Registering a User Profile in Lakewood Business Pro

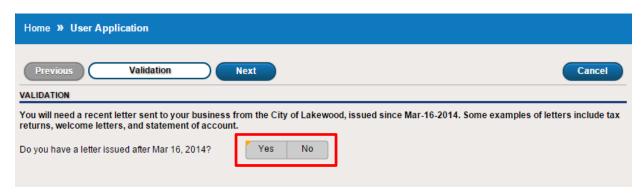
- **This walkthrough is for existing, Lakewood licensed businesses. This is not the application for a new business license.**
 - From the Business Pro login screen, select the "Sign up for online access now!" link to begin the registration.



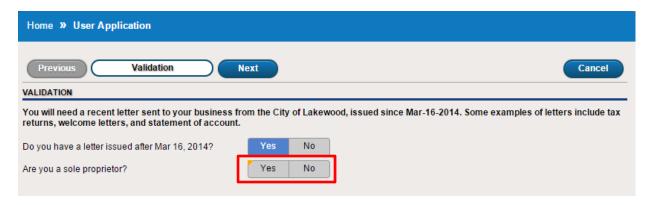
All letters generated by the City regarding sales tax accounts will have a specific letter ID number located in the upper right corner. This ID number is needed for user profile registration. Select the appropriate response followed by "Next". If you do not have a letter, you can request one by selecting "No" and a letter will be mailed to you.

IMPORTANT NOTE

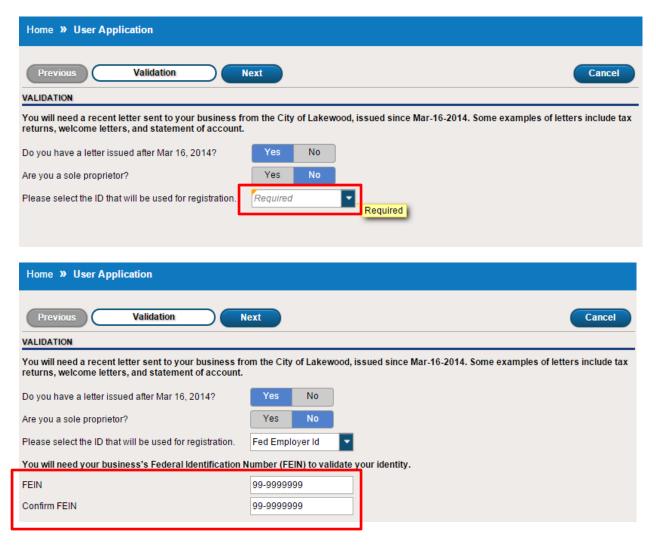
Letter ID numbers cannot be provided over the phone.



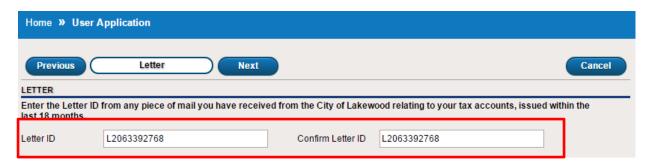
• If the business is organized as a sole proprietor, select "yes" to the next question. If the business is organized in any other way (LLC, Inc, Partnership, etc) select "No".



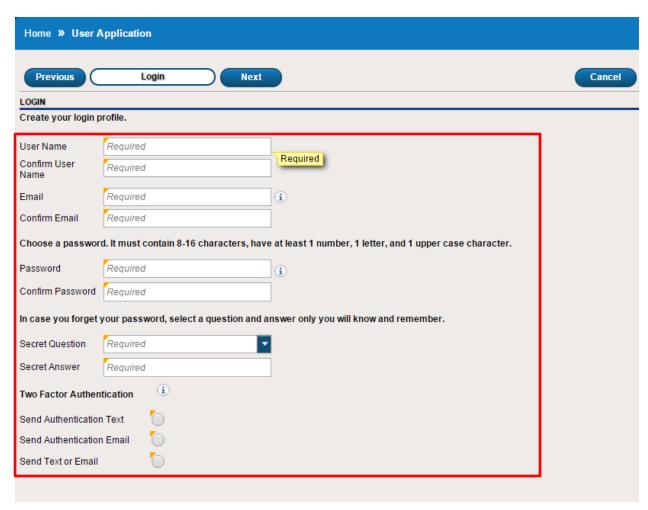
• Select the ID type from the drop down menu and enter it accordingly. Typically this will be the FEIN for the business or the 8-digit Lakewood tax account number.



• On the next screen, enter the Letter ID Number. Be sure to include the entire number (format: L999999999).



• This screen allows you to create your username, password, and secondary account security information. Please be sure to follow the password guidelines. All fields require a response on this page in order to proceed with registration.



• Enter the primary contact information for the user profile. Should the City need to speak with someone regarding the account, this is the information we will use.



• The final page reviews the information you have entered. Please review to ensure all information provided is accurate. Once complete, select "Submit" and you will be given a confirmation number for your request. An approval email will be sent to you with an authentication code. You may now log into the system.

