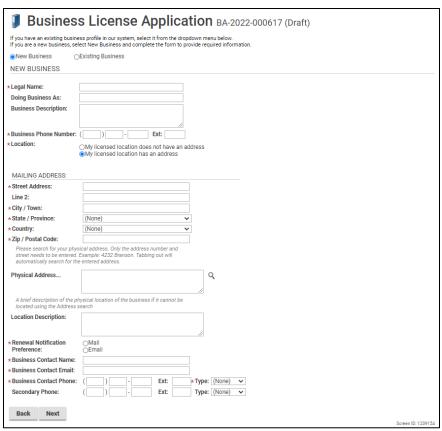
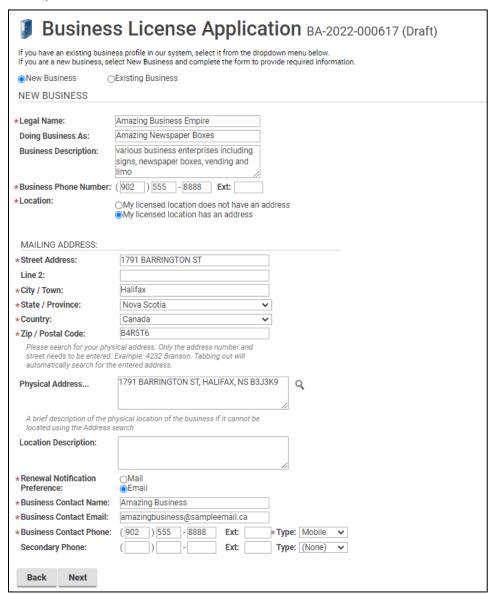
How to: Create a Business Profile from the Customer Portal

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.



2. All required fields have a red asterisk.

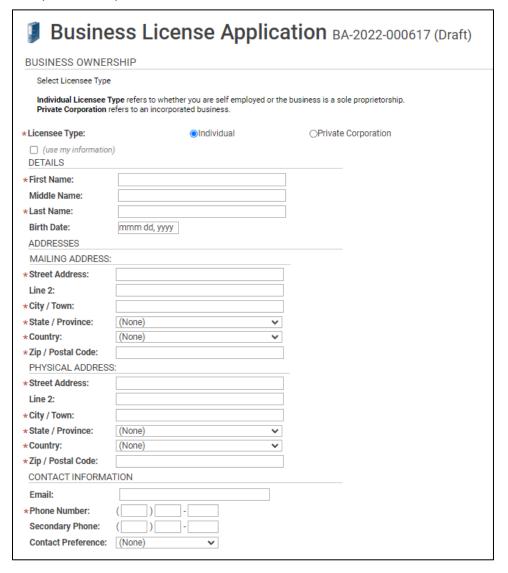


Once all the information is added, click Next. You can go back at any time to adjust information by clicking the Back button.

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.

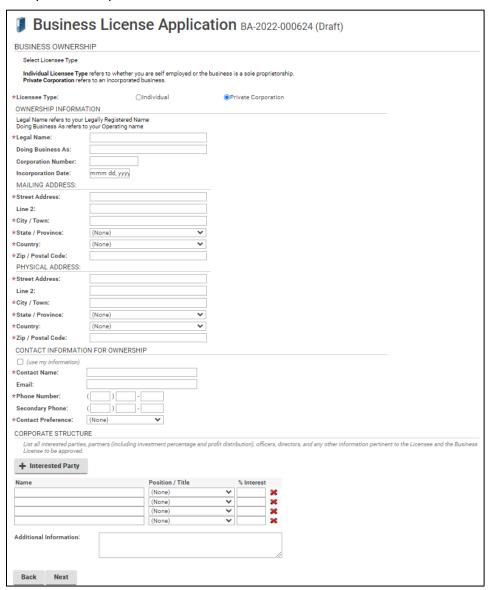
a. Individual

Complete all required field with the red Asterisk.

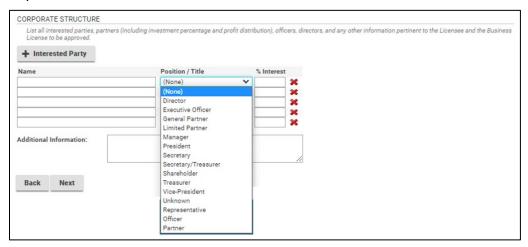


b. Private Corporation

Complete all required fields with the red Asterisk



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



- 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.