



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO LINK AN ACCOUNT AND RENEW A BUSINESS LICENSE ONLINE



RENEW IN THREE EASY STEPS! 1. Create your account 2. Link your license 3. Renew your license.

TIP! Hovering over most fields in FileLocal will show helpful **tooltips**.

STEP 1: CREATE YOUR ACCOUNT

1. Go to [FileLocal-wa.gov](https://filelocal-wa.gov) and select **CREATE BUSINESS ACCOUNT**.
2. Enter your User and Company Information.

Create a New Business Account

Welcome to FileLocal. Follow the onscreen prompts to set up your FileLocal business account. Required fields are marked with an asterisk (*).

[QUICKSTART GUIDE](#)

[ABOUT FEES, ETC](#)

User Information

Create your Username:

*

Create your Password:

*

Re-enter the Password:

*

First Name:

*

Last Name:

*

Phone Number:

*

Email Address:

*

Re-enter Email Address:

*

Company Information

Legal Business Name:

*

NOTE: This identifies your legal business entity, as registered with the Washington State. This is NOT your Trade or Doing Business As (DBA) Name.

Mailing Address:

*

City:

*

Country:

*

State:

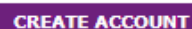
*

Zip Code:

*

Type of Business:

*





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3. Check your email for the Activation Code (sometimes it takes a few minutes). Copy and paste it into FileLocal and click ACTIVATE.

The screenshot shows the 'Confirm Email' page on the FileLocal website. At the top left is the FileLocal logo, and at the top right is the tagline 'Your one stop for local business licensing and tax filing'. The main heading is 'Confirm Email'. Below it, a message states: 'Thank you! A confirmation email from filelocal@avenuinsights.com has been sent to the email address you provided. Please check your email and enter the activation code below.' A red text instruction 'Copy & paste code from email' is positioned above a text input field. A red arrow points from this text to the input field. To the right of the input field is a purple button labeled 'ACTIVATE'. At the bottom, a note reads: 'If you did not receive the message, please check your spam or junk mail filter. The activation code is valid for 24 hours. If you do not activate your account within that time, please resend the confirmation.'

STEP 2: LINK YOUR LICENSE

1. Select LINK MY EXISTING LICENSES

The screenshot shows a confirmation screen titled 'Thank you for adding your business location to FileLocal!'. It displays the entered location as 'Location: 747 Market St Rm 212'. Below this, it asks 'For the location you just entered, What would you like to do next?'. There are two purple buttons: 'LINK MY EXISTING LICENSES' (highlighted with a red border) and 'APPLY FOR A LICENSE'. At the bottom, a note states: 'Note: You can't renew a business license or file taxes until we have your location and City Account Number linked in FileLocal.'



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2. Select your location from the drop-down, then select 'Tacoma', and click NEXT.

Select Cities with a License

What business licenses do you already have for this location? Select all that apply.

1. Select your location

Location: 777 MARKET ST

Select a location

777 MARKET ST

<input type="radio"/> Auburn	<input type="radio"/> Bellevue
<input type="radio"/> Des Moines	<input type="radio"/> Everett
<input type="radio"/> Kent	<input type="radio"/> Lake Forest Park
<input type="radio"/> Renton	<input type="radio"/> Seattle
<input type="radio"/> Shoreline	<input type="radio"/> Snoqualmie
<input type="radio"/> Tacoma	

2. Select Tacoma

BACK

NEXT

3. Enter your business License number and click LINK.

Link Existing Licenses

Enter the City Account Number for each existing business license you have for this location. You can add other locations and other business licenses later, if needed.

Location: 747 Market St Rm 212

Tacoma:

Enter your business license number here.

Tip: It starts with a "5" and is found on your invoice or license certificate.

ADD ANOTHER CITY

WHAT'S MY CITY ACCT #

Each City Account Number must be validated by the City before you can renew or print your business license or file tax forms. Some Cities validate electronically in close to real-time; others review the license manually, which may take one or more business days.

BACK

LINK

4. Select FINISH to complete linking your account.

BACK LINK FINISH

Select this



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STEP 3: RENEW YOUR LICENSE

1. At the pop-up, select RENEW A LICENSE (if the pop-up is closed, click "Home" to reactivate).

Thank you! What's Next?

What would you like to do next?

CONTINUE PRIOR WORK	PAY TAX ASSESSMENTS
ADD ANOTHER LOCATION	LINK MY EXISTING LICENSES
APPLY FOR A LICENSE	FILE TAXES
RENEW A LICENSE	PRINT A LICENSE

2. Under the "General Business Applications (GBL) and Renewals" section, find the year to renew and select CONTINUE.



Your one stop for local business licensing and tax filing

Home

My Tax Forms

My License Forms

Account Center

Contact City

Support

FAQ

Activity Center

Type:

Renewals and Applications

City:

View All

Filing Period:

View All

Status:

View All

SHOW ALL ACTIVITY

PAY TAX ASSESSMENTS

VIEW STATEMENT

Renewals are not available through View Statement.

General Business Applications (GBL) and Renewals

If your license is expired, it is the City's responsibility to add your renewal to the FileLocal Portal. If you need to renew your license and the renewal is not listed here, please contact the City directly.

The following Cities do not renew licenses on the FileLocal Portal: [Auburn](#)

Pay Now	Filing Period	Due Date	File Date	Form	Account Number	Location	Amount	Status	Action
	2023	N/A	11/22/2023	Tacoma GBL Application			\$130.00	Approved	PRINT
	2024	01/31/2024	11/22/2023	Tacoma GBL Renewal			TBD	In Progress	CONTINUE

PRINT SUMMARY

PRINT ALL

3. Follow the prompts to make your payment.