

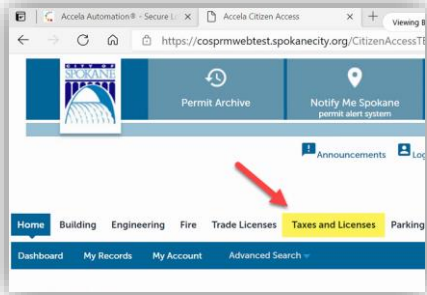
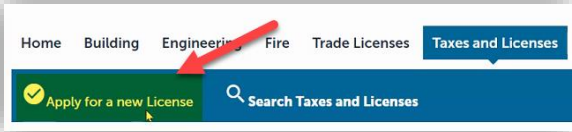
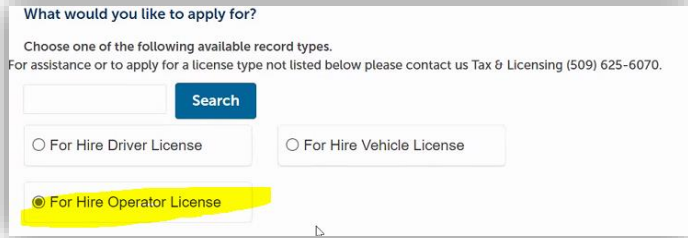
For Hire Operator: License Application and License Renewal Instructions

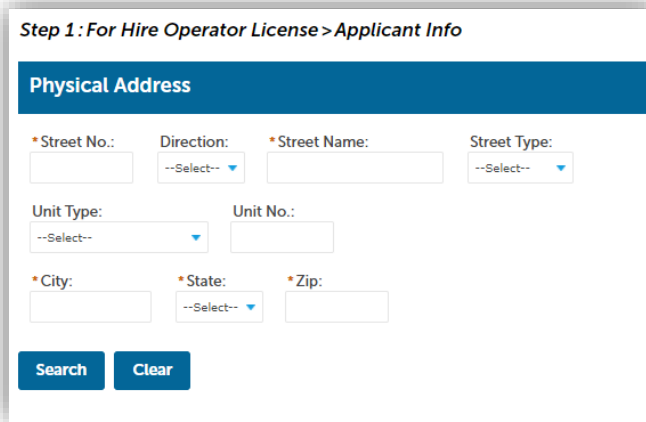
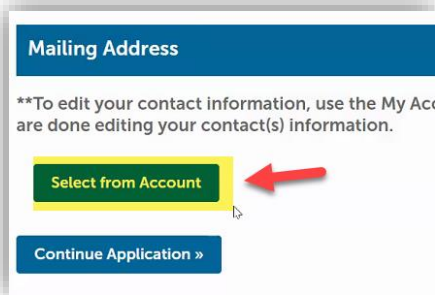
Overview

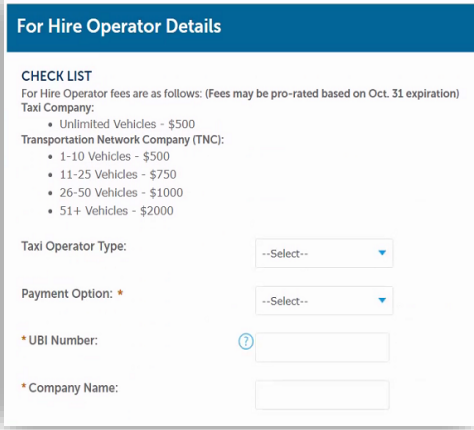

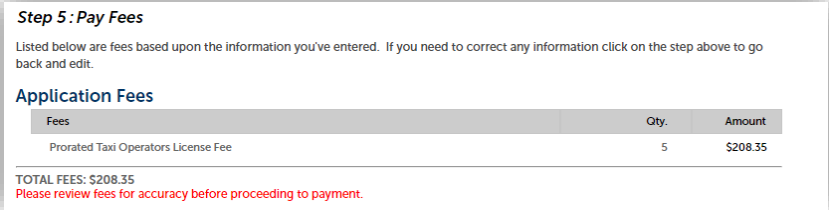
This user guide covers the process steps for submitting an application to obtain a license to become a For Hire Operator and renewing existing For Hire Operator licenses using the City's automated process.

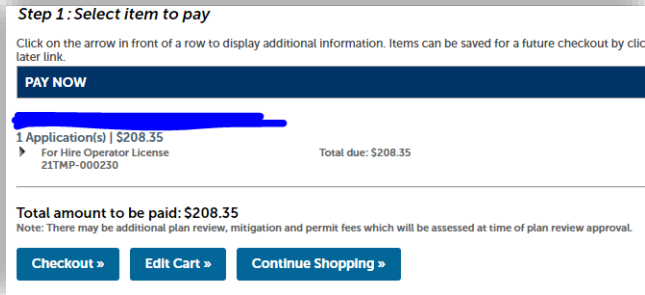
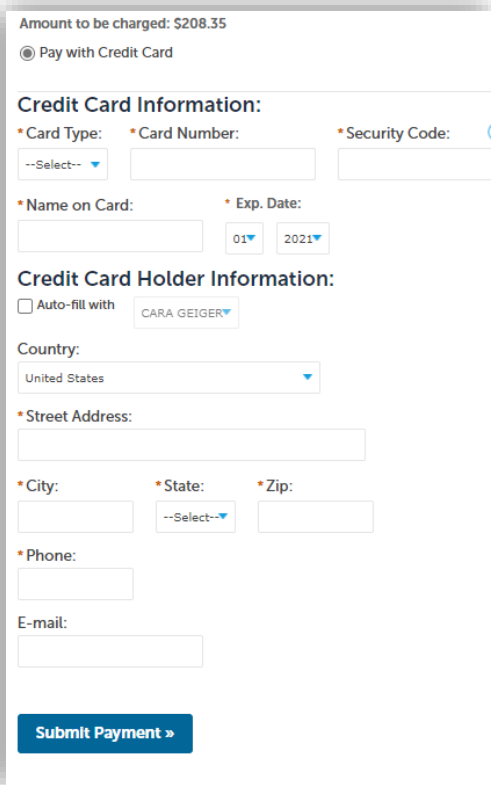
License Application

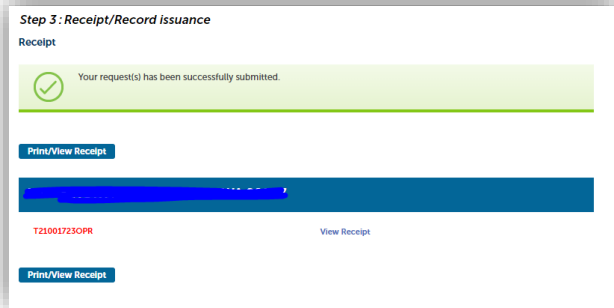
Starting Point: User has created an account (user name and password) in ACA and is logged in.

#	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 Operator" option		

6	Select "Continue Application"		
7	Enter you 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 you address information after selecting the "Search" button.</p>
8	In the "Mailing Address" section, select the "Select from Account" button.		This pulls your Mailing Address Information from your online profile.
9	Select "Continue Application"		

10	In the “For Hire Operator Details” section, complete the information.		Fill out required fields
11	Select “Continue Application”		
12	Review Page		If you need to edit any information, click on edit button in the section that needs updated. Must check box before continuing.
13	Payment Page		If you submit for-hire operator in month other than October, it is prorated monthly.

14	Cart		
15	Pay Fees		<p>Payment option was selected under step 11.</p> <p>If you selected check as payment option, check your email.</p>

16	Receipt Page	 The screenshot shows a web interface for 'Step 3: Receipt/Record issuance'. It features a green success message: 'Your request(s) has been successfully submitted.' with a green checkmark icon. Below this is a blue button labeled 'Print/View Receipt'. A large blue rectangular area, likely a placeholder for a receipt image, is present. At the bottom left, the text 'TZ1001723OPR' is displayed in red, and at the bottom right, there is a link labeled 'View Receipt'. Another 'Print/View Receipt' button is located at the very bottom of the interface.	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. An official license will get mailed out within 7 days.
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