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Helpful Online Business License Application Tips

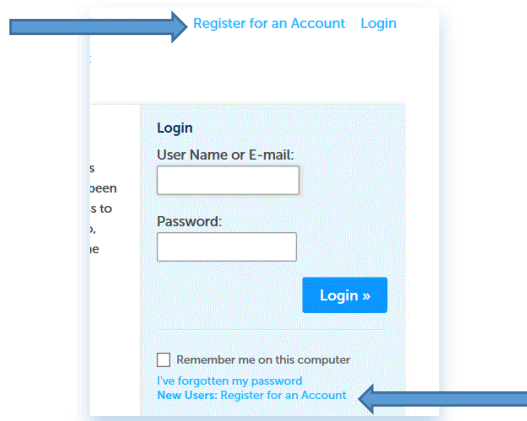
- 1) Navigate to the City of Prescott’s website at www.prescott-az.gov. Click on the “BUSINESS & DEVELOPMENT” tab located in the red ribbon at the top of the page, then “LICENSES AND SALES TAX” located below that. If you already have a State of Arizona Sales Tax license, or sales tax remittance is not applicable, click the “APPLY OR RENEW” button.



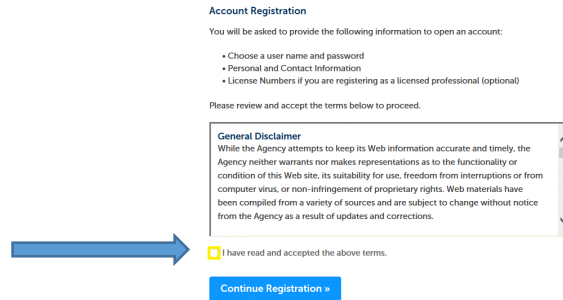
If you need to obtain a State of Arizona Sales Tax License number, start by clicking on the “BUSINESS & DEVELOPMENT” tab, then “LICENSES AND SALES TAX”, then the “ARIZONA DEPARTMENT OF REVENUE” button. After going to the AZDOR site, you can apply, file and pay online. You may also obtain a paper application form by clicking on Forms, then TPT forms.



- 2) Once you have clicked on “APPLY OR RENEW”, you will be directed to another webpage. Here you will register your account by creating a User Name and Password. Click on “Register for an Account”, located at the top and right of the page, or at the bottom; “New Users: Register for an Account”.



- 3) Next, you will be directed to Review and Accept Terms. Click on “I have read and accepted the above terms”, then click “Continue Registration”.



Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

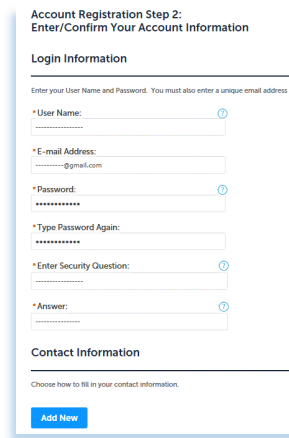
Please review and accept the terms below to proceed.

General Disclaimer
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I have read and accepted the above terms.

[Continue Registration »](#)

- 4) Next, in Account Registration Step 2: Enter/Confirm Your Account Information: Under “Login Information”, you will create your own user name, password, and security question/answer. Then, under “Contact Information”, click on “Add New”. A Contact Information form will pop up. Fill in all required fields, then click “Continue”. This information will serve as the contact information for your Business License. The address entered will serve as your mailing address.



**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

Enter your User Name and Password. You must also enter a unique email address.

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

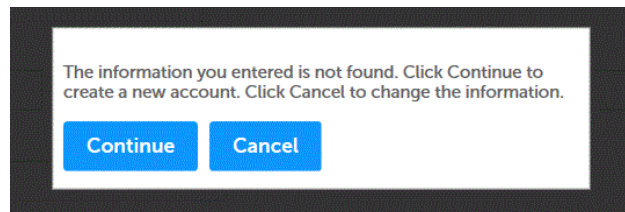
*Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

A pop up box will appear stating the information you entered is not found. Click the “Continue” button.

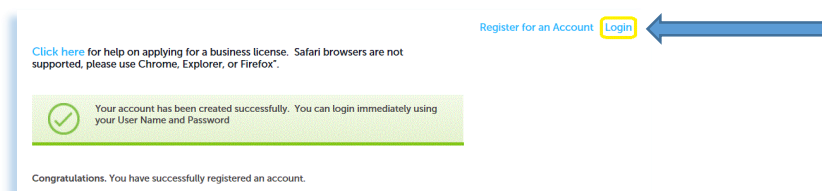


The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

[Continue](#) [Cancel](#)

After you see “Contact added successfully”, click on “Continue Registration”.

You will get a message that your account has been successfully created. You may then login in using your user name and password.



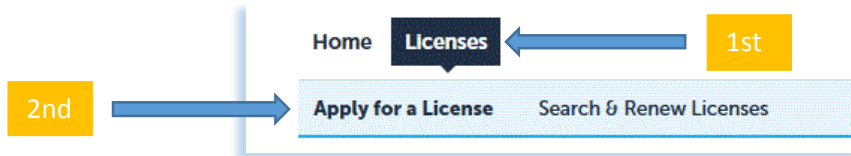
[Click here](#) for help on applying for a business license. Safari browsers are not supported, please use Chrome, Explorer, or Firefox.

Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.

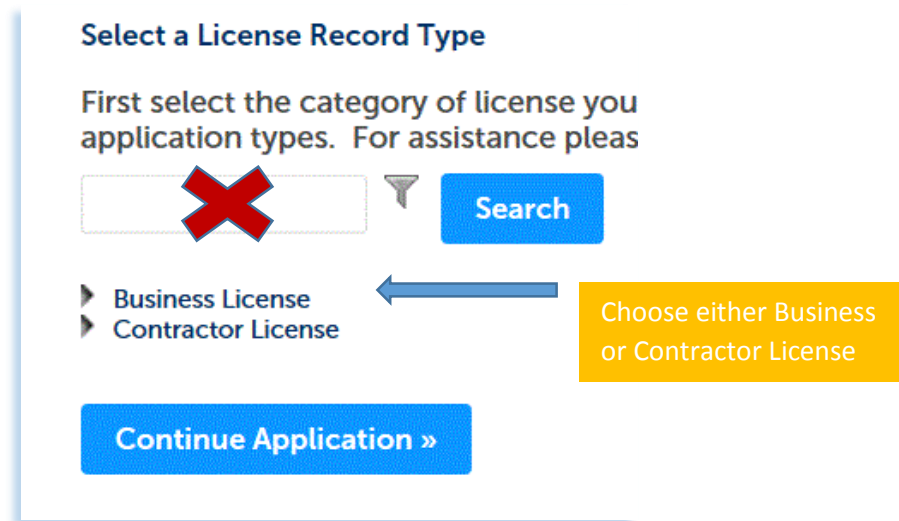
[Register for an Account](#) [Login](#)

- 5) Once you login, the landing page is the Dashboard. You will click on “Licenses” (1st) at the top left corner of the page next to “Home”, and then click on “Apply for a License” (2nd).



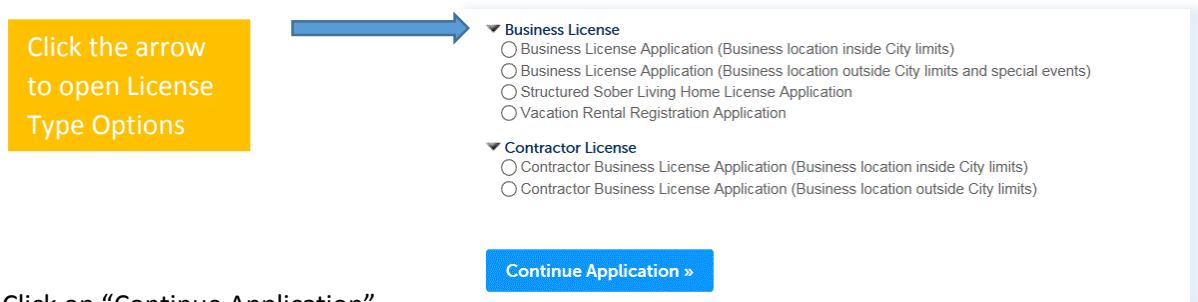
You will be prompted to read and accept the terms again. Click on the box and then “Continue”.

- 6) Next, you will choose the right license for you; either Business License or Contractor License. Disregard the Search Box and continue to the license types below.



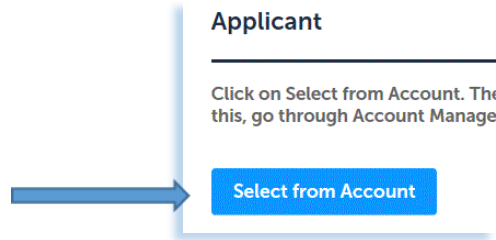
Click on the arrow next you your license type. The choices will expand to include 4 types of Business Licenses, and 2 types of Contractor Licenses. Choose what best describes your type of business and location.

*Note: If your permanent business location is **not** in Prescott, AZ, then your business is considered “Outside City limits”. For example-you are a construction company located in Phoenix, AZ with a job site in Prescott, or you are attending a Special Event as a vendor, and your place of business is your home in Tucson, AZ.

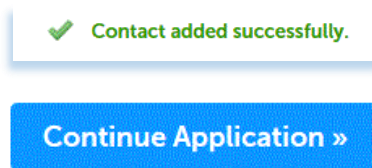


Click on “Continue Application”.

- 7) You are now on “Step 1 Location and People-Contact Information”. Click on “Select from Account” this will auto-fill from your registration information. *Note: This address serves as your mailing address. If you need to edit or change this information, you will need to click on “Account Management” on the top right of the page, then navigate to “Contact Information” and click on “Actions – View”).



- 8) After you click on “Select form Account”, you should get a message “Contact added successfully”.



Click on “Continue Application”.

- 9) Completing the “Location & People-Location Information” section is different depending on whether the Business Location is Inside City limits or Outside City limits:

Outside City limit Applications: Enter the physical location of your business and click on “Continue Application”.

Inside City limit Applications: This is a search function. *The less information you enter for the search the better.* It is best to not complete the entire address and parcel number. When entering the Street Name, do not include Street Type. After the search, it will populate the information from the City’s property database.

- First, enter **only the Street Number and Street Name** in the proper fields and click “Search”.

A screenshot of an address search form. The form has several fields: "Street No.:" with the value "201", "Direction:" with a dropdown menu showing "--Select--", "Street Name:" with the value "Cortez", and "Street Type:" with a dropdown menu showing "--Select--" and a red 'X' icon. Below these are "Unit No.:" and "Unit Type:" fields, both with "--Select--" dropdown menus. At the bottom are "City:", "State:" (dropdown), and "Zip:" fields. There are "Search" and "Clear" buttons at the bottom. A blue arrow points from the left towards the "Street No." field.

- Next, you will either select the correct address from the list populated, or it will automatically populate. If you are selecting from a list for the correct address, click the “Select” button at the bottom of result list. This will fill in all the required boxes then click “Continue Application”.
- You will not be able to edit the property owner information. This comes directly from the Yavapai County Recorder’s database of property ownership. If the property owner information is incorrect, please contact the City of Prescott Business License Department for assistance.

10) The next step will be the Contact List. Here you can either “Select from Account” if the owner information is the same as the registration/applicant information, or “Add New” for new or additional business owner contacts.

The screenshot shows a table with the following headers: "Required Contact Type" and "Minimum". The first row contains a warning icon, "Business Owner/Officer", and "1". Below the table are two buttons: "Select from Account" and "Add New". A yellow callout box on the right says "Click here to change or add new Business Owner Information." with an arrow pointing to the "Add New" button. A yellow callout box at the bottom left says "Click here if the owner information is the same as the registrant/applicant information." with an arrow pointing to the "Select from Account" button. Below the buttons, it says "Showing 0 of 0".

Click on “Continue” and the information will be added to the Contact List. You will see “Contact added successfully”.

The screenshot shows the same table as above, but with a green checkmark icon to the left of the "Business Owner/Officer" row. Below the table are the same two buttons: "Select from Account" and "Add New". Below the buttons, it says "Contact added successfully." with a green checkmark icon.

Click on “Continue Application”.

11) You are now on “Step 2 Business Information-Business Details”. Complete all the required fields. Be sure to add your Arizona Department of Revenue Sales Tax Number (Sales Tax), if applicable.

Click “Continue Application”.

Now you will be at “Step 3: Review”. You can edit any incorrect information here. Once all information is correct, click the box to agree to the certification, then click “Continue Application”.

The screenshot shows a blue arrow pointing to a yellow checkbox. To the right of the checkbox is the text "By checking this box, I agree to the above certification." Below this is a blue button with the text "Continue Application »".

12) Payment of fees is the final step. At the “Pay Fees” screen click “Continue”. Once you have paid you can print your receipt. The method of payment online is with a credit or debit card. If you must pay any other means, you can save the application under the review screen and mail in a check for the balance due referencing the assigned temporary application number.