts for online renewal.
Manual license account entry is currently **disabled**. Change this setting.

2022-2023 Imported License Accounts

Search



Account ↑	Business Name	Tax ID Last 4	NAICS
10591	Travel Inc	1214	561599
11403	Property Stuff	1261	221112
11700	Office Stuff	1219	453210
11744	Finance Inc	1212	532420

Available Actions

Upload Business License Accounts

Business License Data

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023.

Mark as Complete

Manual License Account Entry

The license accounts below are available for information for additional license accounts.

Manual license account entry is currently disabled.

Enable manual license account entry?

This will allow a business user to add and renew license accounts not imported by Anderson.

Enable

Cancel

2022-2023 Imported License Accounts

Search



Account #

Business Name

Tax ID Last 4

NAICS

Available Actions

Upload Business License Accounts