

## BL Online Registration

**Purpose:** Use this procedure to create an online Business License Profile to access your business license account online, renew your Occupational Tax Certificate, renew Alcohol License, reporting Excise taxes and paying invoices.

**Procedure:**

1. Go to [www.gwinnettcountry.com](http://www.gwinnettcountry.com)
2. Click on **Business License Online Service** from the **Top Links** menu.

The screenshot shows the Gwinnett County website interface. At the top, there are navigation links: "Pay Water Bill", "Online Services", "A-Z Index", "FAQ", and "Site Map". The main header features the "Gwinnett" logo and a "Login" button. Below the header is a navigation bar with tabs for "About Gwinnett", "Services", "Departments", "Calendar", "News", "Employment", "Contact Us", and "Top Links". The "Top Links" menu is open, displaying a list of services. The "Business License Online Services" link is highlighted in blue. To the left of the menu is a "Government" section with a photo of three people at a construction site.

Pay Water Bill | Online Services | A-Z Index | FAQ | Site Map

# Gwinnett

Login

Home About Gwinnett Services Departments Calendar News Employment Contact Us Top Links Search

Alarm System Registration  
Animal Shelter  
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Bids & RFPs  
Budget  
Burn Ban Notice  
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**Business License Online Services**  
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Emergency Management  
Fire Marshal

GIS Data Browser  
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Pay Water Bill Online  
Phone Listing  
Prescription Drug Discount Card  
Quality of Life Unit  
Recycling Directory  
Road Closures  
Senior Services  
Street Light Outage  
Tax Information  
Trash Pickup  
Vendor Registration

Water Outages Information  
Water Resources Customer Service  
Water Resources Contacts

Government

3. Click the **Registering** link.

The screenshot shows the Gwinnett County website header with navigation links: Pay Water Bill | Online Services | A-Z Index | FAQ | Site Map. The main navigation bar includes: Home | About Gwinnett | Services | Departments | Calendar | News | Employment | Contact Us | Top Links | Search. The breadcrumb trail is: Departments > Planning and Development > Licensing and Revenue > Online Services. The page is split into two columns. The left column, titled "User Login", contains a form with "Username" and "Password" fields, a "Login" button, and links for "Forgot Username or Password" and "Haven't got an Account? Register". The right column, titled "Licensing and Revenue - Online Services", contains text explaining the login process and benefits of registering. It lists services like renewing bills, closing accounts, and printing licenses. It also provides contact information for the Licensing and Revenue office and lists reasons for needing an account, such as changing business location or ownership.

4. Enter the required fields and click the **Continue** button:
- a. **Business Account Number** – This is your Business License Account Number
  - b. **Last 4 digits of tax ID/SSN**

The screenshot shows the "Licensing and Revenue - Register Account" form. It prompts the user to "Enter required information below." There are two input fields: "Business Account Number" with the value "199926" and "Last 4 digits of tax ID/SSN" with the value "1234". Both fields have a red asterisk indicating they are required. Below the fields are two buttons: a green "Continue" button and a grey "Cancel" button.

5. Verify the account information. Choose one of the 2 options:
- a. **Login:** If you already have a Gwinnett County Online Profile
  - b. **Create Online Profile:** To create a new Gwinnett County Online Profile

## Licensing and Revenue - Register Account

Enter required information below.

<b>Business Account Number *</b>	<b>Last 4 digits of tax ID/SSN *</b>
<input type="text" value="199926"/>	<input type="text" value="1234"/> ?

[Continue](#) [Cancel](#)

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**Business Name:**  
BUSINESS LICENSE ACCOUNT

**Business Location:**  
75 LANGLEY DR  
LAWRENCEVILLE, GA 30046-6935

<a href="#">Login</a>	OR	<a href="#">Create Online Profile</a>
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Use this option to login if you already have an online profile.  
(For example: with Water Department)

Use this option to create a new online profile.

- After choosing to Create Online Profile, enter the required information including the Username and Password for the Online profile.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

## Create Online Profile

**Business Account Information**

**Business Account Number:**  
199926

**Business Name:**  
BUSINESS LICENSE ACCOUNT

**Business Location:**  
75 LANGLEY DR  
LAWRENCEVILLE, GA 30046-6935

**Personal Information**

<b>First Name *</b>	<b>Last Name *</b>	
<input type="text" value="Test"/>	<input type="text" value="Account"/>	
<b>Address Line 1</b>	<b>Address Line 2</b>	
<input type="text" value="75 LANGLEY DR"/>	<input type="text"/>	
<b>City</b>	<b>State</b>	<b>Zip</b>
<input type="text" value="LAWRENCEVILLE"/>	<input type="text" value="Georgia"/>	<input type="text" value="30046-6935"/>
<b>Phone *</b>	<b>Email *</b>	
<input type="text" value="(555) 555-5555"/>	<input type="text" value="email1234@email.com"/>	

**Profile Information**

**Choose Your Username \***

Passwords are case sensitive.  
Password must be 8 characters long with letters and numbers.  
Password can contain uppercase letters, lowercase letters, numbers and special characters.

<b>Password *</b>	<b>Enter Again *</b>
<input type="password" value="••••••••"/>	<input type="password" value="••••••••"/>

**Create Profile** [Cancel](#)

7. A confirmation will be displayed and you can now **login** with the credentials entered.

### User Login

✔ Your online profile has been created successfully. Please login to manage your Licensing and Revenue account.

Username

Password

**Login**

▶ [Forgot Username or Password](#)

▶ [Haven't got an Account? Register](#)

### Licensing and Revenue - Online Services

Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.

By **registering** for a free online profile with our online services, you can:

- Renew and/or Pay your bill
- Close your account
- Print a copy of your most recent issued license

All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.

By registering and selecting "Log In" you are agreeing to the Licensing and Revenue [Security Policy](#).

Please contact the Licensing and Revenue office at 678-377-4100 or at [gc-license-revenue@gwinnettcountry.com](mailto:gc-license-revenue@gwinnettcountry.com) for more information about the following:

- Change of business location
- Change of business ownership
- Change in Tax ID

If you are a potential new business owner in Gwinnett County you may use this [Tax Calculator](#) for an estimate of your occupation tax certificate fees.

For more information [click here](#).

8. Enter the **username** and **password** and click on Login button.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

### User Login

Username

Password

**Login**

▶ [Forgot Username or Password](#)

▶ [Haven't got an Account? Register](#)

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For more information [click here](#).

9. The business license account information will be displayed after the login.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

## Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANGLEY DR	Options ▾

[Add an account](#)

10. Click on the **Options** dropdown to see the list of menu items that can be chosen for the business license account.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

## Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANGLEY DR	Options ▾ Business/Occupation Tax Tax Calculator License Renewal Make Payment Print Certificate Business Closed Remove Account

[Add an account](#)