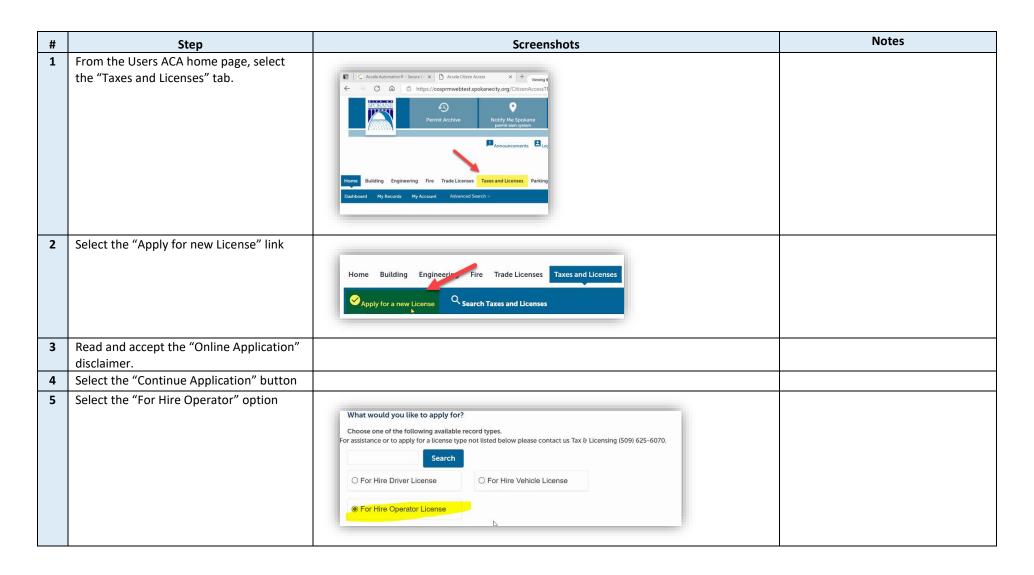
For Hire Operator: License Application and License Renewal Instructions

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.



6	Select "Continue Application"		
7	Enter you physical "Address" information and select "Search"	Step 1 : For Hire Operator License > Applicant Info Physical Address *Street No.: *Street No.: *Street No.: *Street No.: *Otic Physical Address *Street No.: State: State: Search Clear	This is your physical address. Your Mailing Address information was collected when you created your online account. The system will validate you address information after selecting the "Search" button.
8	In the "Mailing Address" section, select the "Select from Account" button.	Mailing Address **To edit your contact information, use the My Acc are done editing your contact(s) information. Select from Account Continue Application »	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.	For Hire Operator Details CHECK LIST For Hire Operator fees are as follows: (Fees may be pro-rated based on Oct. 31 expiration) Taxl Company: • Unlimited Vehicles - \$500	Fill out required fields
		Transportation Network Company (TNC): • 1-10 Vehicles - \$750 • 26-50 Vehicles - \$1000 • 51+ Vehicles - \$2000 Taxi Operator Type: Payment Option: • •Select * UBI Number: () * Company Name:	
11	Select "Continue Application"		
12	Review Page	By checking this box, I agree to the above certification. Continue Application >>	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	Step 5 : Pay Fees Listed below are fees based upon the information you've entered. If you need to correct any information click on the step above to go back and edit. Application Fees Fees Oty. Amount Prorated Taxi Operators License Fee 5 \$208.35 TOTAL FEES: \$208.35 Please review fees for accuracy before proceeding to payment.	If you submit for-hire operator in month other than October, it is prorated monthly.

14 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 clic later link. PAY NOW 1 Application(s) \$208.35 For bitre Operator License 21TMP-000230 Total due: \$208.35 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 >>	
15 Pay Fees	Amount to be charged: \$208.35 @ Pay with Credit Card Credit Card Information: * Card Type: * Card Number: * Security Code: * Select: * Exp. Date: * Salect: * Exp. Date: * Street Adolder Information: Auto-fill with CARA GEIGER* Country: United States * Street Address: * Street Address:	Payment option was selected under step 11. If you selected check as payment option, check your email.

16	Receipt Page	Step 3 : Receipt/Record issuance Receipt	You can print and/or review your receipt from this screen. You will get
		Your request(s) has been successfully submitted.	an email with a temporary license once your application has been approved by Taxes & Licenses Dept.
		Print/View Receipt	An official license will get mailed out within 7 days.
		T210017230PR View Receipt	within 7 days.
		Print/New Receipt	