



## 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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### Business Location Information

Enter information about the business location you want to set up. If you have multiple locations, you will be able to enter them after account setup is complete.

Trade Name/DBA/Doing Business As:

\*

Washington Unified Business Identifier:

\*

UBI-9

Business ID

Location ID

**SKIP UBI QUESTION**

[What is a UBI number? Click here to find out.](#)

**LOOK UP MY UBI-16**

Click this to find the  
last 7 digits of your UBI

The physical address for this business location is the same as the mailing address entered above.

Physical Address:

\*

City:

\*

Country:

▼

\*

State:

▼

\*

Zip Code:

\*

Phone Number:

Email Address:

\*

### Security Question

Create a security question and answer below. This will be used to verify your identity if you need to reset your password in the future.

Security Question:

Select a common question from this list, or enter your own in the text box below

▼

\*

Answer:

\*

### Certification



\* I agree that the forms I submit via FileLocal shall be the equivalent of forms submitted on paper documents. I agree that my username and password will be the equivalent of my handwritten signature, as authorized by the State of Washington. I declare that I am authorized to make payments from the bank account or credit card I will use during the payment process. I am authorizing a direct payment to the appropriate City Authorities, the FileLocal Agency, and the payment processor as specified in the payment process.

The information you provide will be shared with the Cities where you have or apply for a business license. Your information will not be disclosed or shared in any way with any outside entities without your explicit permission.

**CANCEL**

**CREATE ACCOUNT**



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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.

FileLocal Your one stop for local business licensing and tax filing

**Confirm Email**

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.

**Copy & paste code from email**

Enter Activation Code:  **ACTIVATE**

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

**Thank you for adding your business location to FileLocal!**

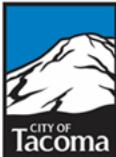
**Location:** 747 Market St Rm 212

*For the location you just entered,*  
What would you like to do next?

**LINK MY EXISTING LICENSES**

**APPLY FOR A LICENSE**

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

Enter your business license number here.

Tacoma:

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.

Select this

BACK

LINK

FINISH

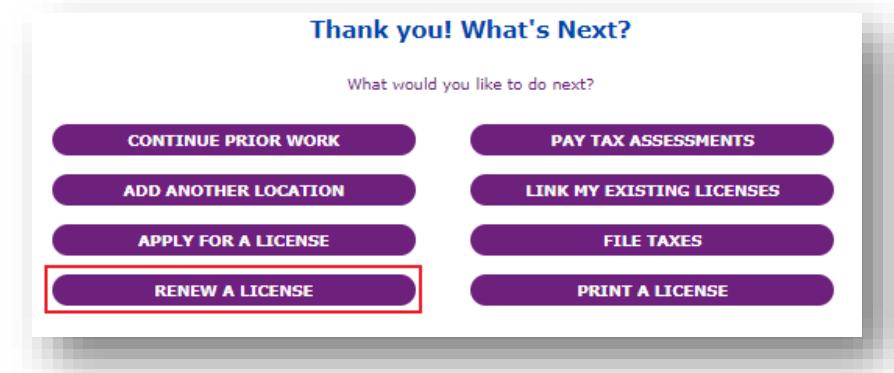


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### STEP 3: RENEW YOUR LICENSE

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



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

**FileLocal** Your one stop for local business licensing and tax filing

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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	[REDACTED]	[REDACTED]	\$130.00	Approved	<b>PRINT</b>
	2024	01/31/2024	11/22/2023	Tacoma GBL Renewal	[REDACTED]	[REDACTED]	TBD	In Progress	<b>CONTINUE</b>

**PRINT SUMMARY**    **PRINT ALL**

3. Follow the prompts to make your payment.