

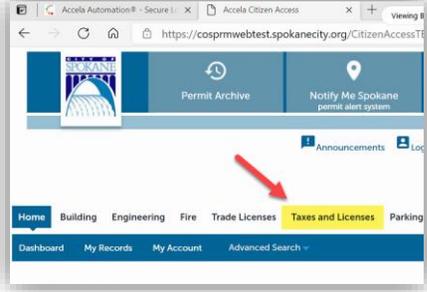
For Hire Operator: License Renewal Instructions

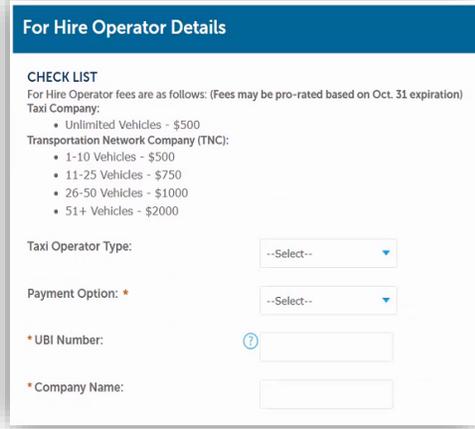
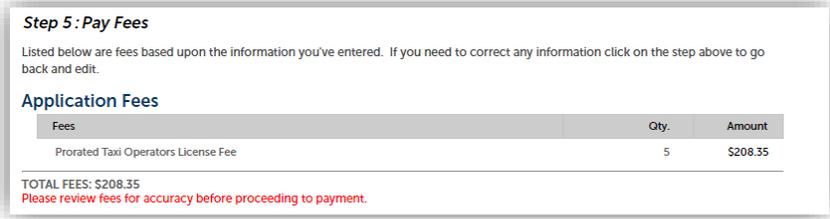
Overview

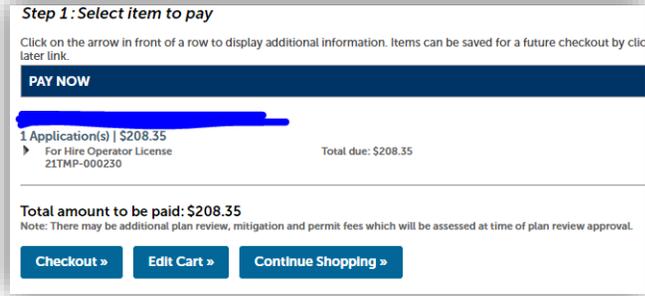
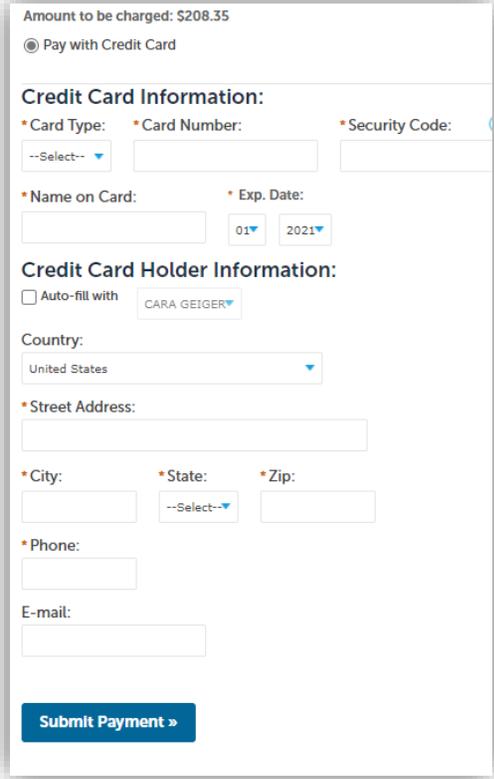
This user guide covers the process steps for submitting an application to renew an existing For Hire Operator license using the City's automated process.

License Application

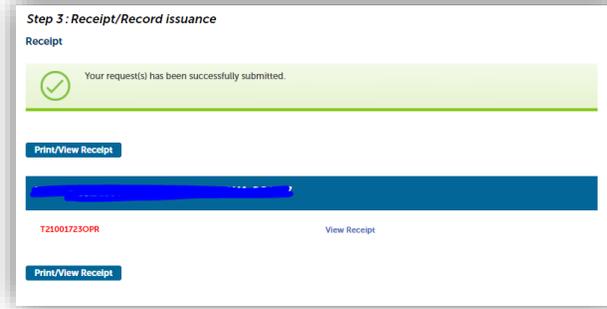
Starting Point: User has created an account (user name and password) in ACA and is logged in.

#	Step	Screenshots	Notes
1	From the Users ACA home page, select the "Taxes and Licenses" tab.		
2	Select the "Renew License" link in the Actions column		
3	Select the "Continue Application" button		

4	In the "For Hire Operator Details" section, complete the information.		Edit/Verify information is correct
5	Select "Continue Application"		
6	Review Page		If you need to edit any information, click on edit button in the section that needs updated. Must check box before continuing.
7	Payment Page		If you submit for-hire operator in month other than October, it is prorated monthly.

8	Cart	 <p>Step 1 : Select item to pay</p> <p>Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking later link.</p> <p>PAY NOW</p> <p>1 Application(s) \$208.35 ▶ For Hire Operator License 21TMP-000230</p> <p>Total due: \$208.35</p> <p>Total amount to be paid: \$208.35 Note: There may be additional plan review, mitigation and permit fees which will be assessed at time of plan review approval.</p> <p>Checkout » Edit Cart » Continue Shopping »</p>	
9	Pay Fees	 <p>Amount to be charged: \$208.35</p> <p><input checked="" type="radio"/> Pay with Credit Card</p> <p>Credit Card Information:</p> <p>* Card Type: * Card Number: * Security Code:</p> <p>--Select--</p> <p>* Name on Card: * Exp. Date:</p> <p>01 2021</p> <p>Credit Card Holder Information:</p> <p><input type="checkbox"/> Auto-fill with CARA GEIGER</p> <p>Country: United States</p> <p>* Street Address:</p> <p>* City: * State: * Zip:</p> <p>--Select--</p> <p>* Phone:</p> <p>E-mail:</p> <p>Submit Payment »</p>	<p>Payment option was selected under step 11.</p> <p>If you selected check as payment option, check your email.</p>

10 Receipt Page



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.