

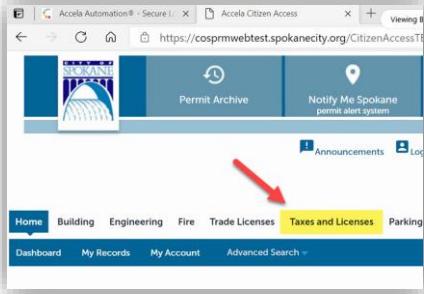
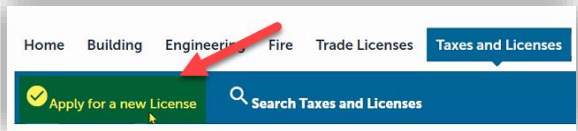
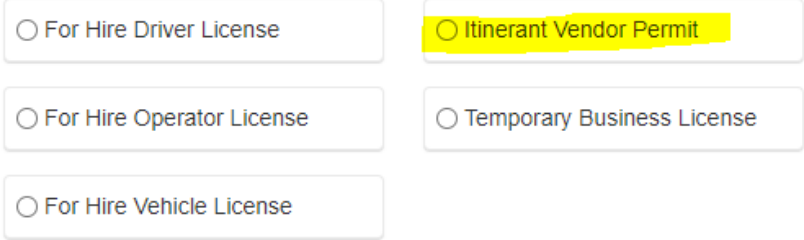
Itinerant Vendor Permit Application Instructions

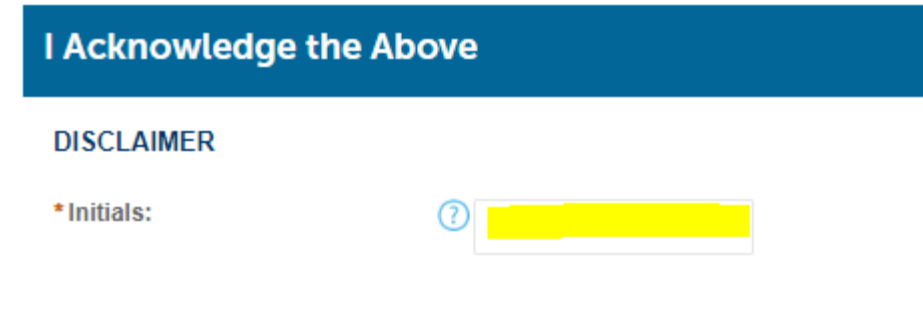
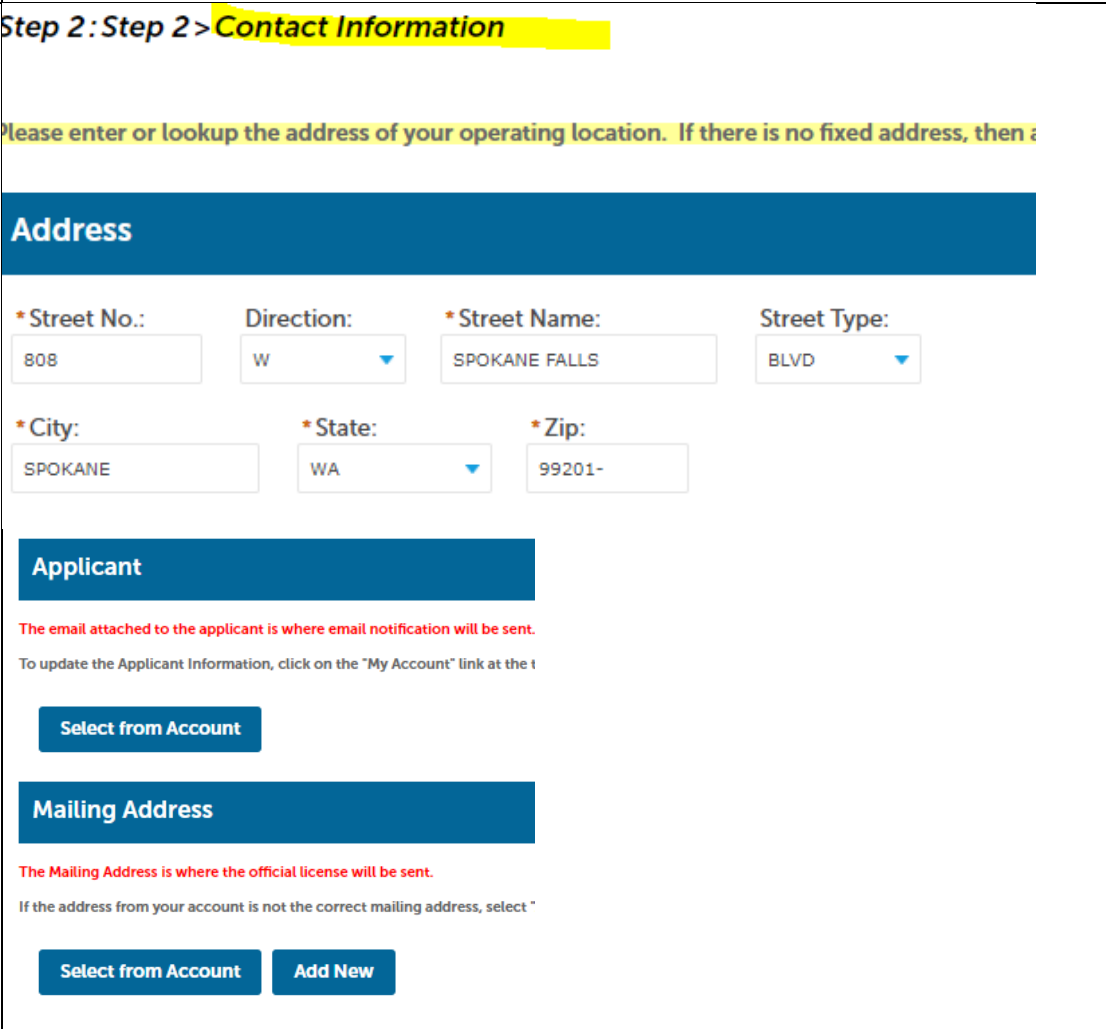
Overview

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.		
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 "Itinerant Vendor Permit" option		
6	Select "Continue Application"		

7	Initial Disclaimer and hit Continue button		
8	Enter "Contact" Address and choose Select From Account for Applicant & Mailing address		This pulls your Mailing Address Information from your online profile.
9	Select "Continue Application"		

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

- Select--
- Both
- Temporary Business Registration
- UBI Number