

If you used a paper return last year and want to use FileLocal this year, please follow the steps below. Once you are setup in FileLocal, your future renewals will be a simple process.

Step 1: Go to www.FileLocal-wa.gov. Click on "CREATE BUSINESS ACCOUNT" in the lower left-hand portion of the screen.

The screenshot shows the FileLocal website interface. At the top, the FileLocal logo is on the left, and the tagline "Your one stop for local business licensing and tax filing" is on the right. Below the tagline is a navigation bar with links for Home, Contact City, Support, and FAQ. The main content area has a purple background. On the left, there is text: "Need to get a city business license or pay local business taxes like B&O? FileLocal offers businesses a one stop place to meet their license and tax filing needs." followed by "Simple, fast and time-saving. Sign in if you already have an account. If you're a first-time user, create a business account below." On the right, there are input fields for Username and Password, a "SIGN IN" button, and links for "Forgot your password?" and "Forgot your username?". Below the "SIGN IN" button is a "Remember Username" checkbox. At the bottom, there is a section titled "BEFORE YOU GET STARTED" with two options: "CREATE BUSINESS ACCOUNT" (highlighted with a red rectangle) and "CREATE TAX PREPARER ACCOUNT".

Step 2: Complete all of the fields necessary to create your online account. Then click 'CREATE ACCOUNT' at the bottom of the page.

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:

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

Step 3: Shortly after creating your online account, you will receive a confirmation email which provides an Activation Code. Enter the code and click 'ACTIVATE'

Confirm Email

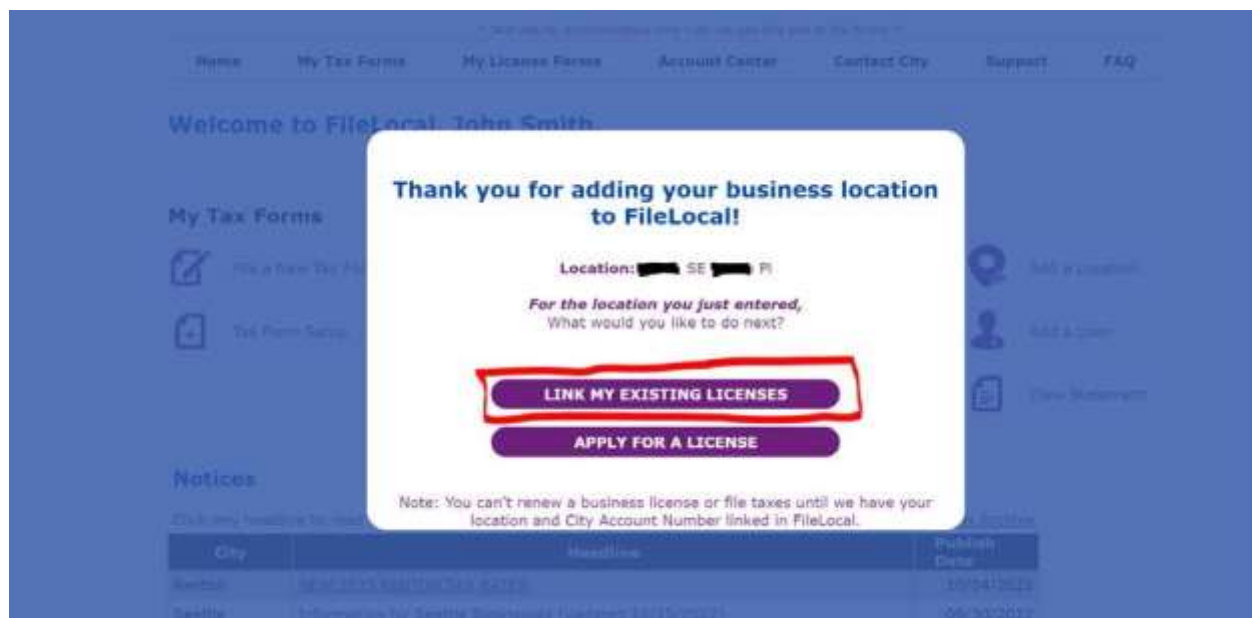
Thank you! A confirmation email from filelocal@avenuinsights.com has been sent to the email address you provided. Please check your email and enter the activation code below.

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 4: After entering in the Activation code, a pop up will click "LINK MY EXISTING LICENSES."



Step 5: Select your location from the dropdown box, choose Kent, and click 'NEXT'.

Select Cities with a License

What business licenses do you already have for this location? Select all that apply.

Location:

BACK

NEXT

Website Support:
Phone: 225-219-0652
Toll Free: 1-877-693-4435
Phone hours: M-F 7:00 AM to 5:00 PM Pacific Time
Email: filelocal@avenue1night.com



More Information
[Contact City](#)
[Privacy Statement](#)
[General Terms & Rules for Use](#)

FileLocal is an optional quick and easy service for registering your business, filing and paying your taxes. Alternative filing methods such as in-office or mail in formats are available at each participating city. Please contact your local City or the FileLocal help desk for more information at 1-877-693-4435 or

Step 6: Enter your seven-digit Kent business license number and select 'LINK'. There will be a green check mark next to the license once it has been linked.

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: 25481 SE 275th Pl

Kent:

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.

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LINK

Step 7: Click 'FINISH'. Then **please email the City** (BusinessLicense@KentWA.gov) that you have linked your license. The City will promptly send you an email that your account is ready to **complete the application process**.

See screenshots and final Steps 8 through 11 on the next four pages.

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: █████ SE █████ PI

Kent:



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.

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LINK

FINISH

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Toll Free: 1-877-693-4435
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Email: filelocal@everusights.com



More Information
Contact City
Privacy Statement
General Terms & Rules for Use

Step 8:

After receiving your confirmation email from the City, please log back into your FileLocal account. A pop-up box will display, this time click 'RENEW A LICENSE'.



Step 9: Select 'CONTINUE' for your 2023 license application.

Activity Center

Type: City:

Filing Period: Status:

[SHOW ALL ACTIVITY](#) [VIEW STATEMENT](#)

Renewals are not available through View Statement.

License

If your existing General Business License is not listed here, go to My Account and click EDIT for the location, then go the Business License section at the bottom. If you do not have a General Business License, click here to apply for one.

If your license is expired, you cannot print the license until you have paid for your renewal, which should be listed in the "General Business License application and Renewals" section below.

License Year	Expiration Date	Account Number	Business Location	City	Status	Action
2022	12/31/2022	[REDACTED]	[REDACTED]	Kent	RenewalRequired	PRINT

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 .

Pay Now	Filing Period	Due Date	File Date	Form	Account Number	Location	Amount	Status	Action
	[REDACTED]	11/30/2022	10/14/2022	Kent GBL Renewal	[REDACTED]	PI SE	TBD	In Progress	CONTINUE
	2022	N/A	10/14/2022	Kent GBL Application	[REDACTED]	PI SE	[REDACTED]	Approved	PRINT

Step 10: Please answer questions, if any, then click 'NEXT'.

General Business License Renewal - Kent

Filing Period: [REDACTED]
License Year: 2022
File/Payment Date: 10/14/2022

File Date: 10/14/2022

Unified Business Identifier: [REDACTED]
Account Number: [REDACTED]
Delinquent Date: 11/30/2022
Obligation Number:
Message:
Amount Due: \$101.00

Debit/ Credit
Memos

No Debit Credit Memos

Past Due Licenses

No Past Due Licenses

Enter the Number of full time employees working in the City of Kent.*

Enter the Number of Part time employees working in the City of Kent. *

Internal Sq Footage

Total Due: \$101.00

CANCEL

NEXT

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Phone hours: M-F 7:00 AM to 5:00 PM Pacific Time
Email: filelocal@avenueinsights.com



More Information
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FileLocal is an optional quick and easy service for registering your business, filing and paying your taxes. Alternative filing methods such as in-office or mail in formats are available at each participating city. Please contact your local City or the FileLocal help desk for more information at 1-877-693-4435 or filelocal@avenueinsights.com.

Step 11: Click 'READY TO PAY' and pay for your 2023 license.

Payment Cart

What You Are Filing

You are about to file and pay for all the items listed below. Please review the list to make sure this is what you want to pay. You can add, edit, or remove items in the payment cart using the links and buttons below.

Please have your banking or credit/debit card information ready before you click [Ready To Pay].

Form Name	Filing Period	Amount Due	Action
Item \$4 FileLocal User Fee			
Kent GSL Renewal # [REDACTED]	Jan 2022	\$101.00	Make Changes Remove Form
FileLocal			
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00	
Amount Due		\$105.00	

Use the buttons below to add other items to the payment cart. After you complete each item, we will bring you back to the cart. At any point, you can click the payment cart icon at the top of any screen to come back to this page.

[FILE A TAX FORM](#)[APPLY FOR A LICENSE](#)[CHECK FOR A RENEWAL](#)

For Your Security

KUBRA is FileLocal's PCI-compliant secure third-party payment vendor. They make sure your financial information is secure. When you click [Ready To Pay], we will send you over to their website to enter your payment information. KUBRA charges a small non-refundable service fee for processing the secure transaction. Their fee varies based on how you pay and the number of Cities you are paying. After you pay, KUBRA will send the money directly to each City you're paying. **City and FileLocal staff cannot ever see or access your payment information.**

When You're Finished

When you have made your payment, FileLocal will send each form to the right City. You can get a receipt from KUBRA's confirmation page (print and/or email). Then you can return to the FileLocal Portal to print forms for your records, if needed.

[BACK](#)[PAY LATER](#)[READY TO PAY](#)