

# Customer Portal Series

## How to: Create a Business Profile from the Customer Portal

During the application for a Business License, the selection or creation of a Business Profile is required. Business Licenses are applied for by a person but issued to a business. There are two types of businesses available: Individual or Private Corporation.

1. When Applying for a Business License, customers need to select either “Existing Business” or “New Business”. An “existing business” means the business profile is already in the system with an issued license. If no license for the business currently exists in the PPLC system, then “New Business” must be selected.

### Business License Application BA-2022-000617 (Draft)

If you have an existing business profile in our system, select it from the dropdown menu below.  
If you are a new business, select New Business and complete the form to provide required information.

New Business     Existing Business

**NEW BUSINESS**

\*Legal Name:

Doing Business As:

Business Description:

\*Business Phone Number: (  )  -  Ext:

\*Location:  My licensed location does not have an address  
 My licensed location has an address

**MAILING ADDRESS:**

\*Street Address:

Line 2:

\*City / Town:

\*State / Province:

\*Country:

\*Zip / Postal Code:

Please search for your physical address. Only the address number and street needs to be entered. Example: 4232 Branson. Tabbing out will automatically search for the entered address.

Physical Address...

A brief description of the physical location of the business if it cannot be located using the Address search

Location Description:

\*Renewal Notification Preference:  Mail  
 Email

\*Business Contact Name:

\*Business Contact Email:

\*Business Contact Phone: (  )  -  Ext:  \*Type:

Secondary Phone: (  )  -  Ext:  Type:

Screen ID: 1239154

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2. All required fields have a red asterisk.

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If you have an existing business profile in our system, select it from the dropdown menu below.  
If you are a new business, select New Business and complete the form to provide required information.

New Business     Existing Business

**NEW BUSINESS**

\* Legal Name:

Doing Business As:

Business Description:

\* Business Phone Number: (  )  -  Ext:

\* Location:  My licensed location does not have an address  
 My licensed location has an address

MAILING ADDRESS:

\* Street Address:

Line 2:


\* City / Town:

\* State / Province:

\* Country:

\* Zip / Postal Code:

Please search for your physical address. Only the address number and street needs to be entered. Example: 4232 Branson. Tabbing out will automatically search for the entered address.

Physical Address...:  

A brief description of the physical location of the business if it cannot be located using the Address search

Location Description:

\* Renewal Notification Preference:  Mail  
 Email

\* Business Contact Name:

\* Business Contact Email:

\* Business Contact Phone: (  )  -  Ext:  \* Type:

Secondary Phone: (  )  -  Ext:  Type:

Once all the information is added, click Next. You can go back at any time to adjust information by clicking the Back button.

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3. The Business Ownership type is either Individual or Private Corporation. Select which option applies to your business. If you are uncertain, it is most likely Individual.

## a. Individual

Complete all required field with the red Asterisk.

### Business License Application BA-2022-000617 (Draft)

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#### BUSINESS OWNERSHIP

Select Licensee Type

**Individual Licensee Type** refers to whether you are self employed or the business is a sole proprietorship.  
**Private Corporation** refers to an incorporated business.

\*Licensee Type:  Individual  Private Corporation

(use my information)

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#### DETAILS

\*First Name:

Middle Name:

\*Last Name:

Birth Date:

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#### ADDRESSES

MAILING ADDRESS:

\*Street Address:

Line 2:

\*City / Town:

\*State / Province:  ▼

\*Country:  ▼

\*Zip / Postal Code:

PHYSICAL ADDRESS:

\*Street Address:

Line 2:

\*City / Town:

\*State / Province:  ▼

\*Country:  ▼

\*Zip / Postal Code:

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#### CONTACT INFORMATION

Email:

\*Phone Number: (  )  -

Secondary Phone: (  )  -

Contact Preference:  ▼

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## b. Private Corporation

Complete all required fields with the red Asterisk

### Business License Application BA-2022-000624 (Draft)

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**BUSINESS OWNERSHIP**

Select Licensee Type

**Individual Licensee Type** refers to whether you are self employed or the business is a sole proprietorship.  
**Private Corporation** refers to an incorporated business.

\*Licensee Type:  Individual  Private Corporation

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**OWNERSHIP INFORMATION**

Legal Name refers to your Legally Registered Name  
Doing Business As refers to your Operating name

\*Legal Name:

Doing Business As:

Corporation Number:

Incorporation Date:

**MAILING ADDRESS:**

\*Street Address:

Line 2:

\*City / Town:

\*State / Province:

\*Country:

\*Zip / Postal Code:

**PHYSICAL ADDRESS:**

\*Street Address:

Line 2:

\*City / Town:

\*State / Province:

\*Country:

\*Zip / Postal Code:

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**CONTACT INFORMATION FOR OWNERSHIP**

(use my information)

\*Contact Name:

Email:

\*Phone Number:

Secondary Phone:

\*Contact Preference:

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**CORPORATE STRUCTURE**

List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Business License to be approved.

**+ Interested Party**

Name	Position / Title	% Interest
<input type="text"/>	<input type="text" value="(None)"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value="(None)"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value="(None)"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value="(None)"/>	<input type="text" value=""/>

Additional Information:

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If a Private Corporation, the various Positions/Titles of at least one Interested Party are required.

**CORPORATE STRUCTURE**  
*List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Business License to be approved.*

**+ Interested Party**

Name	Position / Title	% Interest
	(None)	✖
	(None)	✖
	Director	✖
	Executive Officer	✖
	General Partner	✖
	Limited Partner	✖

Additional Information:

**Back** **Next**

Position / Title dropdown options:  
(None)  
Director  
Executive Officer  
General Partner  
Limited Partner  
Manager  
President  
Secretary  
Secretary/Treasurer  
Shareholder  
Treasurer  
Vice-President  
Unknown  
Representative  
Officer  
Partner

4. Continue with the rest of the license application and submit the application.
5. As part of the application review, municipal License staff will 'approve' the business profile. This adds the business profile to our system. Once the business profile is added, customers can apply for additional Licenses using the "Existing Business" option.