

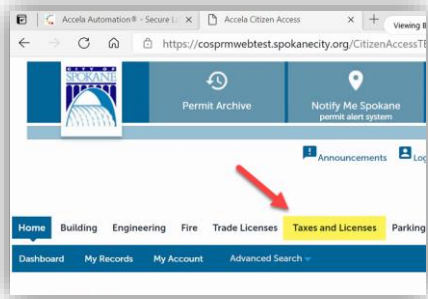

For Hire Driver: License Application and License Renewal Instructions

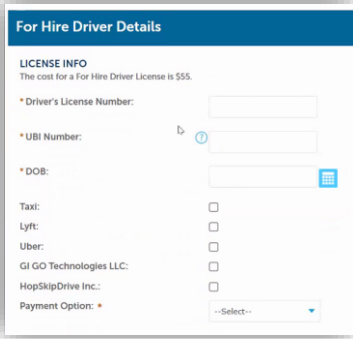
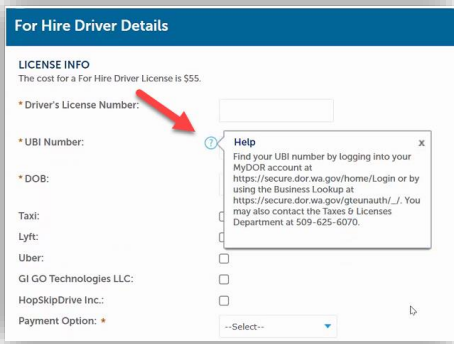
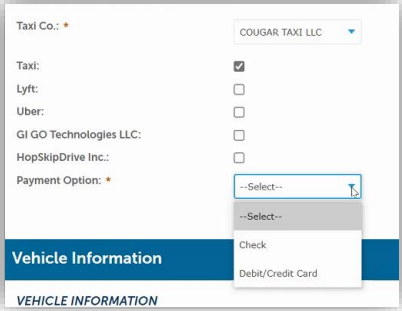
Overview

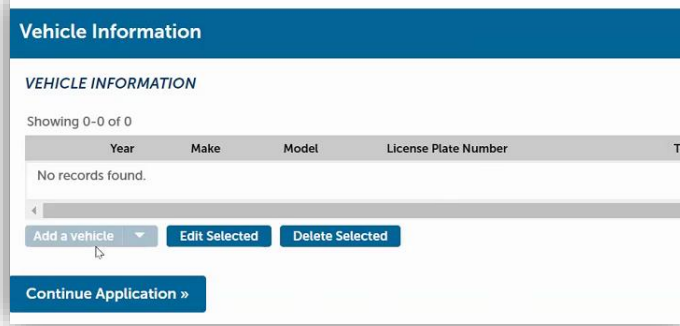
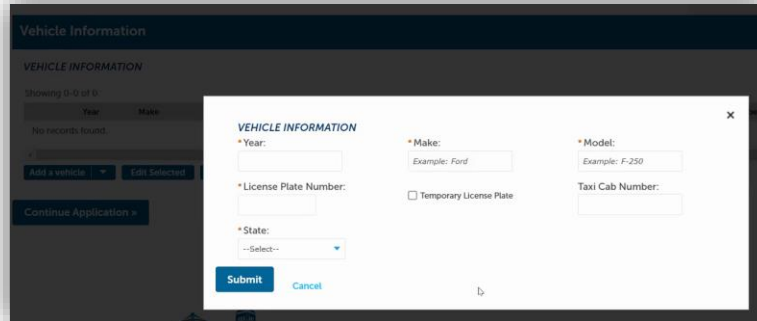
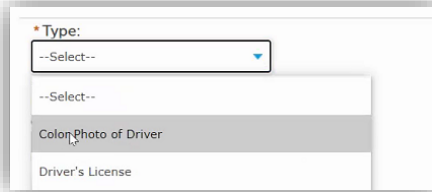
This user guide covers the process steps for submitting an application to obtain a license to become a For Hire Driver and renewing existing For Hire Driver licenses using the City's automated process.

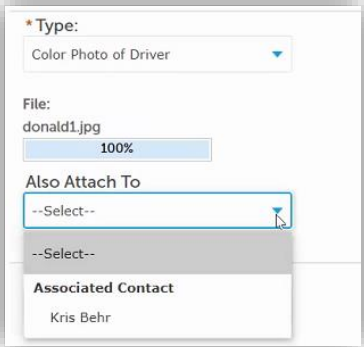
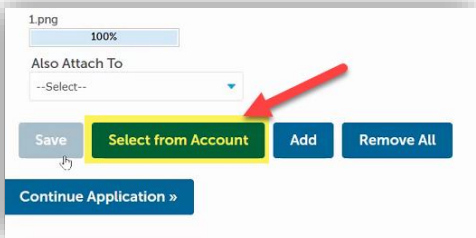
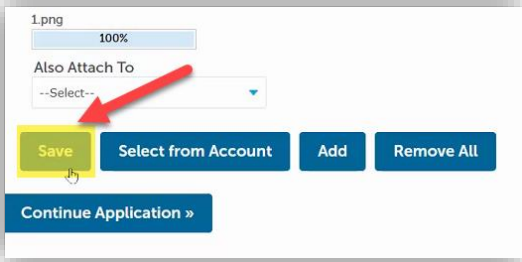
License Application

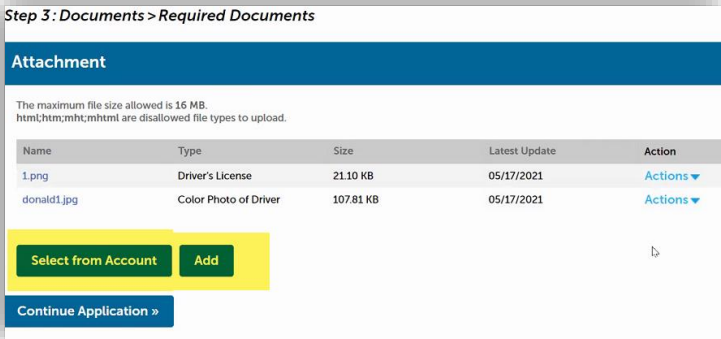

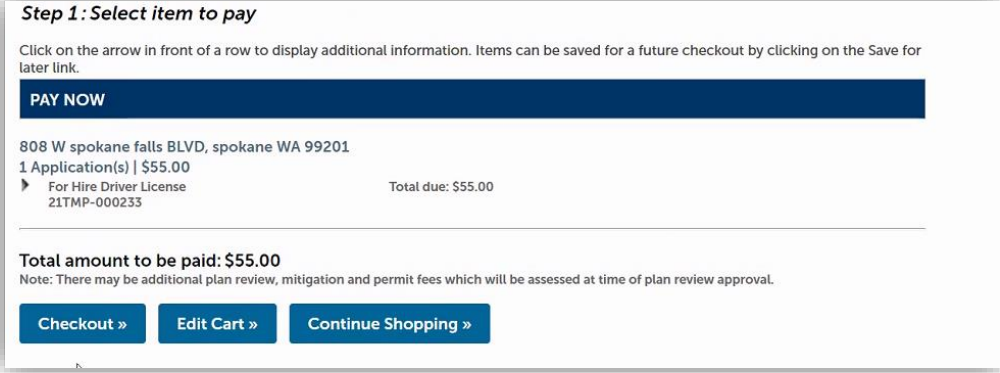
Starting Point: User has created an account (user name and password) in ACA and is logged in.

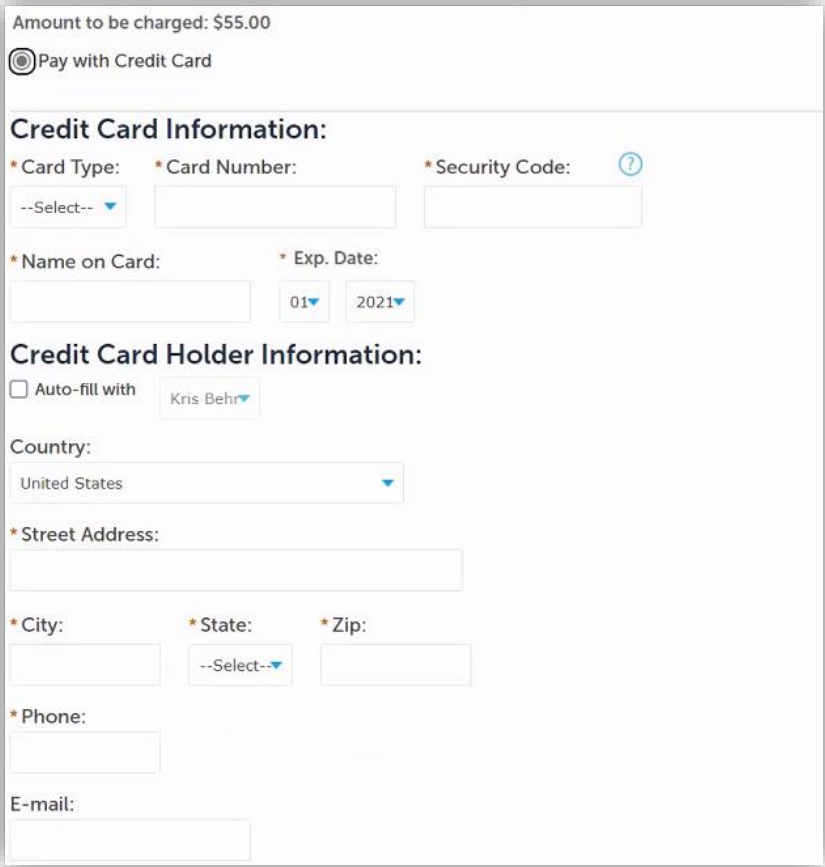
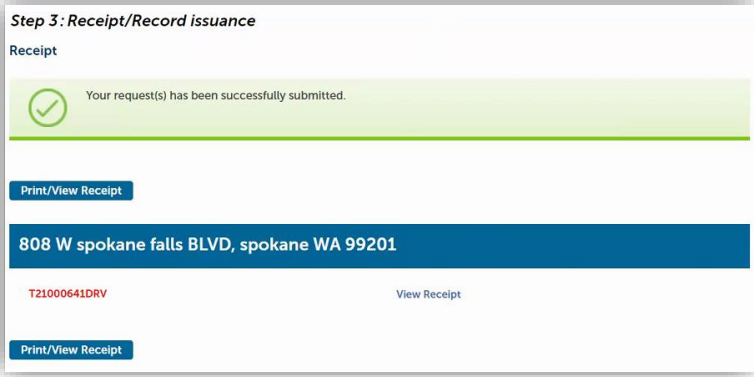
#	Step	Screenshots	Notes
1	From the Users ACA home page, select the "Taxes and Licenses" tab.		
2	Select the "Renew License" link		Your license should show up under My Licenses . If it does not, contact Taxes & Licenses 509.625.6070
3	Verify Address		
4	Select the "Continue Application" button		

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.		
13	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		
14	<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</p>		

	processing of your application cannot be finished.		
15	From the “Vehicle Information” section, select the “Add a Vehicle” button		
16	Complete the information and select “Submit”		<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>
18	Select “Continue Application”		
20	Once you attach your document, you must select the “Type” of document you uploaded		

21	Using the “Also Attach To” dropdown, you can associate each document to your profile.		<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.		
23	Select “Save” then click “Continue Application”		

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		

28	Pay Fees		<p>Payment option was selected under step 11.</p> <p>If you selected check as payment option, check your email.</p>
30	Receipt Page		<p>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.</p>