Itinerant Vendor Permit Application Instructions

Overview

This user guide covers the process steps for submitting an application to obtain an itinerant vendor permit 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.	Accels Automation® - Secure L × Accels Clean Access × Vereing # C C D thtps://cosprmwebtest.spokanecity.org/CitizenAccessT Permit Archive Permit P		
2	Select the "Apply for new License" link	Home Building Engineering Fire Trade Licenses Taxes and Licenses		
3	Read and accept the "Online Application" disclaimer.			
4	Select the "Continue Application" button			
5	Select the "Itinerant Vendor Permit" option	O For Hire Driver License		
		For Hire Operator License O Temporary Business License		
		O For Hire Vehicle License		
6	Select "Continue Application"			

7	Initial Disclaimer and hit Continue button	I Acknowledge the Above	
		DISCLAIMER	
		*Initials:	
8	Enter "Contact" Address and choose Select From Account for Applicant & Mailing address	Step 2: Step 2> Contact Information	This pulls your Mailing Address Information from your online profile.
		Address	
		* Street No.: Direction: * Street Name: Street Type:	
		808 W T SPOKANE FALLS BLVD T	
		*City: *State: *Zip:	
		SPOKAWE WA • 55201*	
		Applicant	
		The email attached to the applicant is where email notification will be sent.	
		To update the Applicant Information, click on the "My Account" link at the t Select from Account	
		Mailing Address	
		The Mailing Address is where the official license will be sent. If the address from your account is not the correct mailing address, select "	
		Select from Account Add New	
9	Select "Continue Application"		

10	Select that you have a Washington State UBI number, City of Spokane Temporary	BUSINESS		
	Business License or both.	*License Validation:	Select	
	Ex: UBI (123456789) TEMP: T23123456TEM	Temporary Business Registration:	Select Both Temporary Business Registration UBI Number	
11	Review Application & Continue			
12	You will be able to print a receipt/confirmation			
13	Taxes & Licenses Dept will review and			
	approve			