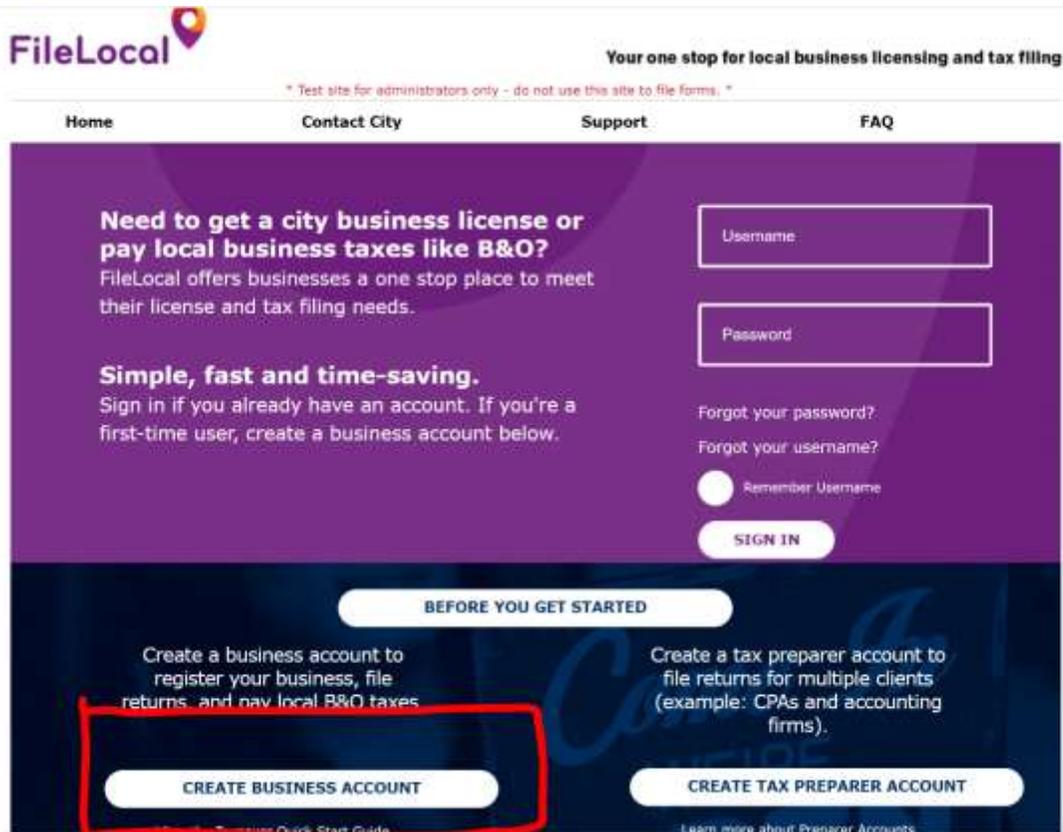


Please follow the below listed steps to apply for your Kent business license online through the FileLocal platform.

Step 1:

First, go to www.FileLocal-wa.gov to create an online account for your Kent business license. Click on the "Create Business Account" oval in the lower left hand portion of the screen.



Step 2:

Supply all the necessary information to create your online account.

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:

You'll need your Username every time you want to log in to your account. Please enter the Username you wish to use. Your Username is not case sensitive and cannot contain spaces.

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:

Step 3:

Click the "Create Account" oval at the bottom of the page when you are finished.

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.



[More Information](#)

Step 4:

Shortly after creating your online account, you will receive a confirmation email which provides an Activation Code. Enter the code and click the purple "Activate" oval.

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:

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

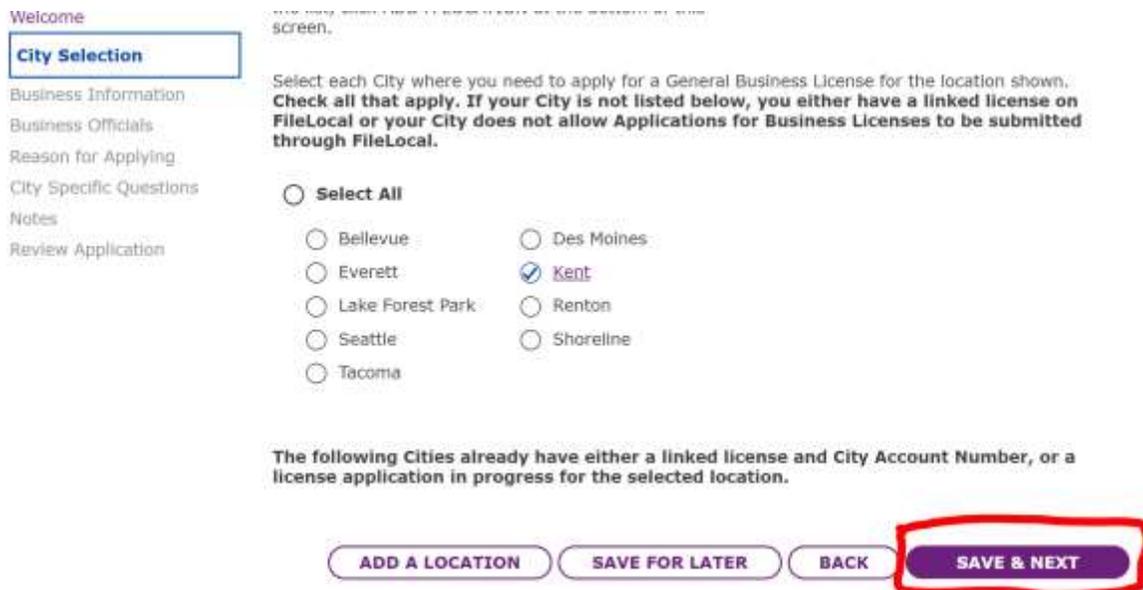
Step 5:

After entering in the Activation code, a pop up will display and ask if you want to "Link your Existing License" or "Apply For a License." Please click "Apply for a License."



Step 6:

Select Kent for the City which you are applying for a license and click the Save & Next purple oval to proceed.



Step 7:

Complete the questions relating to your business activity and click the "Save & Next" purple oval.

Business Information

Business Officials
Reason for Applying
City Specific Questions
Notes
Review Application

253-800-1000

I confirm the physical address shown for this location is correct. *

If your address is incorrect, please go to Account Center > My Account and click [EDIT] for this location. Once you have updated the address and saved the changes, click [APPLY FOR A LICENSE] to return to this page.

Primary Nature of Business: *

Retail

Business Activity Description: *

Medical Provider

NAICS Group: *

Health Care and Social Assistance

NAICS Code: *

621310: Offices of Chiropractors

Is your organization recognized as a 501(c) (3) non profit organization by the Internal Revenue Service? *

Yes No

FEIN:

Step 8:

Answer the Registration Questions and click the "Save & Next" purple oval.

Is your business location in the City Limits of Kent?*

Yes No

Expected Annual Revenue

For each City you selected, indicate the gross revenue/income you expect to earn in that City annually, and enter your first date doing business in that City.

	Expected Gross Revenue/Income *	First Date of Business in City *
Kent	\$50,000.00 *	01/01/2023 *

Step 9:

Depending on the legal structure of your business, complete the necessary information relating to owners or managing partners and click the "Save & Next" purple oval.

Corporation - Additional Info

Your Progress

- Welcome
- City Selection
- Business Information
- Business Officials**
- Reason for Applying
- City Specific Questions
- Notes
- Review Application

Please select the types of officers you have, and provide their information below.

President Secretary Treasurer Vice President

Officer: President

First Name:* **Last Name:*** **Home Phone:***

Home Address:*

City:* **State:*** **Zip:***

Step 10:

In the Reason for Applying Field, select New City Business License. Then click the "Save & Next" purple oval.

Reason for Applying

Your Progress

- Welcome
- City Selection
- Business Information
- Business Officials
- Reason for Applying**
- City Specific Questions
- Notes
- Review Application

Select the Reason for Applying*

Step 11:

Please select any category which applies to your business activity. If none are applicable, select 'None of these apply' and click on the Save & Next oval.

- Cabaret
- Carnivals
- Circus & Sideshows
- Taxicab or Vehicle for Hire Driver
- Massage Therapy
- Hookah Lounge
- Generation, collection, transportation and/or disposal of wastewater
- Manufacturing, processing and/or packaging food and/or drink
- Preparation, serving or making available food and/or drink for consumption by the public
- Pressure washing and/or surface cleaning
- Hood, duct and/or rooftop cleaning
- Painting and/or drywall
- Mobile auto repair and/or detailing
- Carpet and/or floor cleaning
- [None of these apply](#)

[SAVE FOR LATER](#) [BACK](#) [SAVE & NEXT](#)

Step 12:

You can enter any specific questions or comments you have under the Notes section or leave it blank. The click the "Save & Next" purple oval.

Notes

Your Progress

- Welcome
- City Selection
- Business Information
- Business Officials
- Reason for Applying
- City Specific Questions
- Notes**
- Review Application

Please enter any additional notes or comments you may have concerning this application. Please contact the City directly for any questions.

[SAVE FOR LATER](#) [BACK](#) [SAVE & NEXT](#)

Step 13:

Review your previously submitted answers for accuracy, complete the Affirmation section and select the 'I'm ready to pay for this license' radio button. Then click "Save & Next" oval to pay for your Kent business license application.

Fee Subtotal

City Name	Fee	Description
Kent	\$101.00	Annual Business License
<hr/>		
Subtotal	\$101.00	

What do you want to do when you click the NEXT button below? Note: This application will be automatically added to the payment cart. * Required

- [I'm ready to pay for this license.](#)
- I need to add another location.
- I want to apply for a General Business License for another location I've already added.

When you click Save & Next, FileLocal will check with the Cities you selected to confirm they will accept the license application. This may take several moments. **Please wait.** If the application is accepted by all selected Cities, the Portal will navigate to the payment cart.



Step 14:

Review the Updated Payment Calculation and click the "Next" purple oval. You can now pay for your license and conclude the application process.

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.

