DC Business Center User Guide
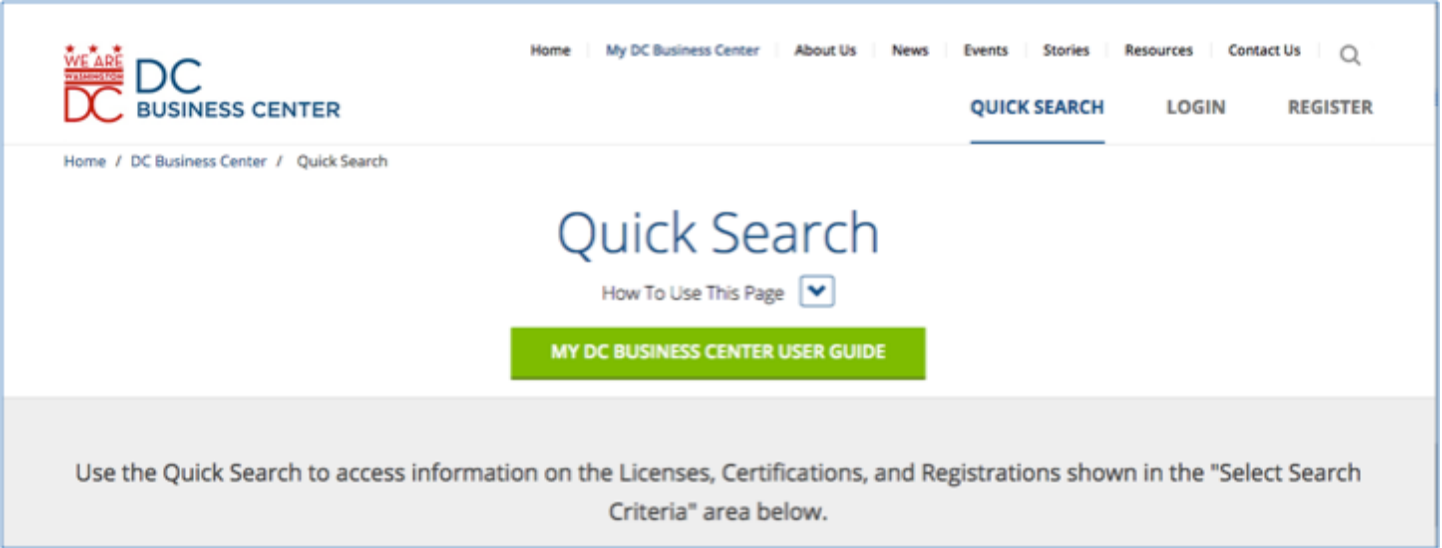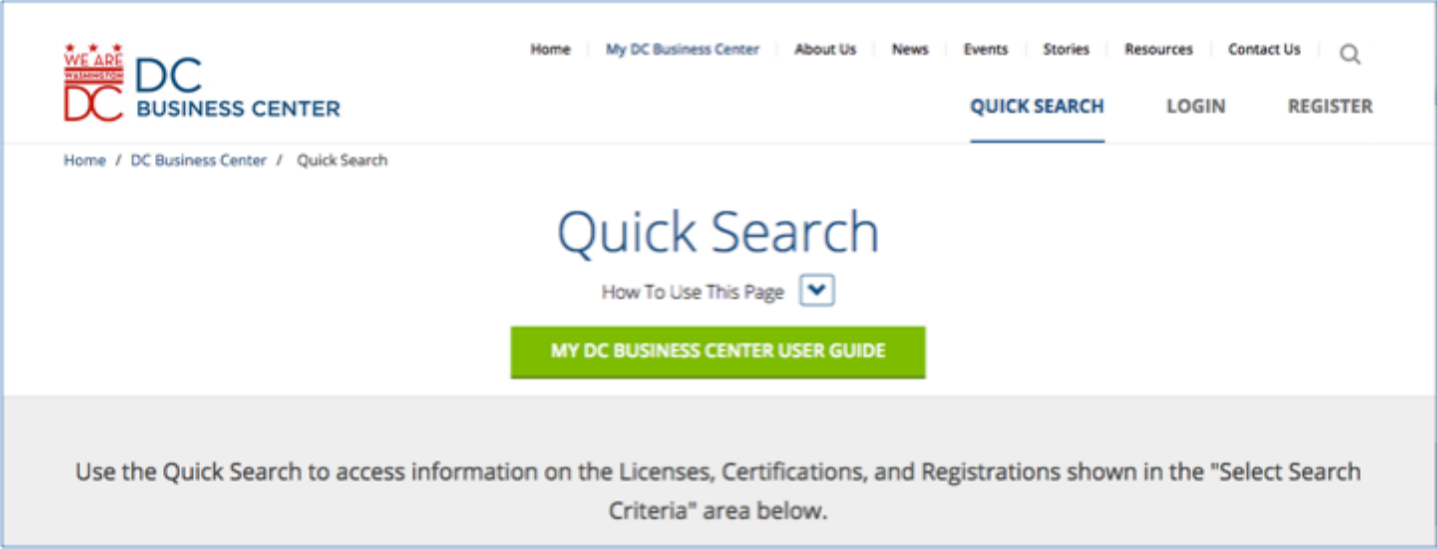

The following document will assist you in understanding and navigating the My DC Business Center.

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Initiating A Quick Search

This page is used to search for regulatory information on DC business and professional entities, including, business licenses, corporate registrations, Certified Business Enterprises, professional licenses and alcoholic beverage licenses. The search can be conducted across multiple data sources concurrently.

Conduct a Quick Search by entering search terms into the appropriate search fields.

Quick Search Parameters: Search terms can be entered in one of two ways:

1. **Enter a complete license number in the License # field, OR**
2. **Enter search terms in one or more of the following fields: Business Name, First Name, Last Name**

Special Characters: Special characters are allowed in all fields.

Note If all fields are left blank, no results will be displayed.

Wildcard Searches: A wildcard search allows you to enter partial search terms by using the asterisk (*) in your search terms. For example, you might only know a few letters of a business name. You can enter the letters that you know along with an asterisk.

You can conduct a wildcard search in any of the following ways:
- Placing an asterisk after the first three letters of the field (E.g. Res*). The search results could include the word Restaurant or Reserve.
- Placing an asterisk as the first character of a field followed by at least three (3) letters (E.g. *bby). The search results could include the word Lobby or Hobby.
- Placing an asterisk at both ends of the field with at least three (3) characters in between the asterisks (E.g. *obb*). This would return words that contain "obb" like Lobby and Hobbit.

You cannot conduct a wildcard search in any of the following ways:
- Placing an asterisk in the middle of a phrase (Ex. Lo*by).
- Wildcard searches in the License # field.

Search Criteria: Select one or more data sources that you would like to search.
- By default, no data sources are selected.
- To search across all data sources, check the [Search All] box.

Click the [SEARCH] button.

If you need additional help, review the [MY DC BUSINESS CENTER USER GUIDE] or contact the DCRA Help Desk at (202) 442-4400.

Viewing Quick Search Results
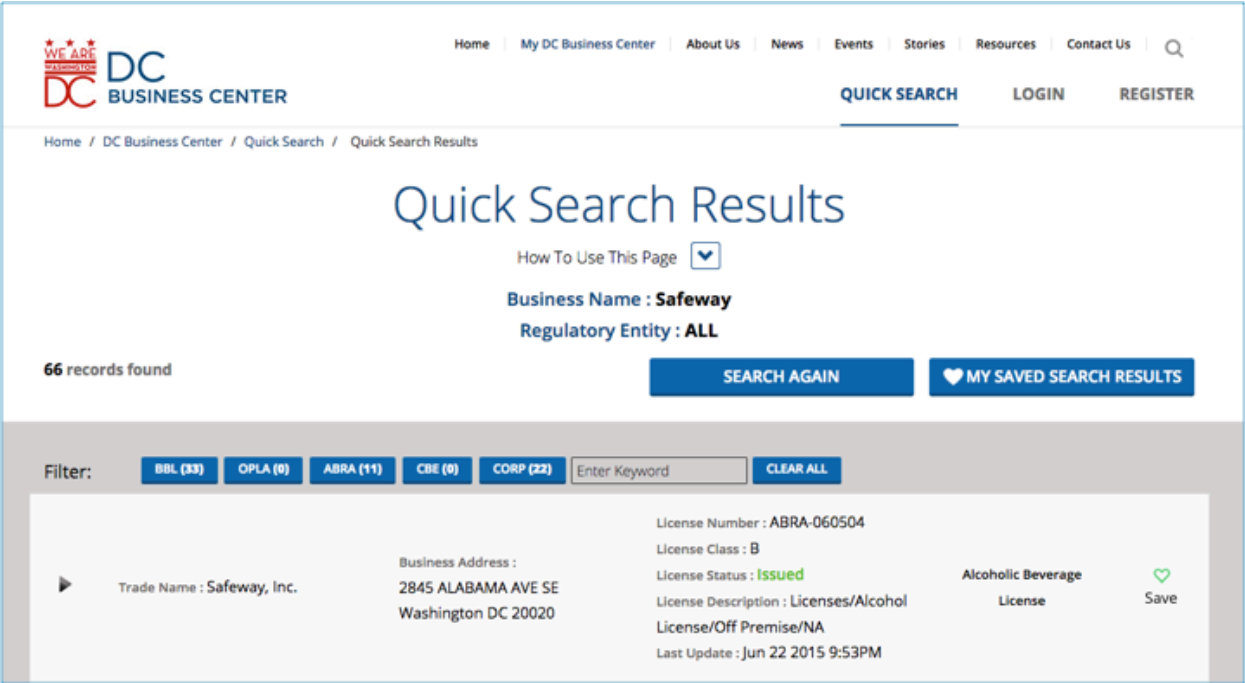
This page is used to view and filter Quick Search results.

Detailed Search Results: Click the ▶ to the left of the individual search result to see the detailed view. The detailed view displays additional information about each item. To close the detailed view, click ▼.

Saving Search Results: To save an individual record, click the heart icon ♡ to the right of the record you want to save. Once clicked, the heart icon will become solid green 💚 indicating the record has been saved.

Note You must be logged in to save search results. If you are logged in, your search record(s) will be saved automatically. Otherwise, you will be asked to log in before records can be saved.

Removing Saved Search Results: Saved records can be removed from your page one of two ways:

1. Click the solid green heart icon 💚 next to the record to be removed so that it is no longer solid ♡.

2. Click the word Remove under the solid heart icon 💚 next to the record so that it is no longer solid ♡.

Filtering Search Results: Filter search results by clicking the individual data source tabs. Click a tab to activate or deactivate a filter.


Keyword Search: Enter a keyword into the keyword search box to filter search results. This is useful if your search returns too many results.

Accessing Saved Search Results: Once you have saved your search results, you can view them by clicking the MY SAVED SEARCH RESULTS button.

***Note*** The My Saved Search Results feature is only available if you are logged in.

New Search: To conduct a new search, click the SEARCH AGAIN button.

Show More Records: To see more than the default 10 records on the results page, click the box at the bottom of the page and select the number of records you wish to display (Maximum 50).
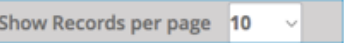
If you need additional help, review the MY DC BUSINESS CENTER USER GUIDE or contact the DCRA Help Desk at (202) 442-4400.

Saved Search Results
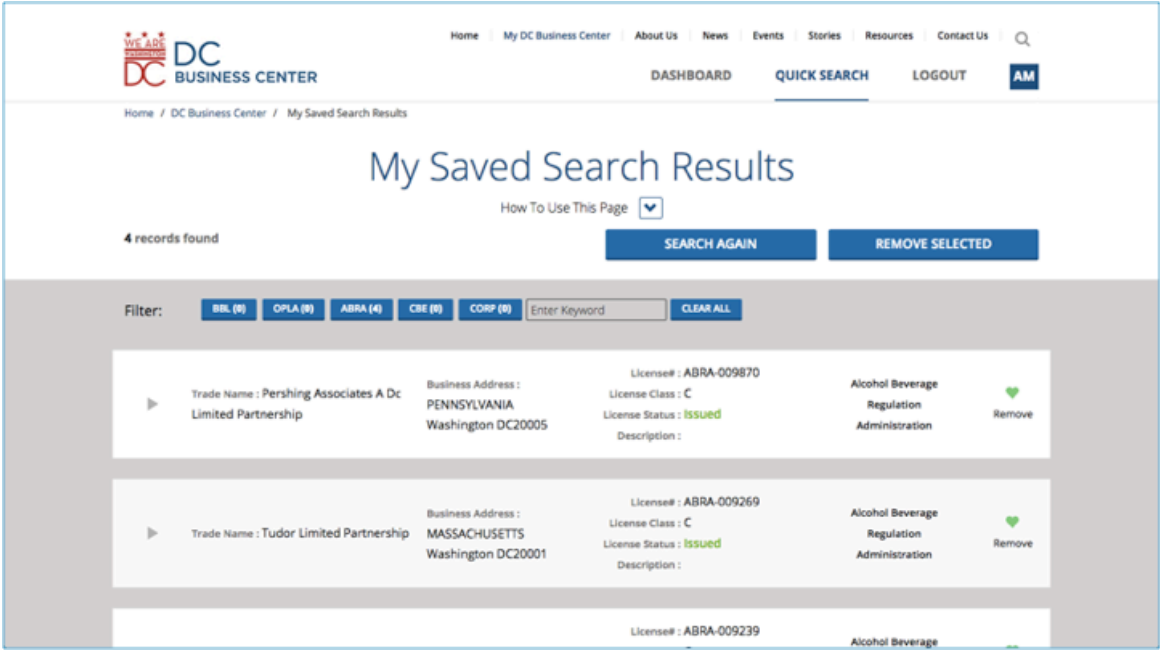
This page is used to view and manage the individual Quick Search records you have saved.

Note You must be logged in to access save search results.

Accessing Saved Search Results: Once you have saved your search results, you can view them by clicking the
💙 MY SAVED SEARCH RESULTS button.

Saved Search Results: The heart icon next to each record is solid green 💚 indicating that the record has been saved to this page.

Removing Saved Search Results: Saved records can be removed from your page one of two ways:

1. Click the solid green heart icon 💚 next to the record to be removed so that it is no longer solid 🤍.

2. Click the word Remove under the solid heart icon 💚 next to the record so that it is no longer solid 🤍.

Detailed Search Results: Click the ▶ to the left of the individual search result to see the detailed view. The detailed view displays additional information about each item. To close the detailed view, click ▼.

Filtering Search Results: Filter saved search results by clicking the individual data source tabs. Click a tab to activate or deactivate a filter.

Filter: BBL (50) OPLA (19) ABRA (43) CBE (5) CORP (50) Enter Keyword CLEAR ALL

Keyword Search: Enter a keyword into the keyword search box to filter search results. This is useful if you have saved many results.
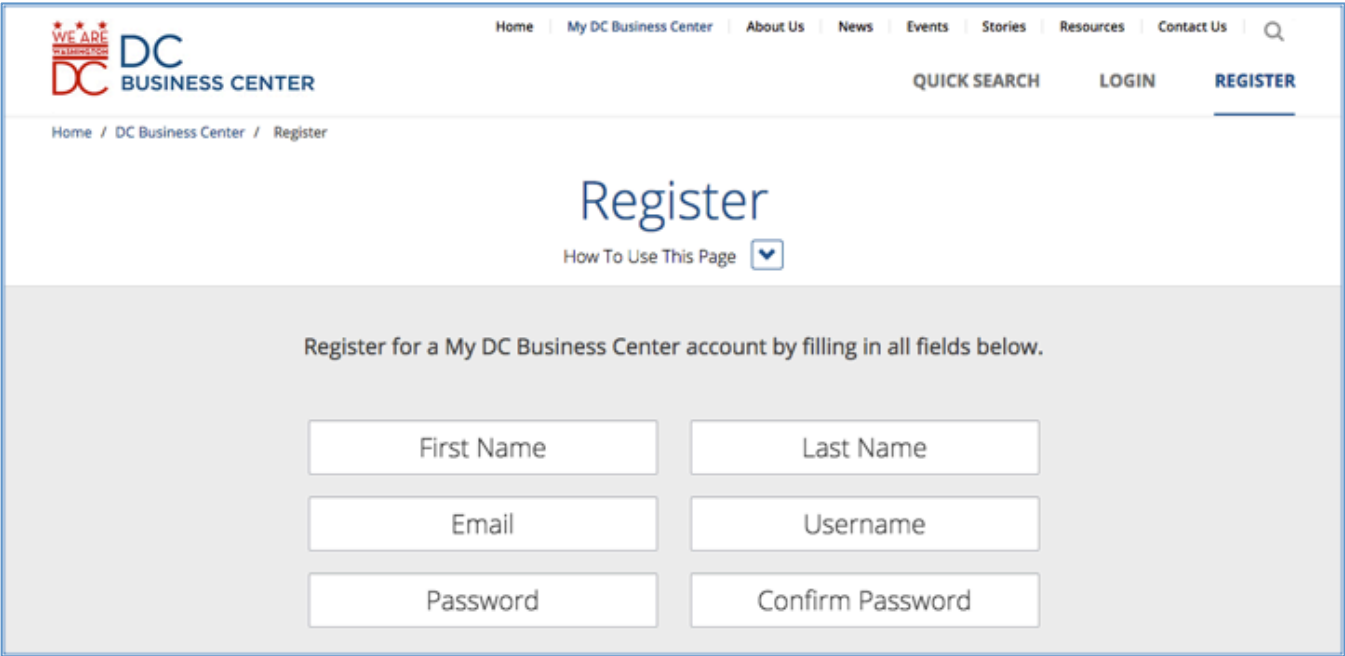
New Search: To conduct a new search, click the SEARCH AGAIN button.

Show More Records: To see more than the default 10 records on the page, click the box at the bottom of the page and select the number of records you wish to display (Maximum 50).

Show Records per page 10 ⌄
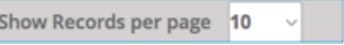
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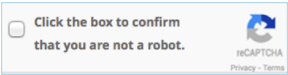
Registering For An Account and Logging In

This page is used to create an account that will enable you to login and save information.

Fill out all fields on the page, including the personal information and security questions.

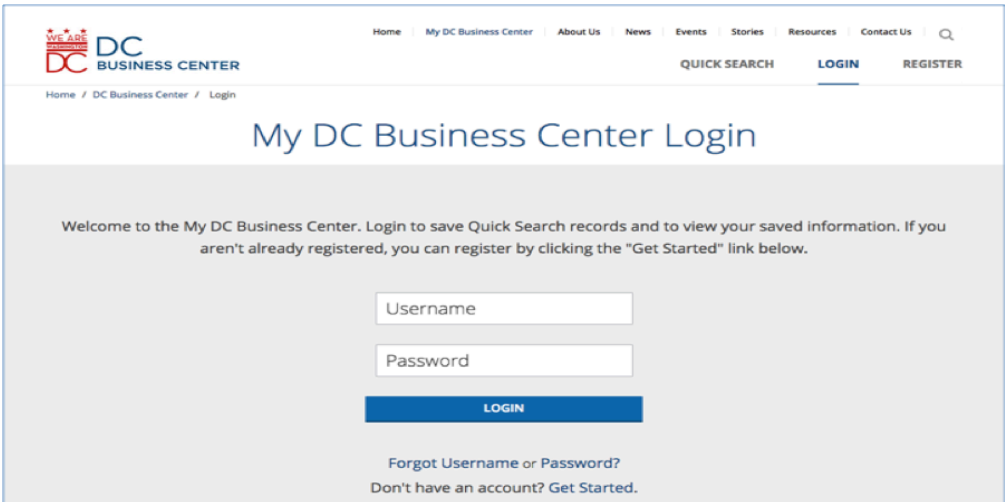Select three (3) security questions from the provided list.

Answer the three (3) security questions that you have selected.

Complete the ReCaptcha.

Click the **CREATE ACCOUNT** button to complete you're My DC Business Center account registration.

You will be taken to the Login page where you will use your credentials to login to your account.


Enter your username and password and click **LOGIN**.

Note Your account will be locked after five (5) login attempts with an incorrect username and password combination. The account will remain locked for five (5) minutes.

If you cannot remember your username or password, use the **Forgot Username** or the **Forgot Password** link.

If you need additional help, review the **MY DC BUSINESS CENTER USER GUIDE** or contact the DCRA Help Desk at (202) 442-4400.

Resetting Your Username
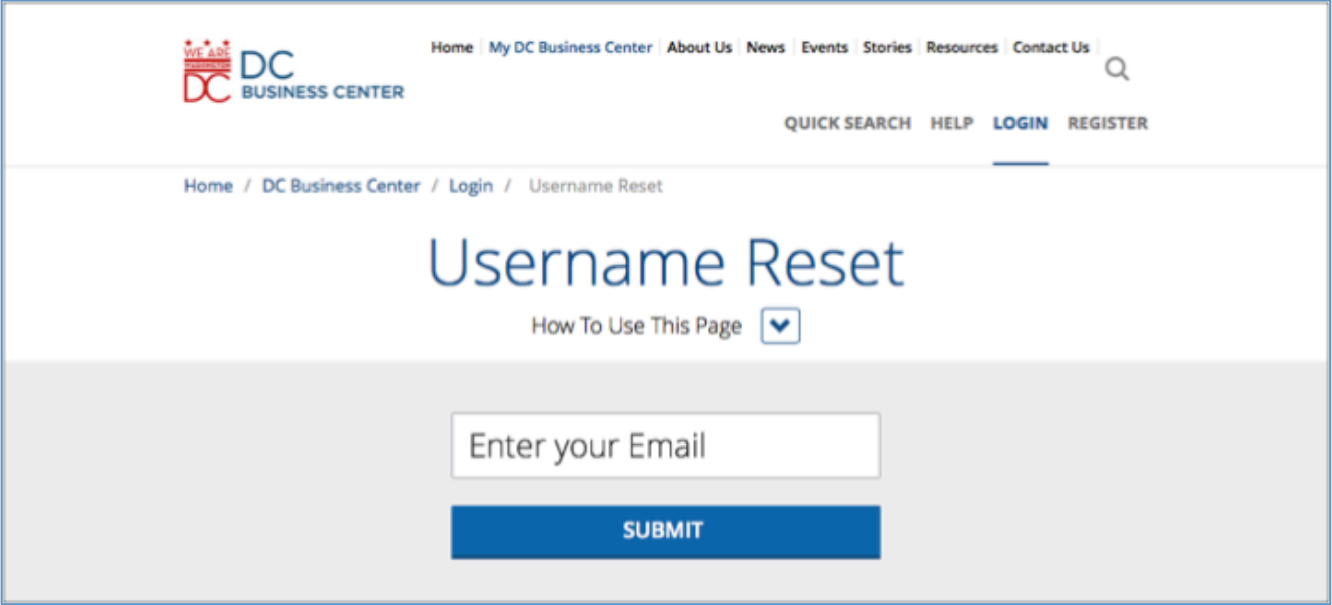
This page is used to reset your username.

Enter your registered email.

Click the **SUBMIT** button.

If your email is not registered, click **Get Started.** to create an account.

If you need additional help, review the **MY DC BUSINESS CENTER USER GUIDE** or contact the DCRA Help Desk at (202) 442-4400.

Resetting Your Password

This page is used to reset your password if it is lost or needs to be changed.

Enter your registered username. If you cannot remember your username, use the **Forgot Username** link on the **LOGIN** page to recover it.

Choose how you would like to reset your password.
- If you would like an email sent to your registered email address, select the Email option.
- If you would like to answer your security questions, select the Security Questions option.

Click the **SUBMIT** button.

You will see this page to reset your password by email.	**You will see this page to reset your password by answering security questions.**
Look for a "NoReply" email from dc.gov in your registered account.	One of the three (3) security questions that you previously selected will be displayed.
Please allow five (5) minutes for delivery.	Type in the answer and click the **SUBMIT** button.
Use the link provided in the email to reset your password.	If you answer any security questions incorrectly, double check your answer and try again.
Be sure to check your Spam or Junk folder if you do not see the email in your inbox.	

Your account will be locked after five (5) login attempts with an incorrect user name and password combination or incorrect security answers. The account will remain locked for five (5) minutes.

If you need additional help, review the **MY DC BUSINESS CENTER USER GUIDE** or contact the DCRA Help Desk at (202) 442-4400.

Using Your Dashboard
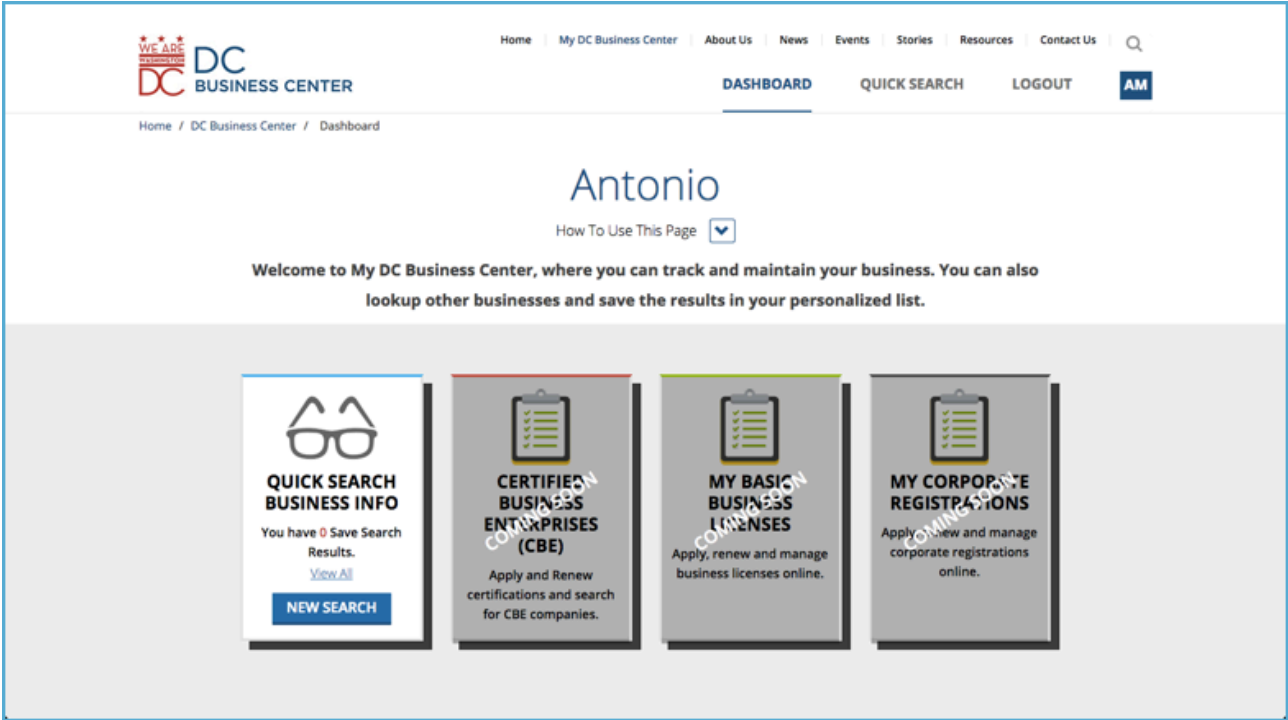
This page provides a one-stop location to track and maintain regulatory information you have saved to, or associated with, your personal account.

This is the homepage of your My DC Business Center account. This page is referred to as your "**Dashboard**."

To view all of your saved Quick Search results, click the **View All** link in the "Quick Search Business Info" box.

In order to execute a new Quick Search, click the **NEW SEARCH** button in the "Quick Search Business Info" box.

If you need additional help, review the **MY DC BUSINESS CENTER USER GUIDE** or contact the DCRA Help Desk at (202) 442-4400.