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

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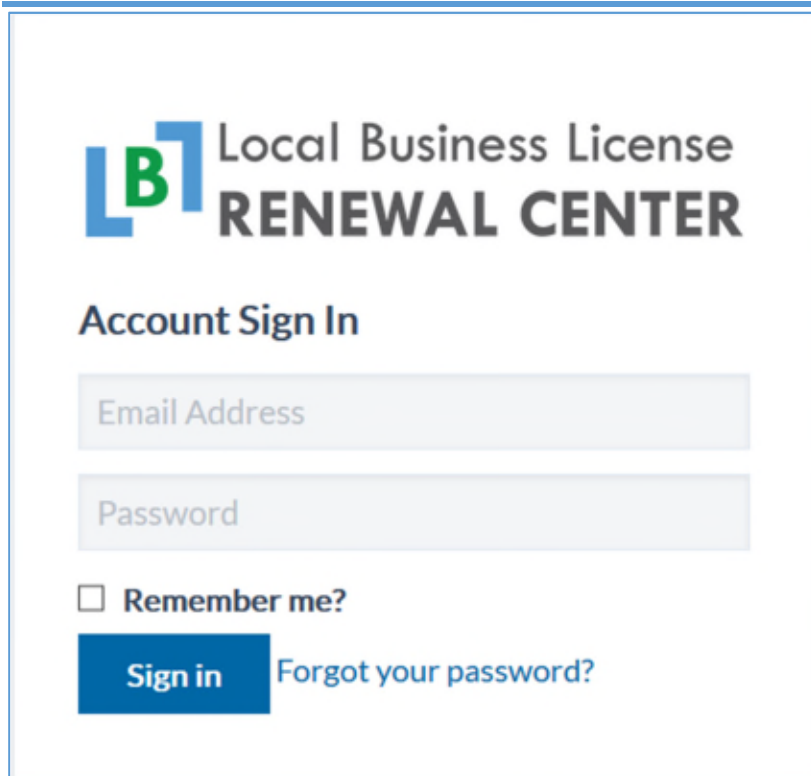
Municipal Association of SC

Login

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

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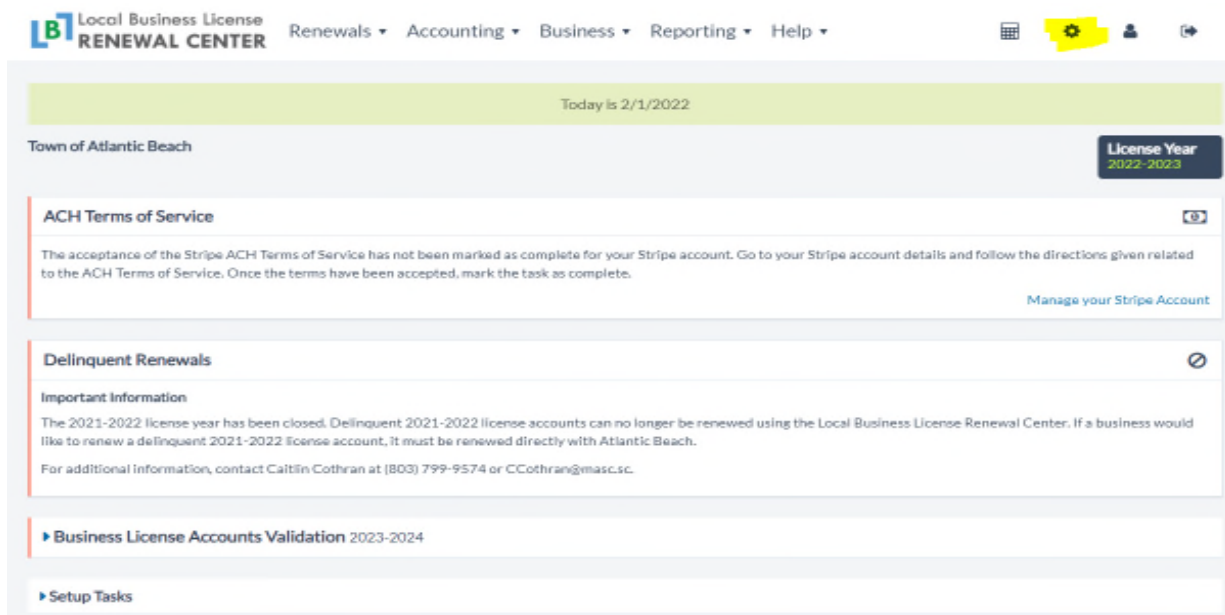
The Main Contact is responsible for assigning all other user roles within the portal. There are three additional roles that can be assigned:

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.

- o 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.
- o 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
  - o Users with this role will have access to all tasks in the participant portal.
  - o 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.
  - o 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
  - o Users with this role will have access to perform tasks related to processing business license requests within the participant portal.
  - o Approvers will be able to view business license renewal requests and perform tasks needed to approve or reject renewal requests.
  - o
- Reviewer
  - o Users with this role will have restricted access within the participant portal
  - o 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.

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

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.

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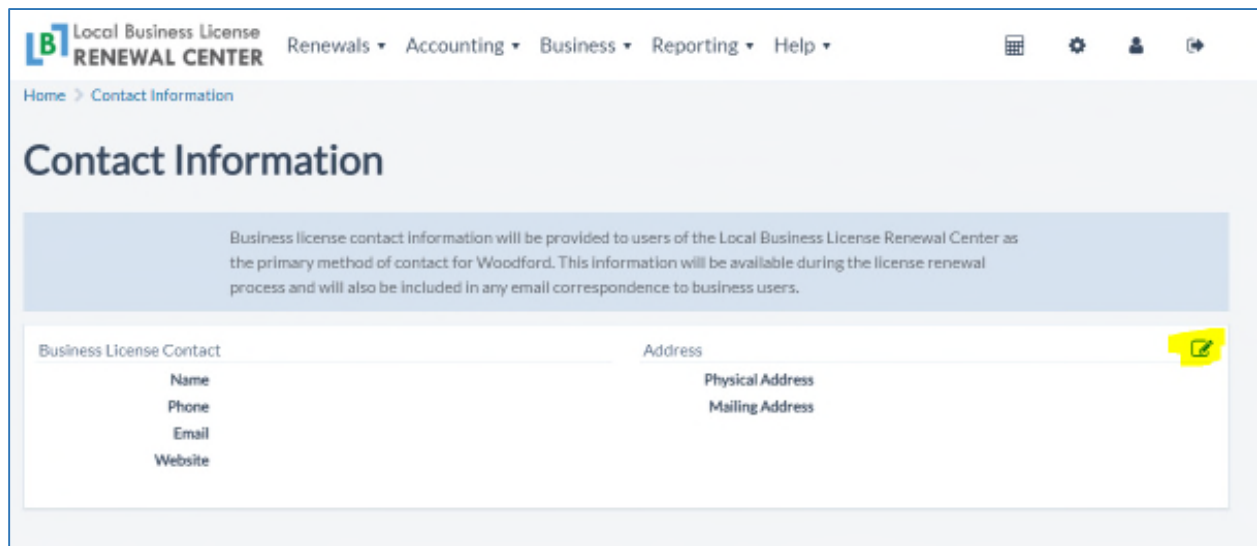
From the screen below the user will select Connect with Stripe in the Stripe Account box.

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.

Complete contact information and select Save.

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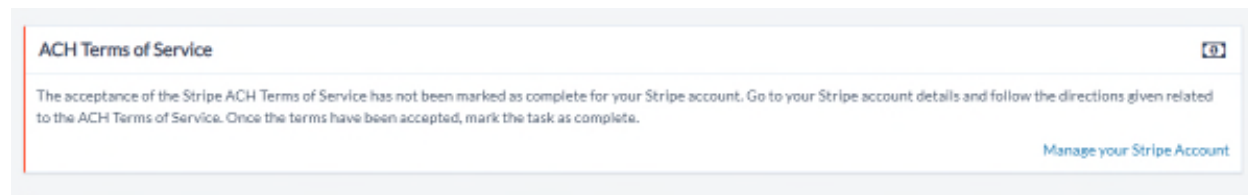
Stripe essentially has the same requirements as a bank account and the jurisdiction will be required to provide a date of birth, social security number, and cellphone number in order to successfully connect to the jurisdiction's bank account.

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.
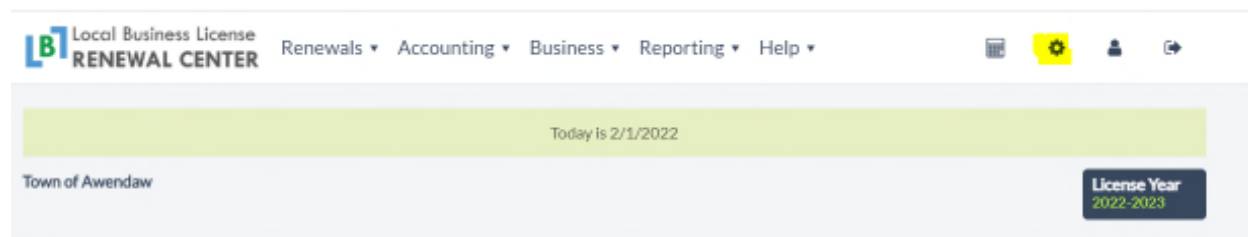
On the next screen, select Stripe Account.
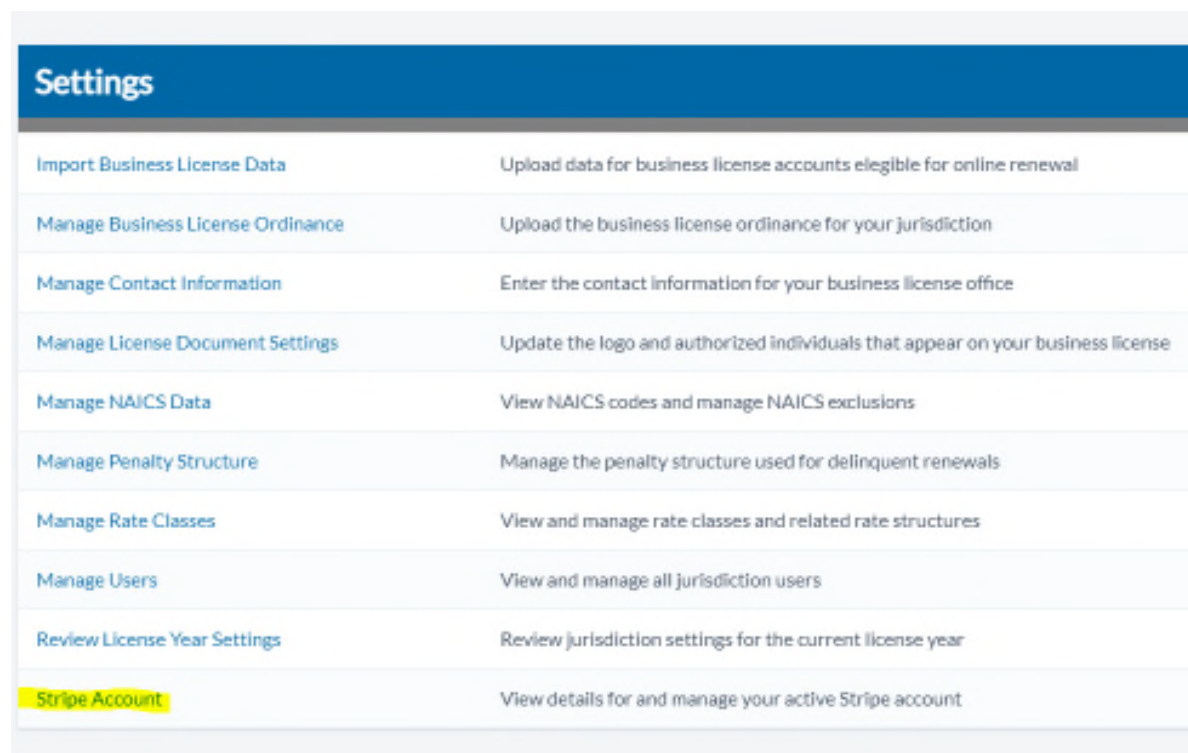
Select Merchant Category Information.

The recommended merchant categories will be displayed in a popup.

Once the user has established the Stripe Account and accepted the terms of service, mark the step 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. **T**o access setup tasks from the settings screen, select the gear icon ⚙ at the top right of the screen.

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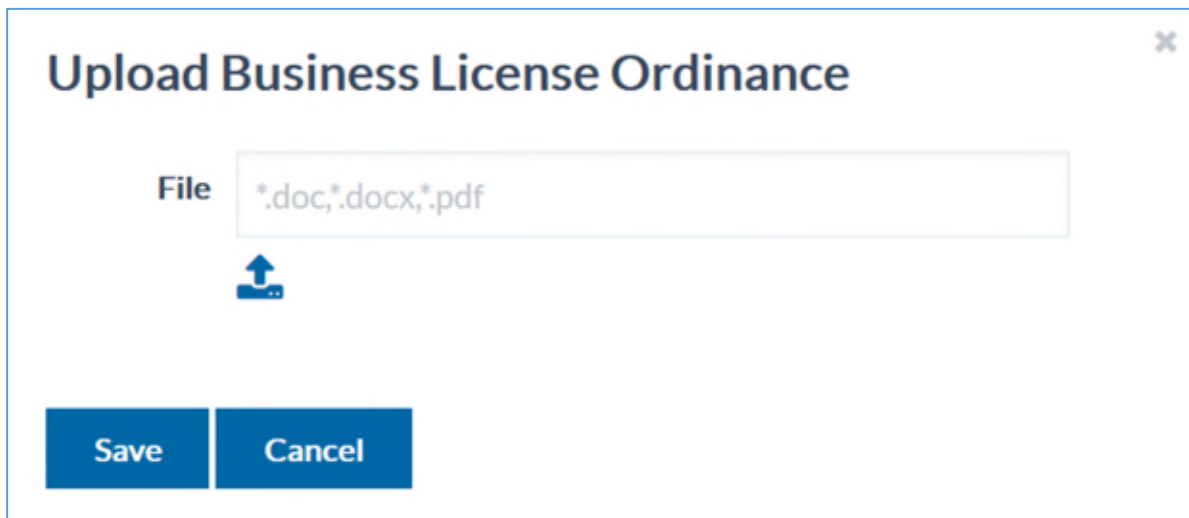
Choosing this option will carry the prior year's ordinance document over to the current license year.

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**.
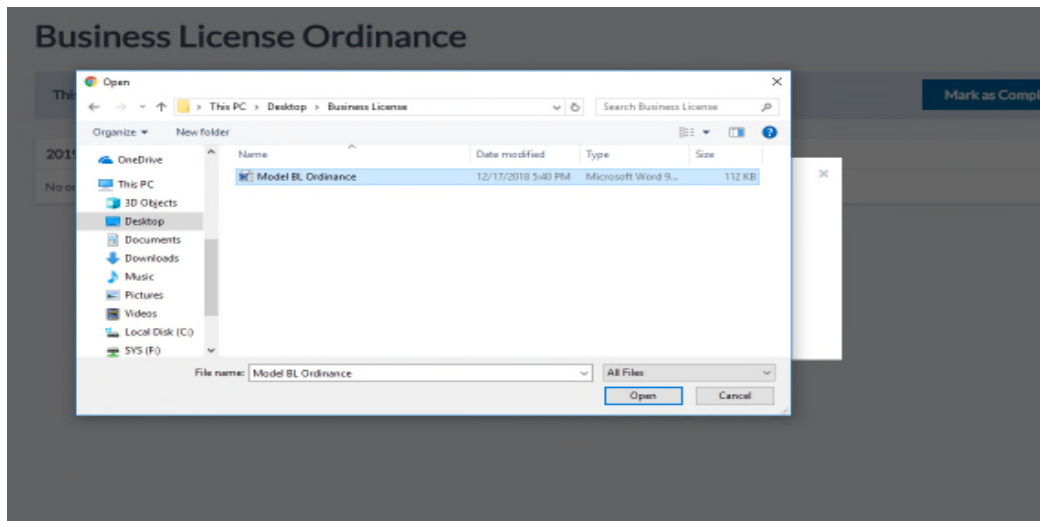
Once the file has been selected, the user will return to the upload screen. Select **Save**.
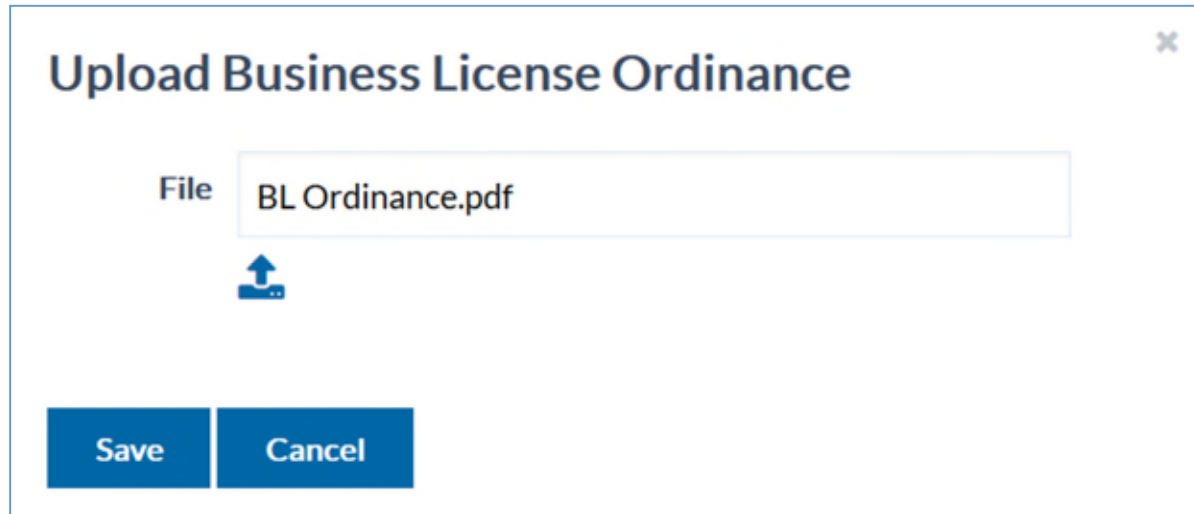
The user must select *Mark as Complete* to finish this task. The task can only be marked as complete if an ordinance has been uploaded.

If the wrong ordinance was uploaded or the ordinance has changed, select **Mark as Incomplete** to upload a new ordinance.

The user can return home by clicking on the Local Business License Renewal Center logo or selecting Home from the breadcrumbs at the top of the screen.

Once the task is marked as complete, a green check mark will appear for the task on the home screen.

Edit Rate Structures - Standard

All users will have the ability to view current and historical rate structures.

The new business license law requires that all cities and towns use a standardized class schedule based on NAICS codes. Previously, many cities and towns used different class schedules. In the Revised Model Business License Ordinance, Classes 1 – 7 are the required standard classes based on NAICS, and Class 8 contains businesses for which state law requires special business license treatment.

Many cities and towns have adopted a special Class 9 into which they place unique or special businesses. The new law allows you to continue these subclasses, but under the Revised Model Ordinance, these optional subclasses belong in Class 9.

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 uer, 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.
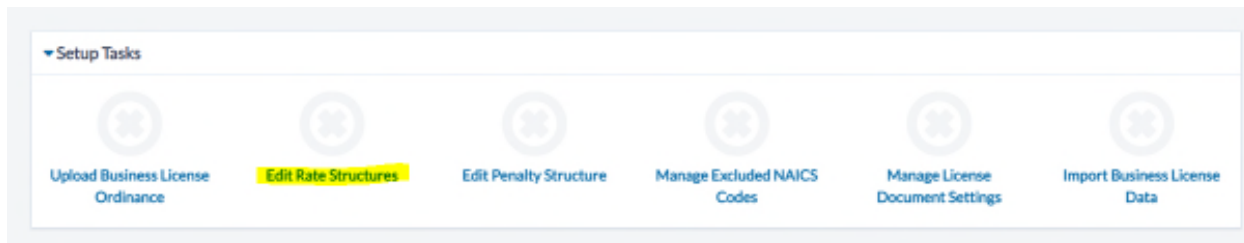
Enter Standard Rate Classes
Select each rate class highlighted in blue.

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 🔍 ⬇ ➕	Available Actions
	Amount	Per	Up To	Verify Rate Structure
🗑	$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)

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 $ 0.00

Verify   **Cancel**

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 $ 2,182.80

Verify   **Cancel**

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

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.

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	

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   Class 9. 1

[Save] [Cancel]

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

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

| ■	Code	Title	Classified On
☐	454390	Other Direct Selling Establishments	10/9/2022

1

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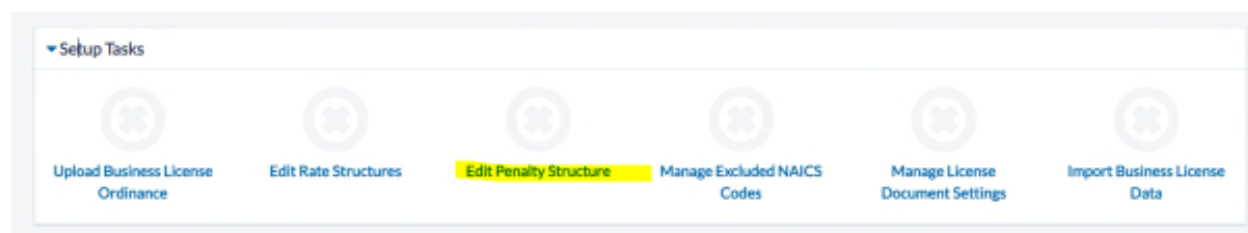
The renewal center is set at a 5% penalty which is taken from the model ordinance. If the jurisdiction's penalties are 5%, the user can mark the step as complete. To make changes to the penalty structure select Use Custom Penalties and set it accordingly.


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.
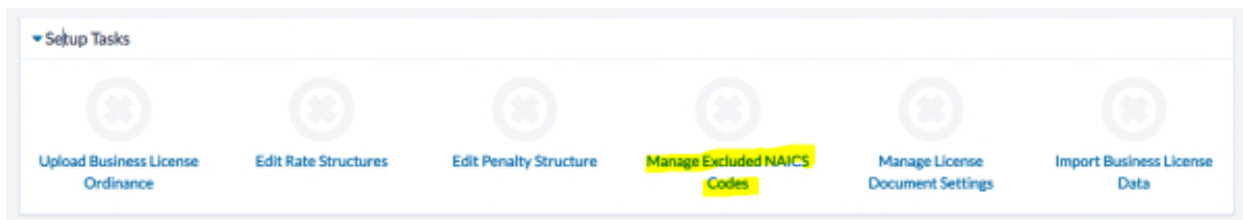
MASC will preload NAICS excluded by state law, etc. Mark as complete if the jurisdiction does not have additional NAICS exclusions. To add NAICS exclusions, the jurisdiction will enter exclusions manually by selecting the Add button.
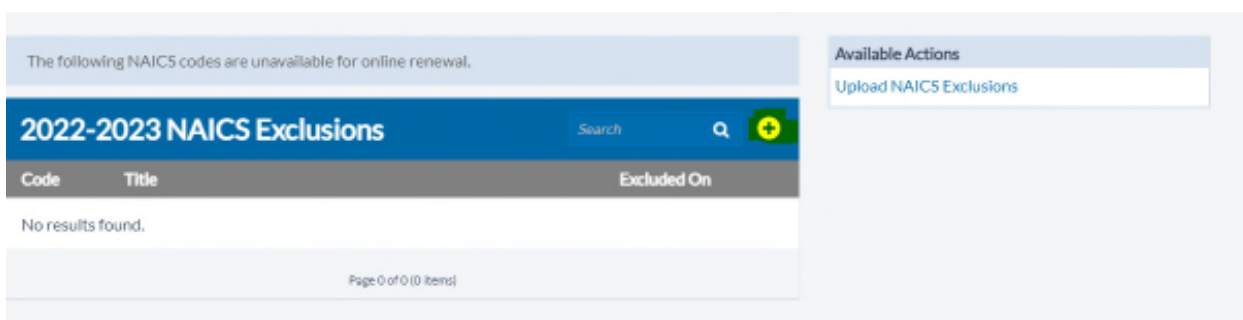
Enter the NAICS number to be excluded and select Save.
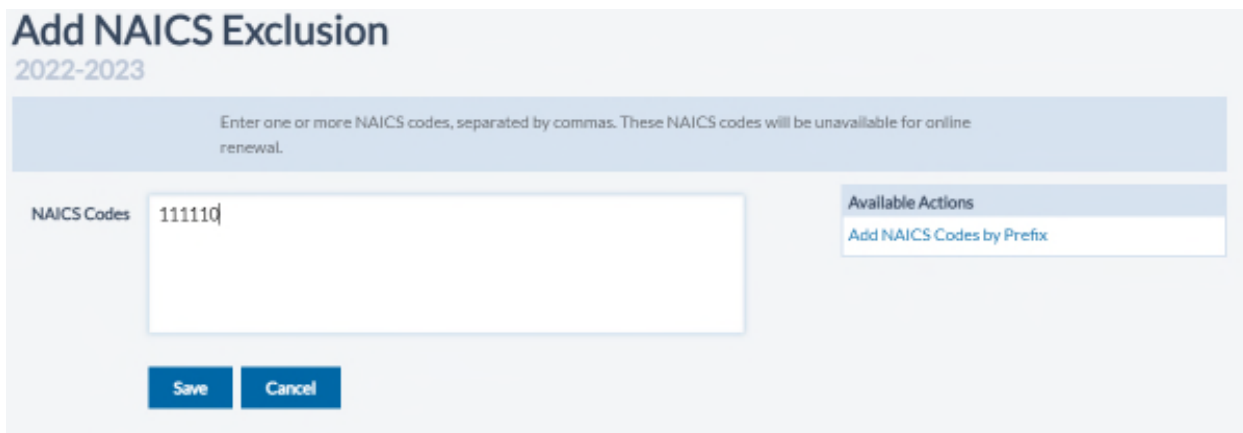
Please note that excluding a NAICS code will prevent businesses under that NAICS from renewing on the renewal center.

NAICS Exclusions

This task is complete for 2022-2023.   **Mark as Incomplete**

The following NAICS codes are unavailable for online renewal.

2022-2023 NAICS Exclusions   *Search* 🔍 ➕

Available Actions

Upload NAICS Exclusions

	Code	Title	Excluded On
☐	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 NAIC5 codes are unavailable for online renewal.

2022-2023 NAICS Exclusions   *Search* 🔍 ➕

Available Actions

Upload NAIC5 Exclusions

Delete Exclusions

	Code	Title	Excluded On
☑	111110	Soybean Farming	10/9/2022

1

Page 1 of 1 (1 item)

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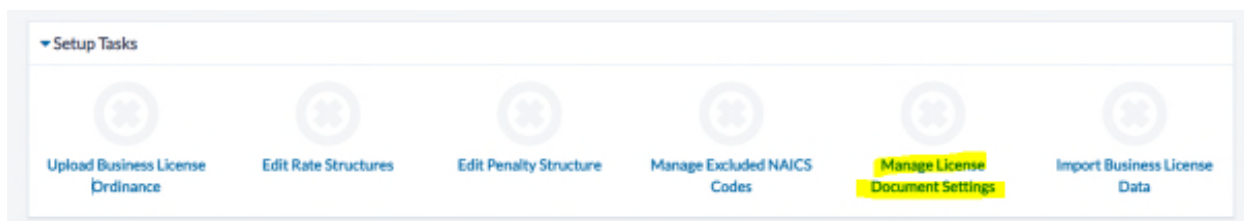
The selected NAICS exclusions will be deleted. Are you sure?

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 🖉.
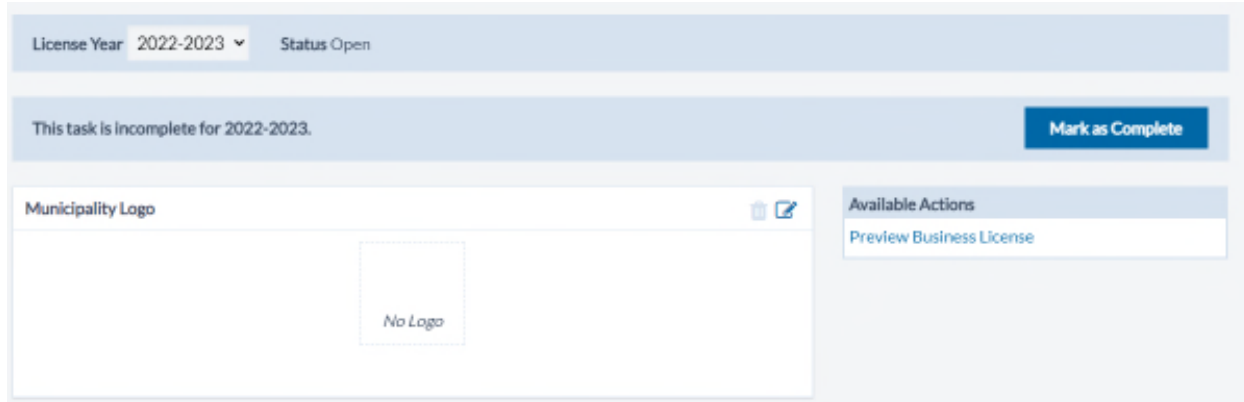
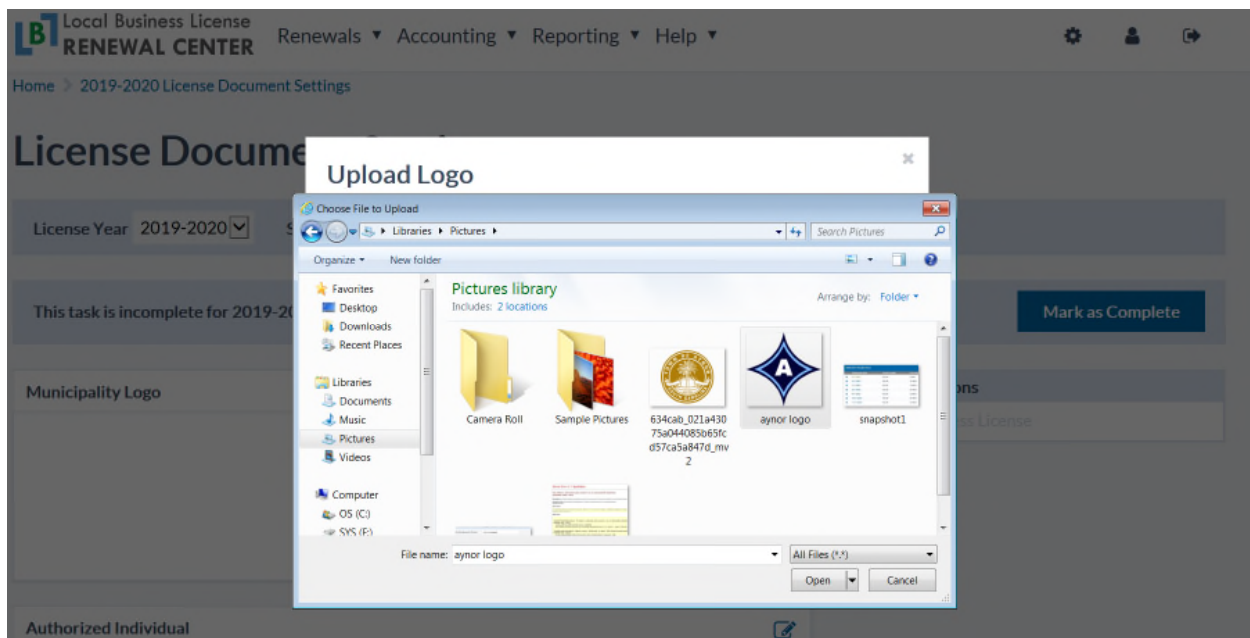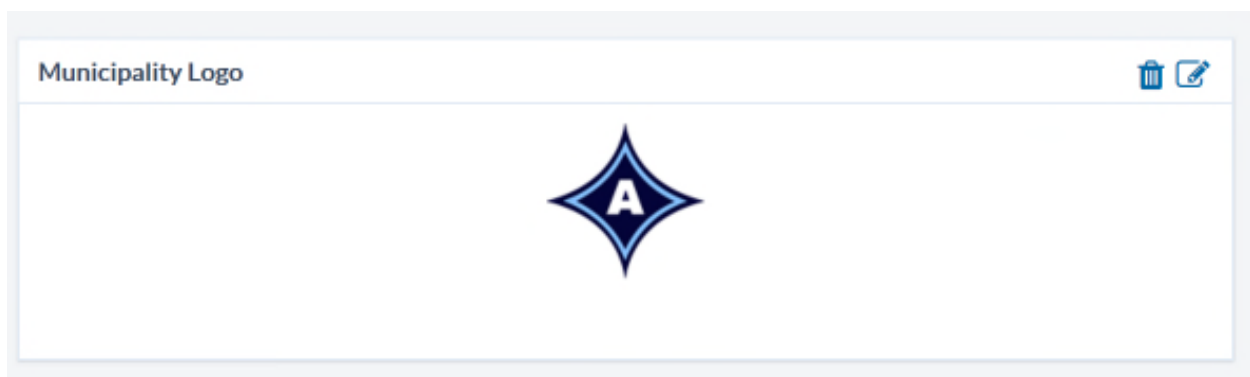A pop-up box will appear. Click in the box or select the upload icon ⬆.
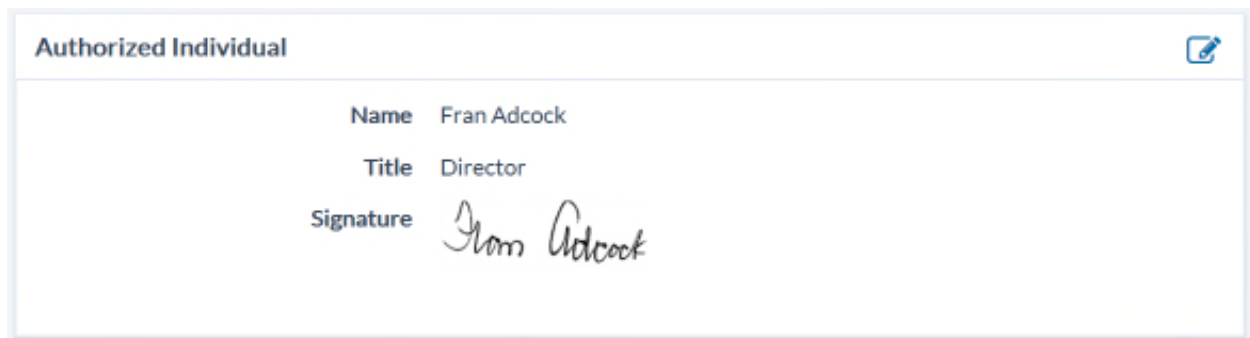
Choose the correct file from your computer. Select **Open**.

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.
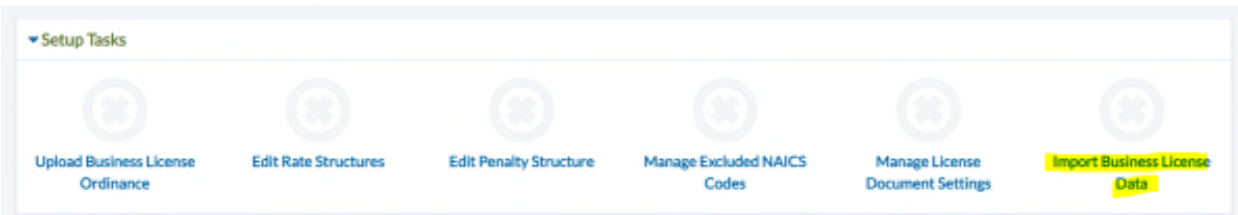
Fran Adcock , Business License Administrator

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.

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	████████████
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.

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 ...   ...bled, a business user may enter detailed
information for additional license accounts ...

Manual license account entry is currently di...

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