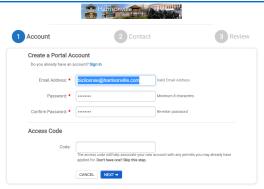


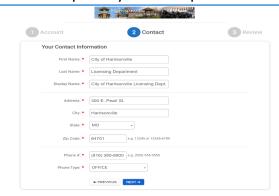
Step 2.

Preferably use an email that is not specific to one person, unless your business is independently owned and operated, as this will be the login that will need to be used for all future renewals.

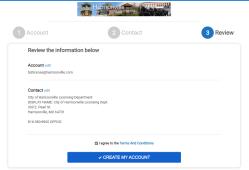


Step 3.

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



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



Step 5.

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.



Step 6.

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.



Step 7.

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



Step 8.

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).

Harrison ville		
A Business Account was created for City Half		
This account can be used to manage licenses and permits for your new busine	ess with Harrisonville.	
Would you like to continue with your business license app	plication?	
Yes. Apply for a business license		
Go to my new business account		
Ownership Type Corporation		
Federal ID Type - FEIN		

Step 9.

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.

Home City of Harrisonvilla Licensing		larrisonville Licensing Dept.			
Business License Application					
1 Business	2 Type	3 Location	4 Review		
We are starting	g a new business license	application for			
Busine	ss: City Hall		w		
	CANCEL NEXT →				