

Click: Sign-Up



Review your information for accuracy, and edit if needed. Once complete, click the “I agree” box then click Create My Account.



This is the screen you should be automatically redirected to after creating your account. Be sure to then go to your email for your verification link, to fully complete your process.



As with Step 2., preferably use licensing department contact information, unless your business is independently owned and operated.



Click the Documents tab at the bottom of the home screen to download the Police Department Emergency Contact Form PDF. Complete that form then save it to your device to upload later.



Login using your account information just set up in steps 1-5. Then click the “Business Portal” tab to begin your business set-up. You can set up multiple businesses under one user account.



Once you have successfully set-up your business, you will then be able to start your license application. Be sure to select the Type of Business License based off the kind of business you are applying for (*for example; any business who charges Missouri Sales Tax will need to select Retail Sales Business License and any Contractor/Construction based business will need to select Contractor/Trades Business License*).



Complete all steps of the license application and submit for review. You will receive an email within two business days notifying you of any issues, or that you are ready to pay.

