


My Basic Business Licenses

How To Use This Page 

My BBLs User Guide

This User Guide is designed to provide an overview of the online Basic Business License (BBL) system. This system allows customers to apply for and renew BBLs.

Some of the new features include:

- **The Save/Resume feature** allows customers to start a BBL application at any time and finish it later at the customer's convenience.
- **A streamlined application** that guides customers through tailored regulatory requirements based upon the selected Business License with a minimum number of clicks and data entry requirements.
- **Online upload of documents** that enables the entire application to be completed online.
- **Transparency of fees** that are clearly itemized and displayed early in the application process.
- **Improved communication** about business licenses with printable on-screen information and email confirmations.

Please review the sections below to learn how to use the many features designed to make applying for and renewing business licenses easy:

1. Key Pages
2. Navigation Features
3. Help Features
4. Steps to Apply for a Basic Business License Online
5. Steps to Renew a Basic Business License Online
6. Steps to Apply for an Individual License Online

1. Key Pages

Dashboard Page. The homepage of your My DC Business Center account is referred to as your "Dashboard."

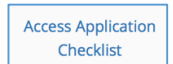
- Your Dashboard provides a one-stop location to track and maintain regulatory information you have saved to your personal DC Business Center account. You will be taken to the Dashboard when you log into the DC Business Center and when you exit an application within the DC Business Center.

My Basic Business Licenses Page ("My BBLs" page). From your Dashboard, you can apply for, add, renew, and take action on your BBLs from the My Basic Business Licenses page or "My BBLs" page.

- ***Note*** Online renewals of BBLs created outside of the online system can occur only upon receiving a renewal notification from the Department of Consumer and Regulatory Affairs, which are mailed within 90 days of the license expiration date.

Checklist Page. When applying for a new BBL, the Checklist serves as your primary page for the BBL application while you collect and enter all required information and until payment has been made.

- Answering the Pre-Application questions contained in Step 1 of the application process creates your Checklist page.
- The application Checklist page is designed to display and capture a tailored list of the required information and documentation.
- You can start a BBL application at any time and finish it later at your convenience by returning to the Checklist page of your application.
- The Checklist page is accessed from the My Basic Business Licenses page ("My BBLs" page)



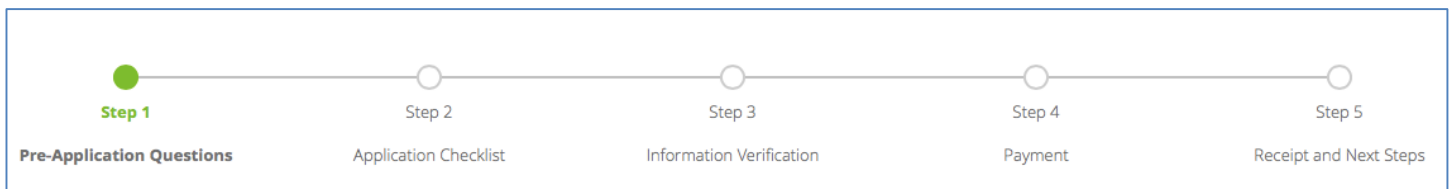
2. Navigation Features

Breadcrumb. A Breadcrumb is a navigation tool that creates a graphic trail of [live links](#) to the web pages you visit throughout the DC Business Center. It provides a way to always identify your current location and to trace back to your starting page.

The Breadcrumb is located in the upper left corner of the page under the DC Business Center logo



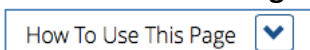
BBL Application Navigation Bar. Each page of the BBL online application contains a navigation bar to track your progress through the five (5) steps of the application.





3. Help Features

Page Headers and Instructions. Each page is identified with a clear, descriptive page header and provides concise instructions in plain language.



"How to Use This Page". Each page contains tailored and context-specific Help instructions entitled,



Supplemental Information. Additional information can be found using the  for terminology definitions and reference data, and the  to change the display of information from a summary to a detailed view. When relevant, information on where to obtain further assistance is provided.

4. Steps to APPLY for a BBL Online

The BBL online application will direct you to pages that apply to your specific type of license.


- To begin an application for a new business license, select the  button on the My Basic Business Licenses page (My BBLs Page).
- Read the **How to Apply for a Basic Business License** page that lists the common requirements you may need to complete your BBL application and select  to begin the application.

There are five (5) steps to the application for a new Basic Business License:

Step 1: Answer Pre-Application Questions. Pre-Application Questions should only take you a few minutes to complete. The questions enable the system to generate a **Checklist** of the information and documents you will need to complete your application for a Basic Business License.

- You will be asked to review your responses to the Pre-Application Questions before generating your Checklist.
- Once this section is completed, you cannot make any changes to this information. If you make an error, you will need to generate a completely new license application.

Step 2: Generate and Complete Your Checklist. The Checklist serves as your primary page for the BBL application until all required information is entered and payment has been made.

- Navigate to the data entry screens using user-friendly [hyperlinks](#) on the Checklist.
- The Checklist will acknowledge entry of valid information with a  next to the appropriate item on the Checklist.
- You can save an incomplete Checklist and resume working on it later by accessing it through the My BBLs Page.
- Once all items on the Checklist are "checked off," you can advance to the next steps.

Step 3: Information Verification is requested to ensure the accuracy and veracity of the information provided before proceeding.

- At this point, you will have the opportunity to review a summary of the information you have entered, and you can return to the Checklist to modify data if necessary.

Step 4: Payment (credit card only) is requested only after you have verified that the information in the BBL application is accurate.

Step 5: Receipt of payment and a summary of the application will be automatically emailed to you and can be printed from the screen.

5. Steps to RENEW a BBL Online

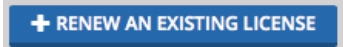

Note Online renewals of BBLs created outside of the online system can occur only upon receiving a renewal notification from the Department of Consumer and Regulatory Affairs (DCRA), which are mailed within 90 days of the license expiration date.

Note Online BBL renewals must be completed in one session.

Step 1: Receive Renewal Letter In The Mail.

- The Department of Consumer and Regulatory Affairs mails BBL renewal notices within 90 days of the license expiration date.

Step 2: Add Your License To Your My Basic Business Licenses Page ("My BBLs" page).

- From the My BBLs page select .
- Enter the PIN number and license number from DCRA Renewal Letter, and the tax id associated with the business.
- A display of the license information associated with the information entered will appear.
- If the information is correct, select  to add the license to your my BBL's page and begin the renewal process.

Step 3: Renew Your BBL.

- A display of the license information associated with the information entered will appear again.
- Enter the appropriate corporate registration information.
- Upload the required supporting documents, if any.

Step 4: Payment (credit card only).

Step 5: Receipt.

- A receipt of payment as well as a summary of the license renewal content will be emailed to you and can be printed from on-screen.

Note Once a license is added to the your My BBLs page you will see future renewal notifications on your Dashboard 90 days prior to the license expiration date, and you can renew your license directly from the My BBLs page without having to wait for a renewal bill in the mail.

Note For BBLs that are applied for and approved using the online system you will see all renewal notifications on your Dashboard 90 days prior to the license expiration date, and you can renew your license directly from the My BBLs page without having to wait for a renewal bill in the mail.

Note A BBL can only be added to one My DC Business Center account at a time. Once a BBL is added to an account it cannot be added to a second account, and can only be reassigned to from one account to another. To reassign a BBL from one person's account to another's you must contact DCRA Help Desk at [\(202\) 442-4400](tel:2024424400).

6. Steps to Apply for an Individual License Online

Individual licenses are to be applied for by the company that employs the individual.

- Each employee will require a separate Individual Business License and therefore a separate Individual license application will be needed for each employee.

The Individual application will require the following information:

1. The active Basic Business License number for the company that employs the individual.
2. The Registered Agent information for the company that employs the individual.
3. Information about the employee:
 - a. Date of Birth
 - b. Height
 - c. Weight
 - d. Hair Color
 - e. Eye Color
 - f. Driver's License Number or Non-Driver Government Issued Identification Number
 - g. Driver's License/Non-Driver ID Expiration Date
 - h. Driver's License/Non-Driver ID State of Issuance.

Individual license information will display on the My BBLs page of the company applicant who completed the online license.

Individual Licenses will not display a PDF copy of the license on the My BBLs Page.

Upon approval, the individual employee must visit DCRA to obtain an Identification Card.