



City of Bellflower

growing together

ONLINE BUSINESS LICENSE PROCESSING

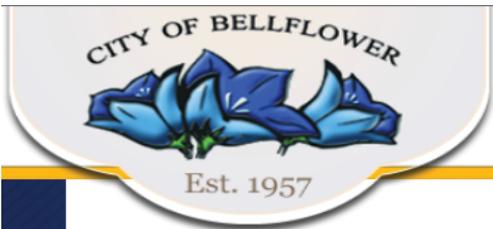


BUSINESS LICENSE SOFTWARE BACKGROUND

• HdL Classic to HdL Prime Transition:

- City had been using HdL Classic since 1997 (no web feature).
- In August 2015, Council authorized an upgrade to HdL Prime for enhanced capabilities including online processing of business licenses.
- In September 2015, Council also authorized HdL to provide online payment processing services.
- Migration completed and testing commenced in Feb. 2016.

BUSINESS LICENSE WEB PAGE [\(businesslicense.bellflower.org\)](http://businesslicense.bellflower.org)



Apply

- › [Submit a business license application online](#)
Coming Soon by June 30, 2016

Renew

- › [Renew a business license online](#)

Pay

- › [Pay an outstanding balance for a business license](#)

Close

- › [Close a business license account online](#)

Search

- › [Business search](#)

Other

- › [Report a problem](#)

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NEW APPLICATION



Guest

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[Getting Started](#) → [Registration](#) → [Contacts](#) → [Review / Submit](#)

Business License Online Application Secure

Enter the characters
in the picture*

909151

909151

Business Type

ADVERTISING & OTHER COMMERCIAL AGENCIES

Location *

Inside

Application Form * Required

Business Information

DBA *

Bus Name

Bus Address *

(Must be physical location, not a Post Office Box)

Example: 3061 Davis Avenue #200, Sacramento, CA 58147

[Verify Address](#)

Mail Address *

Same as address above

Example: 3061 Davis Avenue #200, Sacramento, CA 58147

[Verify Address](#)

Taxpayer's Desc *

Ownership Type *

Employee Count *

Start Date in City of Bellflower *

(estimate if in the future)

Business Contact Information

NEW APPLICATION PROCESS



Business owner applies online at businesslicense.bellflower.org

Planning receives and reviews business license application in HdL Prime

IF APPLICATION IS COMPLETE

Business owner will receive an email notification with instructions on how to pay assessed fees

Payment will be processed and license will be mailed out within seven (7) to ten (10) business days

IF APPLICATION IS INCOMPLETE

Planning will contact business owner regarding the missing information



RENEWAL / SIGN IN PAGE



Requires a PIN

Guest

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Business License Online Renewal Secure

Eligibility

Business licenses can now be renewed online. To conveniently renew your business license online, all you need is a credit card, debit card, or your checking account information and your business license PIN # located at the lower right hand corner of your renewal notice. There is no fee associated with your payment with a checking account (e-check). If paid with a credit or debit card, the convenience fee is 2.9% of the total amount due and charged, with a minimum charge of \$2.00.

Renewal notices are mailed 45 days prior to the expiration of your business license. Business location, entity type and ownership changes require a new business license application. Do not complete this renewal process.

Your Business Tax Certificate is required under the provisions of the Bellflower Municipal Code as amended. You are cautioned that payment of this tax does not permit operation of a business in violation of other Municipal Code Sections.

If you need further assistance, please contact the City of Bellflower at 562-804-1424.

Process

Please allow up to 14 business days, after completing the online renewal process, to receive your new business license.

Code Enter the characters in the picture below.



Account # Enter your business license account #. This number can be found on your renewal form in the upper left section.

PIN Enter your online renewal pin #. This number can be found on your renewal form in the bottom right corner. Or click [here](#) to have it emailed to the primary contact's email on file.

[Find Account](#)

Powered by 

RENEWAL / FEE SUMMARY PAGE



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Renewing 18454
Test Account HdL

Business License Online Renewal Secure

Please verify that the below information is current and accurate.

| | | Fee Amount |
|-------------------------------|---|-----------------|
| STD | | |
| Enter the number of employees | 2 | \$6.00 |
| License Fees | 1 | \$164.00 |
| State of California CAsp Fee | 1 | \$1.00 |
| Total Due | | \$171.00 |

I hereby declare under penalty of perjury that the information to be provided for this application is true and correct.

Provide your digital signature below in order to indicate your agreement to these terms. Your digital signature can be any combination of letters, numbers, spaces and/or punctuation marks placed between two forward slash " / " symbols. Examples of acceptable signatures include /john doe/, /jd/, and /555-9123/.

Digital Signature:

Preparer Name:

Preparer Phone:

[Continue](#)

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RENEWAL / PAYMENT METHOD – eCheck (Checking Account)



CITY OF BELLFLOWER
Est. 1957

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Renewing 18454
Test Account HdL

Find Account → Registration → Calculation → Payment → Receipt

Business License Online Renewal  **Secure**

Your renewal fee has been calculated and is displayed below. Please provide your payment info.

Account Information

| | |
|-------------|----------------------|
| Account # | 18454 |
| Expire Date | 4/13/2017 |
| Name | Test Account HdL |
| Address | 1340 VALLEY VISTA DR |
| City | DIAMOND BAR |
| Phone | (909) 861-4335 |

Balance Due \$171.00

Email Receipt To

Payment Method

Bank Routing #

Re-enter Bank Routing #

Bank Account #

Re-enter Bank Account #



YOUR NAME 0687 383
Date Check Number
Pay to the Order of \$ Dollars
First American First American National Bank
Bank Routing Number Check Number Account Number
Memo Number

(Click Submit Only Once)

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- eCheck (Checking Account)
- No fees to business owners to use

RENEWAL / PAYMENT METHOD – Credit/Debit Card



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Est. 1957

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[Find Account](#) → [Registration](#) → [Calculation](#) → [Payment](#) → [Receipt](#) Renewing 18454
Test Account HdL

Business License Online Renewal  **Secure**

Your renewal fee has been calculated and is displayed below. Please provide your payment info.

Account Information

| | |
|-------------|----------------------|
| Account # | 18454 |
| Expire Date | 4/13/2017 |
| Name | Test Account HdL |
| Address | 1340 VALLEY VISTA DR |
| City | DIAMOND BAR |
| Phone | (909) 861-4335 |

| | |
|----------------|----------|
| Balance Due | \$171.00 |
| Credit Cards | \$4.96 |
| Processing Fee | |
| Total Due | \$175.96 |

Email Receipt To

Payment Method

This payment method requires a credit cards processing fee, which has been identified above.

Credit Card #

Card Security Code

Name on Card

Card Expiration (mm/yy)

Credit Card Billing Address

Address Line 1

Address Line 2

City

State

Zip

(Click Submit Only Once)

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- Credit/Debit Card
- Pass through fee of 2.9%, min. of \$2.00, to business owners

RENEWAL / RECEIPT PAGE

Est. 1957

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Renewing 18454
Test Account HdL

Find Account → Registration → Calculation → Payment → Receipt

Business License Online Renewal 

[PRINT THIS PAGE FOR YOUR RECORD](#)

Your business license renewal has been successfully submitted. You will receive your new business license in the mail within 14 days.

Your Business Tax Certificate is required under the provisions of the Bellflower Municipal Code as amended. You are cautioned that payment of this tax does not permit operation of a business in violation of other Municipal Code Sections.

Notice: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: [The Division of the State Architect](#) or [The Department of Rehabilitation](#) or [The California Commission on Disability Access](#).

Submission Date 4/15/2016
Confirmation # 000052 (1)

Account Information

Account # 18454
Expire Date 4/13/2017
Name Test Account HdL
Address 1340 VALLEY VISTA DR
City DIAMOND BAR
Phone (909) 861-4335

Fee Summary

| | Fee Amount |
|---------------------------------|-----------------|
| STD | |
| Enter the number of employees 2 | \$6.00 |
| License Fees 1 | \$164.00 |
| State of California CASp Fee 1 | \$1.00 |
| Total Due | \$171.00 |
| Convenience Fee | \$4.96 |
| Total Due | \$175.96 |

Payment Information

Credit Card # x0000
Payment Amount \$175.96

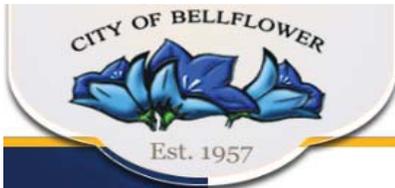
After printing or saving this page for your records, you may close this browser window/tab.

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Receipt
emailed.

Business
owner can
also
printout the
screen.

PAY AN OUTSTANDING BALANCE



Guest

[Home](#) [Report a Problem](#)

[Find Account](#) → [Submit Payment](#) → [Receipt](#)

Business License Online Payment

It is currently time to renew your account. Paying your existing balance due DOES NOT renew your account. To maintain your account, click [here](#) to renew your account.

| | | | |
|-------------|--------------|---------|-----------------------|
| Account # | 04162 | Address | 16600 CIVIC CENTER DR |
| Expire Date | 1/1/2016 | City | BELLFLOWER |
| Name | TEST ACCOUNT | Phone | (562) 804-1424 |
| | | | Fee Balance Due |

| | | |
|--------------------------|------|---------------|
| STD | | |
| State CASp Fee | 1.00 | \$1.00 |
| Total Balance Due | | \$1.00 |

Email Receipt To

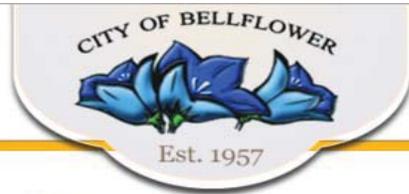
Payment Method

[Submit Payment](#) (Click Submit Only Once)

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BUSINESS CLOSURE



Guest

[Find Account](#) → [Closing Information](#) → [Receipt](#)

[Home](#) [Report a Problem](#)

Closing 18454
Test Account HdL

Closing Account

Date of Closure*

Email Address*

Signature and Declaration

I hereby declare under penalty of perjury that the information to be provided for this application is true and correct.

Digital Signature:

Preparer Name:

Preparer Phone:

Provide your digital signature below in order to indicate your agreement to these terms. Your digital signature can be any combination of letters, numbers, spaces and/or punctuation marks placed between two forward slash " / " symbols. Examples of acceptable signatures include /john doe/, /jd/, and /555-9123/.

[Close Account](#)

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BUSINESS SEARCH



[Home](#) [Report a Problem](#)

Search Businesses

Search By: Value:

[Specify Business Start Date Range \(Optional\)](#)

| Account # | Business Name | Start Date | Expire Date | Address | Phone | Website |
|-----------|---|------------|-------------|--|----------------|---------|
| 15309 | Golden State Food Dbq Quality Custom Distribution | 2/22/2012 | 2/21/2017 | 14317 LOMITAS AVE, LA PUENTE, CA 91746-3017 | (562) 699-7696 | |
| 11509 | Starbucks Coffee #10257 | 4/19/2007 | 4/18/2010 | 16601 BELLFLOWER BLVD, BELLFLOWER, CA 90706-5418 | (206) 318-4994 | |
| 11730 | Starbucks Coffee #10626 | 7/21/2007 | 7/29/2016 | 9755 ROSECRANS AVE, BELLFLOWER, CA 90706 | (206) 318-8705 | |
| 10229 | Starbucks Coffee #9380 | 6/28/2005 | 6/27/2016 | 17254 LAKEWOOD BLVD, BELLFLOWER, CA 90706-6222 | (206) 318-8705 | |

Total businesses found: 4

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TARGET DATES

- **Online Renewal Activation – May 19**
- **Online New Application – June 30**

PUBLIC COMMUNICATION

- **Renewal notices**
- **City website**
- **E-Citizen**
- **Social media
(Facebook & Twitter)**
- **Economic Development
Newsletter**





Thank you!

businesslicense.bellflower.org

