

INSTRUCTIONS - HOW TO REGISTER AN ONLINE ACCOUNT

STEP 1 – Where to register

1. Visit www.DeKalbcountyga.gov
2. Place mouse over Government then click Planning & Sustainability
3. Click e-Permitting
4. Click Business License Status

OR



STEP 2 – How to register

1. Click on **Register for an online account**
2. Submit all the required personal information;
 - ***Address: (MUST BE A PHYSICAL BUSINESS ADDRESS NOT A MAILING ADDRESS)**
 - ***Username: (Cannot be changed once registered)**

STEP 3 – Match User

1. Confirm submitted personal information matches information retrieved from the database
 - a. **MATCH FOUND**- Select the matched user AND submit to complete registration.
 - b. **MATCH NOT FOUND – DO NOT SELECT ADD NEW CONTACT.** Click on the link to make changes to personal information submitted to retrieve the correct business information. Repeat step 3-1(b) until the correct information is retrieved and MATCHED with personal information submitted.