



## Tax & Licensing Division

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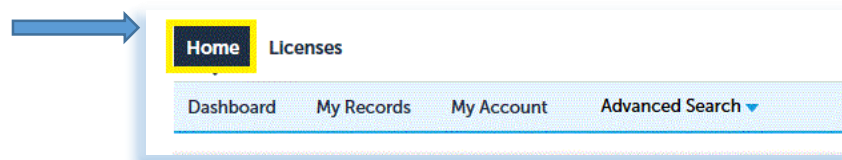
### How to retrieve the Business License Certificate online:

1. After you receive an email stating that your license has been issued, log into the portal by visiting <http://www.prescott-az.gov/business-development/licenses-and-sales-tax/>, and clicking on the “Apply or Renew Business Licenses Online” button.

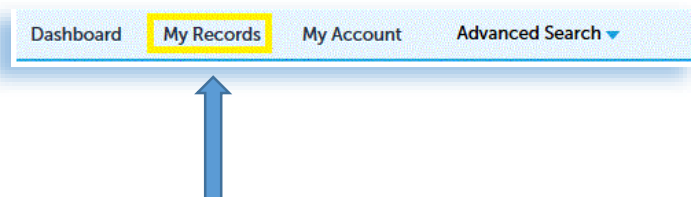


\*Sign in to your account using the Username and Password you created when applying for your City of Prescott business license.

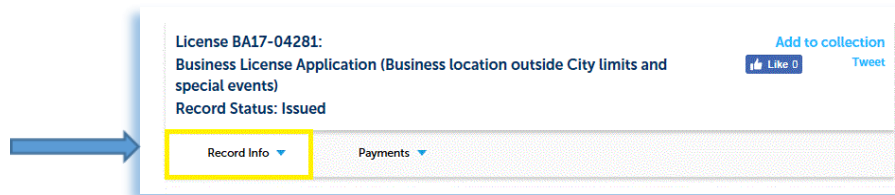
2. Next, click on the “Home” button.



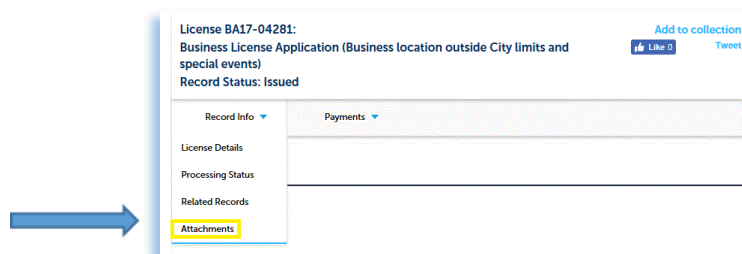
3. Click on “ My Records”.



4. Click on "Record Info".



5. Scroll down and choose "Attachments".



6. Click on the link to your license attachment.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Ac
<a href="#">PrescottLicense_Certificate_20171116_130151.pdf</a>	BA17-04281	Business License Application (Business location outside City limits and special events)	Record	License	85.48 KB	11/16/2017	Al

7. Your City of Prescott Business License will populate. You may print or save it to your computer.