

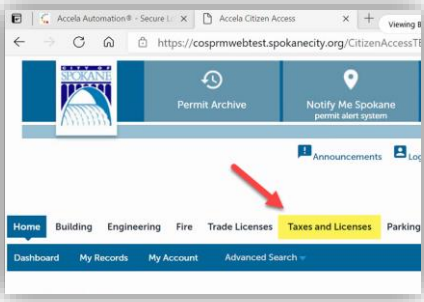
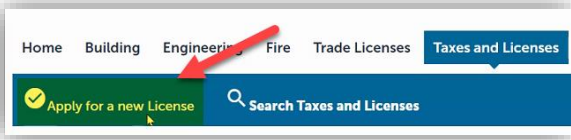
For Hire Driver: License Application and License Renewal Instructions

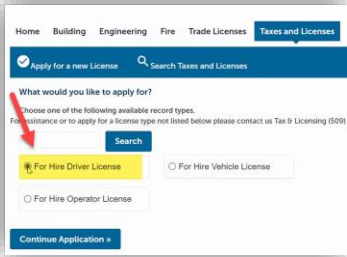
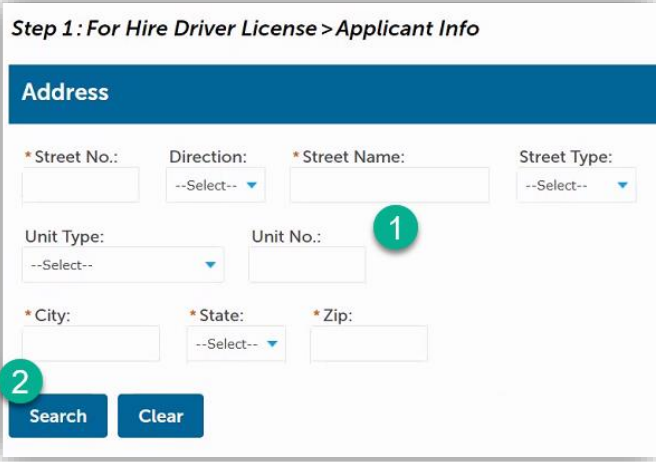
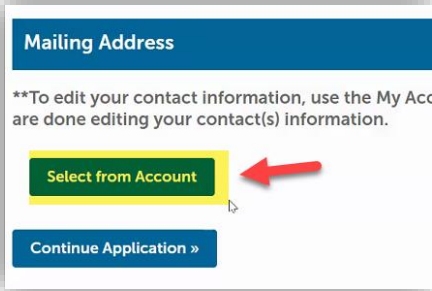
Overview

This user guide covers the process steps for submitting an application to obtain a license to become a For Hire Driver and renewing existing For Hire Driver licenses using the City's automated process.

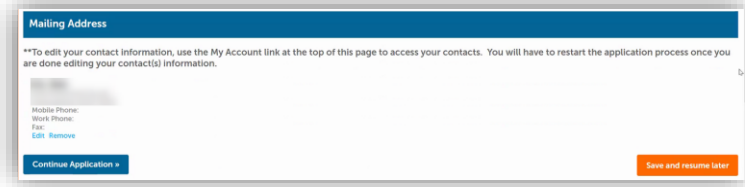
License Application

Starting Point: User has created an account (user name and password) in ACA and is logged in.

#	Step	Screenshots	Notes
1	From the Users ACA home page, select the "Taxes and Licenses" tab.		
2	Select the "Apply for new License" link		
3	Read and accept the "Online Application" disclaimer.		
4	Select the "Continue Application" button		

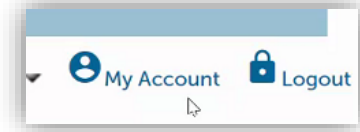
5	Select the "For Hire Driver License" option		
6	Select "Continue Application"		
7	Enter your physical "Address" information and select "Search"		<p>This is your physical address. Your Mailing Address information was collected when you created your online account.</p> <p>The system will validate your address information after selecting the "Search" button.</p>
8	In the "Mailing Address" section, select the "Select from Account" button.		<p>This pulls your Mailing Address Information from your online profile.</p>

9 Validate the Mailing Address information is correct.



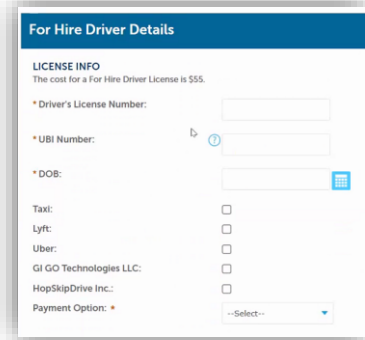
NOTE – the Edit and Remove links have disabled to support our workflow.

If it is not correct, refer the instructions on the screen, which involves accessing your Account to make changes.

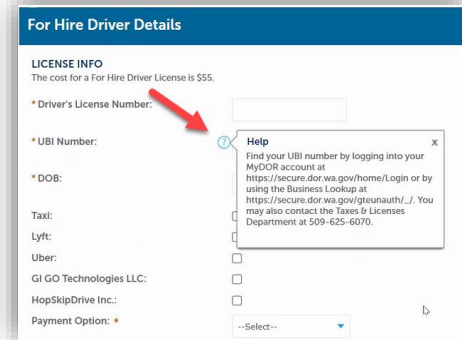


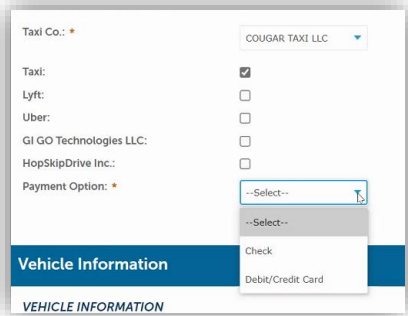
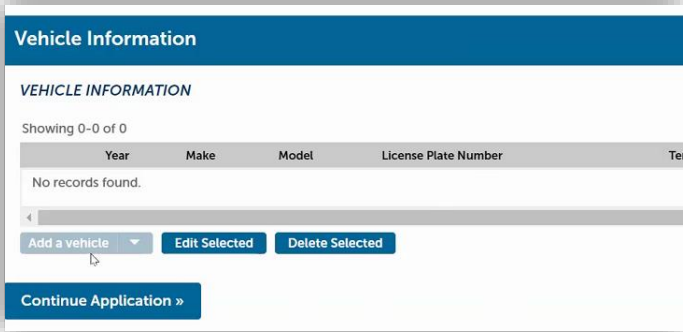
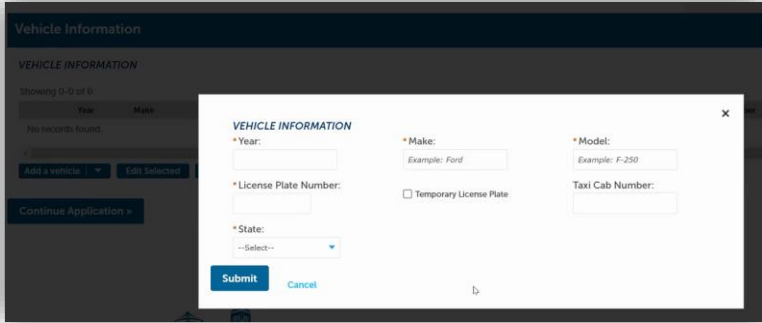
10 Select "Continue Application"

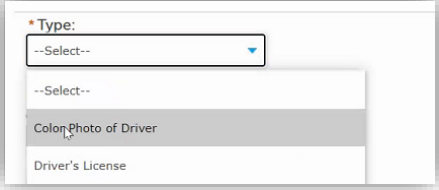
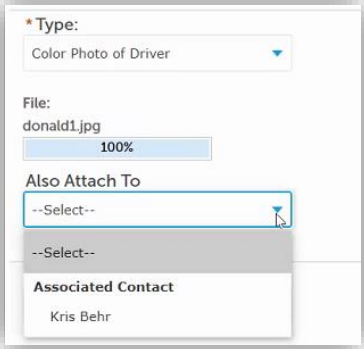
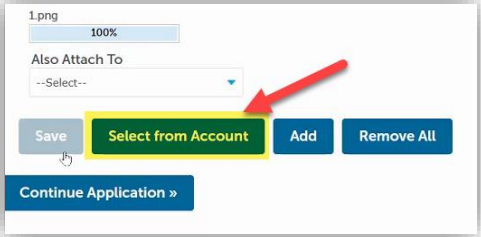
11 In the "For Hire Driver Details" section, complete the information.

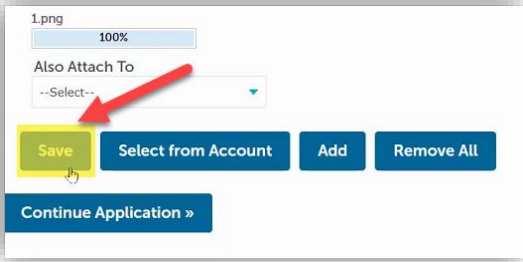
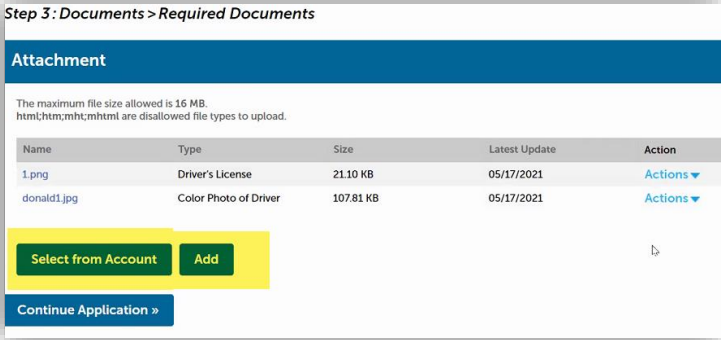



12 If you have questions about the UBI Number, select the "?" button to open the Help window.



<p>13</p>	<p>If you are applying to drive for a “Taxi Company” and do not see the company available in the dropdown, please contact the Taxes and Licenses team at 509.625.6070</p>		
<p>14</p>	<p>Selecting Payment Method:</p> <p>If you select the “Check” Payment Method, you will receive instructions for submitting your payment via email.</p> <p>You will be able to complete and submit your application, but until your check is received, the processing of your application cannot be finished.</p>		
<p>15</p>	<p>From the “Vehicle Information” section, select the “Add a Vehicle” button</p>		
<p>16</p>	<p>Complete the information and select “Submit”</p>		<p>Complete the “Taxi Cab Number” field if you will be driving for a Taxi Company.</p> <p>This is required whether you or the company own the vehicle.</p> <p>You must add all vehicles you intend to operate.</p>

17	Validate the Mailing Address information is correct. If it is not correct, refer the instructions in the screenshot to the right.		
18	Select "Continue Application"		
20	Once you attach your document, you must select the "Type" of document you uploaded	 <p>A screenshot of a web form showing a dropdown menu for document type. The dropdown is open, showing options: "--Select--", "Color Photo of Driver", and "Driver's License".</p>	
21	Using the "Also Attach To" dropdown, you can associate each document to your profile.	 <p>A screenshot of a web form showing document attachment options. It includes a "Type" dropdown set to "Color Photo of Driver", a "File" section with "donald1.jpg" and a "100%" progress bar, an "Also Attach To" dropdown menu, and an "Associated Contact" section with "Kris Behr".</p>	<p>Completing this step will make the document available for future license applications and/or renewals.</p> <p>If you do not attach the document to your profile, the document will not be available for future license applications and/or renewals.</p>
22	If you have previously "attached" a document to your profile, you can use the "Select from Account" button to use that document here.	 <p>A screenshot of a web form showing document selection buttons. It includes a "File" section with "1.png" and a "100%" progress bar, an "Also Attach To" dropdown menu, and buttons for "Save", "Select from Account", "Add", and "Remove All". A red arrow points to the "Select from Account" button. Below the buttons is a "Continue Application >" button.</p>	

23	Select "Save" to continue		
24	<p>Review your attached document.</p> <p>If changes need to be made to what you uploaded, you must use the "Select from Account" or "Add" buttons to upload an additional document.</p>		<p>NOTE – Although you can see the "Action" drop down options, they have been disabled.</p> <p>You are only allowed to Add additional document, not change or remove documents previously added.</p>
25	Review Page		<p>If you need to edit any information, click on edit button in the section that needs updated. Must check box before continuing.</p>
26	Payment Page		

27 Cart

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

808 W spokane falls BLVD, spokane WA 99201

1 Application(s) | \$55.00

▶ For Hire Driver License
21TMP-000233

Total due: \$55.00

Total amount to be paid: \$55.00

Note: There may be additional plan review, mitigation and permit fees which will be assessed at time of plan review approval.

Checkout »

Edit Cart »


Continue Shopping »

28 Pay Fees

Amount to be charged: \$55.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: 
--Select--

* Name on Card: * Exp. Date:
 01 2021

Credit Card Holder Information:

Auto-fill with Kris Behr

Country:
United States

* Street Address:

* City: * State: * Zip:
 --Select--

* Phone:

E-mail:

Payment option was selected under step 11.

If you selected check as payment option, check your email.

30 Receipt Page

Step 3: Receipt/Record issuance

Receipt



Your request(s) has been successfully submitted.

[Print/View Receipt](#)

808 W spokane falls BLVD, spokane WA 99201

T21000641DRV

[View Receipt](#)

[Print/View Receipt](#)

You can print and/or review your receipt from this screen. You will get an email with a temporary license once your application has been approved by Taxes & Licenses Dept.