

DIRECTIONS: APPLICATION PROCESS FOR BUSINESS LICENSES

Please Note: This is intended to be a step-by-step walkthrough of how to 1) create a business account online and 2) apply for a Alcohol Beverage License, Catering Permit, or Door-to-Door Solicitation Registration.

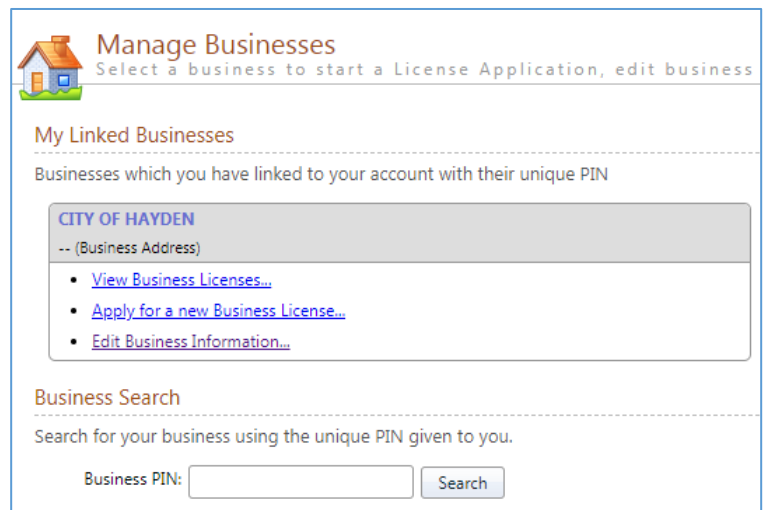
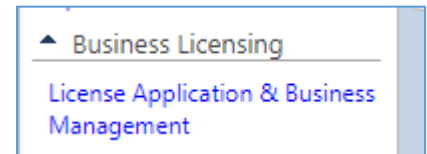
If you have additional questions, please call Hayden City Hall, (208) 772-4411.

Creating an Online Business Account

- Call the City for your online PIN, 208-772-4411. You will need your online pin to apply for licenses/permits.
- Visit <https://bsaonline.com/?uid=2689>.
- Click “License Application and Business Management” under the menu on the left side.
- Click to create a new account.
- Fill out username, email and password. Don’t worry about the optional section, and click “Create Account”.
- Go back to the login page and enter your new account information you just created. Click “sign in”.
- You will see a field to enter the Business PIN – enter your pin from the City here.

This allows you to keep your login information private from the City’s database. This protects your personal information while still allowing you to send data and make requests online. You CANNOT request any business permits or licenses without your online PIN.

- Once you have linked your account you will see your business as a “Linked Business” and now you have some new options.
- To apply for a permit/license “Apply for a new Business License”.



Online Application for Business Permit/License:

- Once you have followed the steps above, and clicked “Apply for a new Business License” it will automatically walk you through the steps:
 - Verify your business information.
 - Select “General License” as your category.
 - Select the type of license you would like to apply for.
 - View the fees and continue.

- Attach your documents.
 - Completed Application filled out and signed (located here: http://www.cityofhaydenid.us/government/city_clerk/special_licensing.php#SL_FORM).
 - **For door-to-door permits you must ALSO attach:** Color copy of both sides of the identification for the person to be licensed/permitted. Drivers License is ideal, but any government issued identification with a picture is acceptable.
- Verify your application information and submit.
- Repeat this process for additional licenses.
- What happens next?
 - You should receive an confirmation email that your application has been received.
 - Once the City has verified your attachments are complete and approved your license you will receive a confirmation email and can now pay for the license.
 - **If you have only one license** you can pay for it online through your business account.
 - **If you have multiple licenses**, please call our finance department to make a payment over the phone or you can pay in person. This will save you money in convenience fees.
- Once the license is paid the City will issue the license.
- Licenses should be picked up at Hayden City Hall, 8930 N Government Way by the person(s) who are licensed.