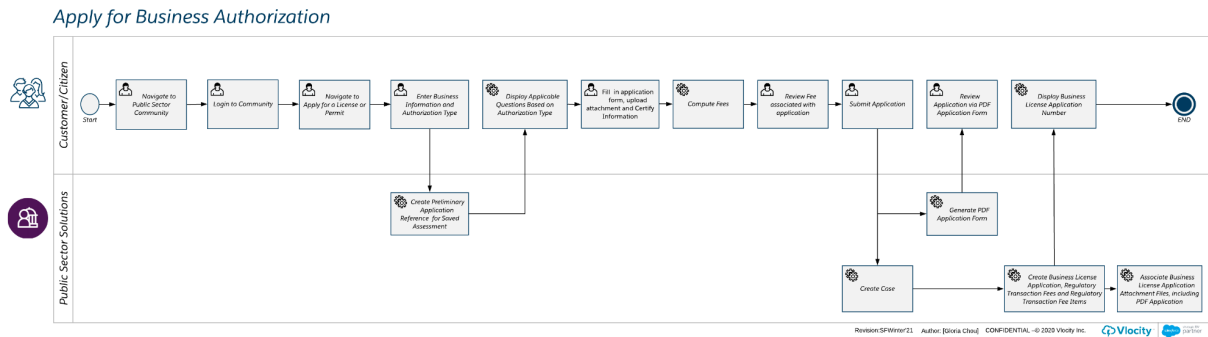


# Apply for Business Authorization

*This process allows a business owner to apply online for the appropriate business license or other authorizations required to operate their business.*



## Overview

Business licenses and other authorizations, including registrations, certifications, and permits, are issued at all levels of government, from National to Local. In order to legally start a business, the owner or a delegate for the business must submit an application to obtain the appropriate authorizations to operate their business. Obtaining these authorizations helps to ensure that the businesses are complying with applicable laws and regulations and thereby keeping the public and their communities safe.

## Use Case Scenario

A person who is interested in starting a business applies online for a business license or other authorization. The application must be submitted, reviewed, and approved, and the authorization issued in order for the business to be able to operate. This process covers the initial submission of the application for the business license.

## Assumptions

- The application form is exposed to logged in users only via Community site
- Submitted applications will be integrated with Public Sector License and Permit Management solution and thus every application will have:
- Application record that holds the application id, authorization type and other related details
- Case record used for processing and tracking the application
- Custom questionnaire record that holds the questions and responses submitted

- LWC Omniscripts feature is not enabled in orgs that require PDF generation
- The sample Omniscript only support the **Salon Establishment License** Authorization. Please select **Personal Care Services** as Industry, **Beauty Salon** as Business Activity and **Salon Establishment License** as Authorization Type to properly render the sub-omniscript forms.

## User Story

- A person goes to the agency's portal (Community) to find the appropriate authorizations for starting a business
- They click on "Apply" link which launches this process
- The applicant fills in the details in the application form and reviews the fees associated with an application
- Once the form is submitted, a Business License Application is created in the Public Sector License and Permit Management solution

## Business Objective

Allow constituents to apply online for business licenses and other authorizations applicable to their business.

## Business Value and Benefits

- Easy-to-use UI
- Easy to apply via the agency's website
- Process can be integrated with other business processes
- Mobile and iPad ready
- Registered users can view existing application(s), edit returned application(s), resume application(s) saved as drafts at any point of time

## Process Package Includes

Zip file includes the following:

### Omniscript (1)

1. Business License Application
2. Salon Licence Application

### ExpressionSet (1)

1. Fee\_Calculation

### Data Raptors (13)

1. Salon License Form
2. TransformCalculatedFeeOutput
3. DRBusinessAccountProfileInfo
4. DRGetBusinessLicenseApplicationWasReturned
5. UpdatePremAppRefCustom
6. DRCreatePreliminaryApplicationReference
7. DRGetBusinessActivityAuthorizationTypeId
8. DRGetApplicationId
9. DRUpdateIsSubmittedPAR
10. DRGetContactForUser
11. DRUpdateBLA
12. DRCreateSalonLicenseApplication
13. DRGetRegulatoryFee

### PDF (1)

1. BLA\_Fillable\_PDF\_v3\_pdf (Document)

## Configuration Requirements

- ContextId/UserId is required for users to execute this process.
- Basic Data like Business Account, Application Category, Business Type, License Type, Address, Application Type, Primary owner will be stored in Business License Applications Object for this process.
- Need to Generate a Fillable PDF as per the dynamic form and fields to be captured and save as attachments in Business License Application (BLA) object. A sample PDF that is used with this process: BLA\_Fillable\_PDF\_v3\_pdf. Note that this is only an example and meant to be replaced.
- To connect a PDF document to be generated from the Omniscrypt, please follow the steps in the pdf (**Ref:** How to Upload Fillable PDF to an Omniscrypt) listed under the Assets and Downloads section.