

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.

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 disclaimer: "* Test site for administrators only - do not use this site to file forms. *". A navigation bar contains links for Home, Contact City, Support, and FAQ. The main content area has a purple background. On the left, it says "Need to get a city business license or pay local business taxes like B&O?" and "Simple, fast and time-saving." with instructions to sign in or create an account. On the right, there are input fields for Username and Password, and links for "Forgot your password?" and "Forgot your username?". Below these is a "Remember Username" checkbox and a "SIGN IN" button. At the bottom, a dark blue section titled "BEFORE YOU GET STARTED" contains two options: "Create a business account to register your business, file returns, and pay local B&O taxes" with a "CREATE BUSINESS ACCOUNT" button, and "Create a tax preparer account to file returns for multiple clients (example: CPAs and accounting firms)." with a "CREATE TAX PREPARER ACCOUNT" button. The "CREATE BUSINESS ACCOUNT" button is highlighted with a red rectangle.

FileLocal Your one stop for local business licensing and tax filing

* Test site for administrators only - do not use this site to file forms. *

Home Contact City Support FAQ

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.

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.

Username

Password

Forgot your password?
Forgot your username?

☐ Remember Username

SIGN IN

BEFORE YOU GET STARTED

Create a business account to register your business, file returns, and pay local B&O taxes

CREATE BUSINESS ACCOUNT

Create a tax preparer account to file returns for multiple clients (example: CPAs and accounting firms).

CREATE TAX PREPARER ACCOUNT

[Learn more about Preparer Accounts](#)

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.

CANCEL

CREATE ACCOUNT

[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:

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

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."

The screenshot shows a confirmation screen with the title "Thank you for adding your business location to FileLocal!". Below the title, it displays the location "Location: ~~XXXX~~ Ave SE". A question follows: "For the location you just entered, What would you like to do next?". Two purple buttons are presented: "LINK MY EXISTING LICENSES" and "APPLY FOR A LICENSE". The "APPLY FOR A LICENSE" button is highlighted with a red hand-drawn rectangle. At the bottom, a note states: "Note: You can't renew a business license or file taxes until we have your".

Step 6:

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

The screenshot shows the "City Selection" screen. On the left is a sidebar menu with options: "Welcome", "City Selection" (highlighted with a blue box), "Business Information", "Business Officials", "Reason for Applying", "City Specific Questions", "Notes", and "Review Application". The main content area has the heading "City Selection" and a sub-heading "screen.". Below this, it says: "Select each City where you need to apply for a General Business License for the location shown. Check all that apply. If your City is not listed below, you either have a linked license on FileLocal or your City does not allow Applications for Business Licenses to be submitted through FileLocal." There is a "Select All" radio button option. Below it are two columns of radio button options for cities: Bellevue, Everett, Lake Forest Park, Seattle, Tacoma, Des Moines, Kent (checked with a blue checkmark), Renton, and Shoreline. At the bottom, a note states: "The following Cities already have either a linked license and City Account Number, or a license application in progress for the selected location." At the bottom right, there are four buttons: "ADD A LOCATION", "SAVE FOR LATER", "BACK", and "SAVE & NEXT". The "SAVE & NEXT" button is highlighted with a red hand-drawn rectangle.

Step 7:

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

The screenshot shows the 'Business Information' section of a form. On the left is a sidebar with links: Business Information (highlighted), Business Officials, Reason for Applying, City Specific Questions, Notes, and Review Application. The main content area includes a phone number '253-800-1000', a confirmation checkbox 'I confirm the physical address shown for this location is correct. *' which is checked, and a note about correcting an address. Below this are dropdown menus for 'Primary Nature of Business' (set to 'Retail'), 'Business Activity Description' (with 'Medical Provider' entered), 'NAICS Group' (set to 'Health Care and Social Assistance'), and 'NAICS Code' (set to '621310: Offices of Chiropractors'). There is a question about 501(c)(3) status with 'No' selected. A 'FEIN' field is empty. At the bottom are three buttons: 'SAVE FOR LATER', 'BACK', and 'SAVE & NEXT' (which is highlighted with a red rectangle).

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:

SAVE FOR LATER BACK **SAVE & NEXT**

Step 8:

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

The screenshot shows the 'Registration Questions' section. It starts with a question 'Is your business location in the City Limits of Kent?*' with 'Yes' selected. Below is the 'Expected Annual Revenue' section, which asks for gross revenue/income and the first date of business in the city. A table shows 'Kent' with a revenue of '\$50,000.00' and a date of '01/01/2023'. At the bottom are 'BACK' and 'SAVE & NEXT' buttons, with the latter highlighted by a red rectangle.

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 *

BACK **SAVE & NEXT**

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:***

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

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*

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

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. Then 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.

SAVE FOR LATER

BACK

SAVE & NEXT

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.

BACK

PAY LATER

READY TO PAY