



# VBePay

Business License Application  
Creation and Submission

## General Information

The Commissioner of Revenue now offers new and current business owners the convenience of applying for a new business license online. The purpose of this document is to provide aid to the business customers throughout the application process. It will cover such topics as:

1. Creating a New User Account for New License Applications (Pages 3-4)
2. Completing a New License Application (Pages 5-38)
  - Sole Proprietorship (Pages 7-9)
  - Partnership w/SSN (Pages 10-17)
  - Partnership w/EIN (Pages 18-20)
  - Single Member LLC (Pages 21-23)
  - LLC/Corporation/Charitable Organization/Business Trust/or Public Service Corp (Pages 24-26)
3. Adding New Business Location to Existing Business Account (Pages 39-53)
4. Adding New Business Activity to Existing Business Account (Pages 54-62)
5. Completing an Assessment on a New Business License (Pages 63-68)
6. Completing a Payment on a New Business License (Pages 69-79)
7. Pending and Submitted Applications (Page 80)

## 1. Creating a New User Account for New License Applications

Customers can reach the site by entering 'pay.vbepay.com'. They will need to create an account by using the "Enroll Here" link. This is the main City log in page for paying Personal Property for Treasurer's Office or conducting Business License activity and/or payment with the Commissioner of the Revenue.



You are here: [Payments Home](#)

### Account Information

#### Use your online account to:

- Enroll in electronic notifications
- View your bill online
- Change your mailing address or phone number
- View your online payment history
- File Business License Assessment
- Apply for a New Business License

User Name

Password

[Enroll Here](#)

- [Forgot Password](#)
- [Forgot Username](#)

#### One Time Bill Payment

If you don't have time to register for an account right now, or if you are paying a Parking Ticket, Stop Arm Camera Citation, or Red Light Citation, [pay without logging in here](#).

For questions about your Real Estate Tax, Personal Property Tax, Parking Ticket, Red Light Citation or Stop Arm Camera Citation, please call 757-385-4445 between 8am - 5pm Monday through Friday or email [payit@vb.gov](mailto:payit@vb.gov) for assistance.

For questions about your Business License, please call 757-385-4515 between 8am - 5pm Monday through Friday or email [Business@vb.gov](mailto:Business@vb.gov) for assistance.

To complete a business license application, or to associate your existing business account for the first time, use the "Enroll Here" link above.

Customer must create a new user account by completing all required fields. They should select the “Associate New Business Account for new license applications” and then “Register” to submit.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

**You are here:** [Payments Home](#) > [Register](#)

**Step 1 – Create New User Account**  
Use the form below to create a new account.

• Indicates required field

• **Full Name**

• **User Name**

• **Email Address**

• **Password**

• **Confirm Password**

• **Associate Tax Account to Your User Account**

Associate Personal Property Tax Account or Real Estate Tax Account.

Associate Existing Business Account for e-filings or renewals.

Associate New Business Account for new license applications.

➤ User name must have at least 6 characters.  
Only alpha (a-z, A-Z), numeric (0-9), and underscore ( ) are allowed.

➤ Your password is case-sensitive and must have at least:

- 8 characters minimum
- 1 uppercase letter (A-Z)
- 1 lowercase letter (a-z)
- 1 digit (0-9)

## 2. Completing a New License Application

To start the application process, the customer should select the “Register New Business” link.

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BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home

### Business E-Filings Dashboard

**Accounts Due**

You have no account with balance due!

**Your Accounts**

Type	Account Number	Account Name
Business Filing	No account added!	

[Add Existing Account](#) | [Register New Business](#)

**Recent Online Payments**

No Payment found for the last 30 days!

[View Older Online Payments](#)

The customer must select the applicable type of ownership for the new license they’re applying for, then select Continue to proceed.

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BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Application

## New Business Application

### Type of Ownership

Owners of businesses operating in Virginia Beach are required to register for a Virginia Beach Business Professional and Occupational License and/or the Business Tangible Personal Property Tax. If you need assistance with registering, visit [vbgov.com/cor](http://vbgov.com/cor) or contact the office at [business@vbgov.com](mailto:business@vbgov.com) or 757-385-4515.

Please allow up to 10 business days for processing. You will be notified by email when your application has been processed, and the license fee is available for payment. The license certificate will be mailed once all compliance requirements are met and payment is made, which may be completed online.

**Select Type of Ownership:**

Sole Proprietor                       Corporation                       Business Trust  
 Single Member LLC                       Partnership                       Public Service Corporation  
 LLC                       Charitable Organization

For steps specific to a **Sole Proprietor**, proceed to pages 7-9

For steps specific to a **Partnership w/SSN**, proceed to pages 10-17

For steps specific to a **Partnership w/EIN**, proceed to pages 18-20

For steps specific to a **Single Member LLC**, proceed to pages 21-23

For steps specific to a **LLC/Corporation/Charitable Organization/Business Trust/or Public Service Corporation**, proceed to pages 24-26

### Ownership Type: Sole Proprietor

Customer must enter their EIN or SSN, whichever is applicable to this sole proprietorship, then select “Continue” to proceed.



[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
Sole Proprietor

### Primary Owner

Either enter the Federal Identification Number (FEIN) or Social Security Number (SSN) – whichever is applicable to this business entity.

<p>• FEIN: <input type="text"/></p> <p>• Confirm FEIN: <input type="text"/></p>	– OR –	<p>• SSN: <input type="text"/></p> <p>• Confirm SSN: <input type="text"/></p>
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Back



Continue

Exit Application

Customer must enter Primary Owner information by completing all required fields, then select “Continue” to proceed.

**Ownership Type**  
Sole Proprietor

**Primary Owner (cont')**

FEIN: xx - xxx4141

• Applicant First Name

Applicant Middle Name *(Optional)*

• Applicant Last Name

Mailing Address

• Address Line 1

Address Line 2 *(Optional)*

• City

• State

• Zip Code

Zip Ext *(Optional)*

Back



Continue

Customer must confirm the mailing address entered, then select “Confirm” button.

City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Confirm Mailing Address**

Please confirm your mailing address below!

**Confirm Mailing Address:**  
You entered:  
2401 Courthouse Drive Virginia Beach VA 23456  
What we have found:  
2401 Courthouse Dr Virginia Beach VA 23456-9120

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

City of Virginia Beach Virginia  
A Community for a Lifetime

BTester1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Confirm Mailing Address**

Please confirm your mailing address below!

**Mailing Address**  
741 Lake Cove Road Virginia Beach VA 23456

We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.

Confirm that the mailing address provided above is correct!

For the next steps in the Sole Proprietor application process, **proceed to page 27**

**Ownership Type: Partnership w/SSN**

Customer must enter the first partner’s SSN, then select “Continue” to proceed.

The screenshot shows the City of Virginia Beach website interface for a new business application. The header includes the logo and navigation links. The main content area is titled "New Business Application" and shows the "Ownership Type" as "Partnership". Under the "Primary Owner" section, there are two columns of input fields: one for FEIN (with a "Confirm FEIN" field) and one for SSN (with a "Confirm SSN" field), separated by "- OR -". At the bottom, there are "Back", "Continue" (with a red arrow pointing to it), and "Exit Application" buttons.

City of Virginia Beach Virginia  
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BBusiness1 (User Settings) | Log Off

Citizen Portal Home | **Business E-Filings Home**

You are here: Home > New Business Application

### New Business Application

**Ownership Type**  
Partnership

**Primary Owner**  
Either enter the Federal Identification Number (FEIN) or Social Security Number (SSN) – whichever is applicable to this business entity.

<p>• FEIN: <input type="text"/></p> <p>• Confirm FEIN: <input type="text"/></p>	– OR –	<p>• SSN: <input type="text"/></p> <p>• Confirm SSN: <input type="text"/></p>
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Customer must enter Primary Owner information for first partner by completing all required fields, then select “Continue” to proceed.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
Partnership

**Primary Owner (cont')**

SSN: xxx - xx - 6699

- Applicant First Name
- Applicant Middle Name (Optional)
- Applicant Last Name

**Mailing Address**

- Address Line 1
- Address Line 2 (Optional)
- City
- State
- Zip Code
- Zip Ext (Optional)

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Customer must confirm the mailing address entered, then select “Confirm” button.

The screenshot shows the 'New Business Application' page for the City of Virginia Beach. The header includes the logo and the text 'City of Virginia Beach Virginia A Community for a Lifetime'. The user is logged in as 'BBusiness1 (User Settings) | Log Off'. The breadcrumb trail is 'Citizen Portal Home | Business E-Filings Home'. The main heading is 'New Business Application'. Below it, the section is titled 'Confirm Mailing Address'. The text reads: 'Please confirm your mailing address below! Confirm Mailing Address: You entered: 2401 Courthouse Drive Virginia Beach VA 23456 What we have found: 2401 Courthouse Dr Virginia Beach VA 23456-9120'. At the bottom of the form, there are three buttons: 'Back', 'Confirm', and 'Exit Application'. A red arrow points to the 'Confirm' button.

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

The screenshot shows the 'New Business Application' page for the City of Virginia Beach. The header includes the logo and the text 'City of Virginia Beach Virginia A Community for a Lifetime'. The user is logged in as 'BTester1 (User Settings) | Log Off'. The breadcrumb trail is 'Citizen Portal Home | Business E-Filings Home'. The main heading is 'New Business Application'. Below it, the section is titled 'Confirm Mailing Address'. The text reads: 'Please confirm your mailing address below! Mailing Address 741 Lake Cove Road Virginia Beach VA 23456 We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.' Below this text is a checkbox with the label 'confirm that the mailing address provided above is correct!'. At the bottom of the form, there are three buttons: 'Back', 'Confirm', and 'Exit Application'. A red arrow points to the 'Confirm' button, and another red arrow points to the checkbox.

Customer must select Yes to the Additional Owner(s) question to add the other business partners to the account, then customer must select “Continue” to proceed

The screenshot shows the 'New Business Application' page on the City of Virginia Beach website. The header includes the logo and the text 'City of Virginia Beach Virginia A Community for a Lifetime'. The user is logged in as 'BBusiness1' with links for 'User Settings' and 'Log Off'. The breadcrumb trail is 'Citizen Portal Home | Business E-Filings Home'. The current page title is 'New Business Application'. The 'Ownership Type' is set to 'Partnership'. The 'Additional Owner(s)' section asks 'Are there other customers who are responsible for this business?' with radio buttons for 'Yes' and 'No'. The 'Continue' button is highlighted with a red arrow, and the 'Exit Application' button is visible at the bottom left.

City of Virginia Beach Virginia  
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BBusiness1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

## New Business Application

**Ownership Type**  
Partnership

**Additional Owner(s)**

Are there other customers who are responsible for this business?  Yes  No

Customer must enter second partner's SSN, then select "Continue" to proceed

**City of Virginia Beach Virginia**  
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BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Ownership Type**  
Partnership

**Other Owner(s)**

- Enter your Social Security Number (SSN) to continue:
- Confirm Social Security Number (SSN):

Customer must enter Primary Owner information for second partner by completing all required fields, then select “Continue” to proceed.



City of Virginia Beach Virginia  
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BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
Partnership

**Other Owner(s) (cont')**  
SSN: xxx - xx - 6655

- Applicant First Name
- Applicant Middle Name (Optional)
- Applicant Last Name
- Mailing Address**
  - Address Line 1
  - Address Line 2 (Optional)
  - City
  - State
  - Zip Code
  - Zip Ext (Optional)



Customer must confirm the mailing address entered, then select “Confirm” button.

City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Confirm Mailing Address**

Please confirm your mailing address below!

**Confirm Mailing Address:**  
You entered:  
2401 Courthouse Dr Virginia Beach VA 23456  
What we have found:  
2401 Courthouse Dr Virginia Beach VA 23456-9120

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

City of Virginia Beach Virginia  
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BTester1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Confirm Mailing Address**

Please confirm your mailing address below!

**Mailing Address**  
741 Lake Cove Road Virginia Beach VA 23456

We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.

Confirm that the mailing address provided above is correct

Customer must select Yes or No to the Additional Owner(s) question, then select “Continue” to proceed

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Ownership Type**  
Partnership

**Additional Owner(s)**

Are there other customers who are responsible for this business?  Yes  No



If selecting Yes to add additional owners, see pages 15-17

If selecting No, proceed to page 27

### Ownership Type: Partnership w/EIN

Customer must enter the EIN applicable to the partnership, then select “Continue” to proceed.



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BBusiness1 ([User Settings](#)) | [Log Off](#)

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
Partnership

**Primary Owner**  
Either enter the Federal Identification Number (FEIN) or Social Security Number (SSN) – whichever is applicable to this business entity.

<p>• FEIN: <input type="text"/></p> <p>• Confirm FEIN: <input type="text"/></p>	– OR –	<p>• SSN: <input type="text"/></p> <p>• Confirm SSN: <input type="text"/></p>
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Customer must enter Primary Owner information by completing all required fields, then select “Continue” to proceed.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
Partnership

### Primary Owner (cont')

FEIN: xx - xxx0033

• Applicant First Name

Applicant Middle Name (Optional)

• Applicant Last Name

• Full name of ALL Business Partners

### Mailing Address

• Address Line 1

Address Line 2 (Optional)

• City

• State

• Zip Code

Zip Ext (Optional)



Customer must confirm the mailing address entered, then select “Confirm” button.

City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

Citizen Portal Home | **Business E-Filings Home**

You are here: Home > New Business Application

### New Business Application

#### Confirm Mailing Address

Please confirm your mailing address below!

**Confirm Mailing Address:**  
You entered:  
2401 Courthouse Dr Virginia Beach VA 23456  
What we have found:  
2401 Courthouse Dr Virginia Beach VA 23456-9120

Back → Confirm

Exit Application

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

City of Virginia Beach Virginia  
A Community for a Lifetime

BTester1 (User Settings) | Log Off

Citizen Portal Home | **Business E-Filings Home**

You are here: Home > New Business Application

### New Business Application

#### Confirm Mailing Address

Please confirm your mailing address below!

**Mailing Address**  
741 Lake Cove Road Virginia Beach VA 23456

We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.

Confirm that the mailing address provided above is correct

Back → Confirm

Exit Application

For the next steps in the Partnership w/EIN application process, **proceed to page 27**

### Ownership Type: Single Member LLC

Customer must enter their EIN or SSN, whichever is applicable to their LLC, then select “Continue” to proceed.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Application

## New Business Application

**Ownership Type**  
Single Member LLC

**Primary Owner**  
Either enter the Federal Identification Number (FEIN) or Social Security Number (SSN) – whichever is applicable to this business entity.

<p>• FEIN:</p> <input type="text"/>	- OR -	<p>• SSN:</p> <input type="text"/>
<p>• Confirm FEIN:</p> <input type="text"/>		<p>• Confirm SSN:</p> <input type="text"/>



Customer must enter Primary Owner information by completing all required fields, then select “Continue” to proceed.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Application

## New Business Application

**Ownership Type**  
Single Member LLC

### Primary Owner (cont')

FEIN: xx - xxx4477

• Applicant First Name

Applicant Middle Name (Optional)

• Applicant Last Name

• Business Entity Name

(Enter full entity name as registered with the State Corporation Commission)

### Mailing Address

• Address Line 1

Address Line 2 (Optional)

• City

• State

• Zip Code

Zip Ext (Optional)

Back



Continue

Exit Application

Customer must confirm the mailing address entered, then select “Confirm” button.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

**You are here:** Home > New Business Application

## New Business Application

### Confirm Mailing Address

Please confirm your mailing address below!

**Confirm Mailing Address:**  
You entered:  
2401 Courthouse Dr Virginia Beach Virginia Beach VA 23456  
What we have found:  
2401 Courthouse Dr # Virginia Virginia Beach VA 23456-9120

[Back](#) [Confirm](#)

[Exit Application](#)

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BTester1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

**You are here:** Home > New Business Application

## New Business Application

### Confirm Mailing Address

Please confirm your mailing address below!

**Mailing Address**  
741 Lake Cove Road Virginia Beach VA 23456

We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.

confirm that the mailing address provided above is correct

[Back](#) [Confirm](#)

[Exit Application](#)

For the next steps in the Single Member LLC application process, **proceed to page 27**

### Ownership Type: LLC/Corporation/Charitable Organization/Business Trust/or Public Service Corporation

Customer must enter their EIN, then select “Continue” to proceed. If customer has not obtained an EIN for their entity yet, that must be done through the IRS before proceeding.



City of  
**Virginia Beach** Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Application

## New Business Application

**Ownership Type**  
LLC

**Primary Owner**

• Enter your Federal Identification Number (FEIN) to continue:

• Confirm Federal Identification Number (FEIN):

Back

 Continue

Exit Application

Customer must enter Primary Owner information by completing all required fields, then select “Continue” to proceed.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
LLC

### Primary Owner (cont')

FEIN: xx - xxx4477

• **Applicant First Name**

**Applicant Middle Name** (Optional)

• **Applicant Last Name**

• **Business Entity Name**

(Enter full entity name as registered with the State Corporation Commission)

### Mailing Address

• **Address Line 1**

**Address Line 2** (Optional)

• **City**

• **State**

• **Zip Code**

**Zip Ext** (Optional)

[Back](#)



[Continue](#)

[Exit Application](#)

Customer must confirm the mailing address entered, then select “Confirm” button.

The screenshot shows the 'New Business Application' page. At the top, the City of Virginia Beach logo is displayed. Below the logo, the user is logged in as 'BBusiness1' with links for 'User Settings' and 'Log Off'. The breadcrumb trail indicates the user is at 'Home > New Business Application'. The main heading is 'New Business Application'. Underneath, there is a section titled 'Confirm Mailing Address' with the instruction 'Please confirm your mailing address below!'. It shows the user entered '2401 Courthouse Drive Virginia Beach VA 23456' and the system found '2401 Courthouse Dr Virginia Beach VA 23456-9120'. At the bottom of this section, there are 'Back' and 'Confirm' buttons, with a red arrow pointing to the 'Confirm' button. An 'Exit Application' button is located below the main form area.

If a mailing address match is not found by the system, customer is given the option to edit what was entered, or to check the box confirming that it's correct, then they may select “Confirm” button to proceed

The screenshot shows the 'New Business Application' page with a different mailing address. The user is logged in as 'BTester1'. The breadcrumb trail is 'Home > New Business Application'. The main heading is 'New Business Application'. Underneath, there is a section titled 'Confirm Mailing Address' with the instruction 'Please confirm your mailing address below!'. It shows the user entered '741 Lake Cove Road Virginia Beach VA 23456'. Below this, a message states: 'We cannot find the address you provided above. Please click [here](#) to edit information. Or, check the check box below to confirm your address.' There is a red arrow pointing to the word 'here'. Below the message, there is a checkbox labeled 'confirm that the mailing address provided above is correct!'. The checkbox is circled in red. At the bottom of this section, there are 'Back' and 'Confirm' buttons, with a red arrow pointing to the 'Confirm' button. An 'Exit Application' button is located below the main form area.

For the next steps in the LLC/Corporation/Charitable Organization/Business Trust/or Public Service Corporation application process, **proceed to page 27**

Customer must select the “Search” box in the Business Physical Location field

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

Ownership Type  
LLC

### Business Location

Business Physical Location



• Business License Trading Name

• PRIMARY CONTACT NAME

• CONTACT TELEPHONE

CONTACT CELL *(Optional)*

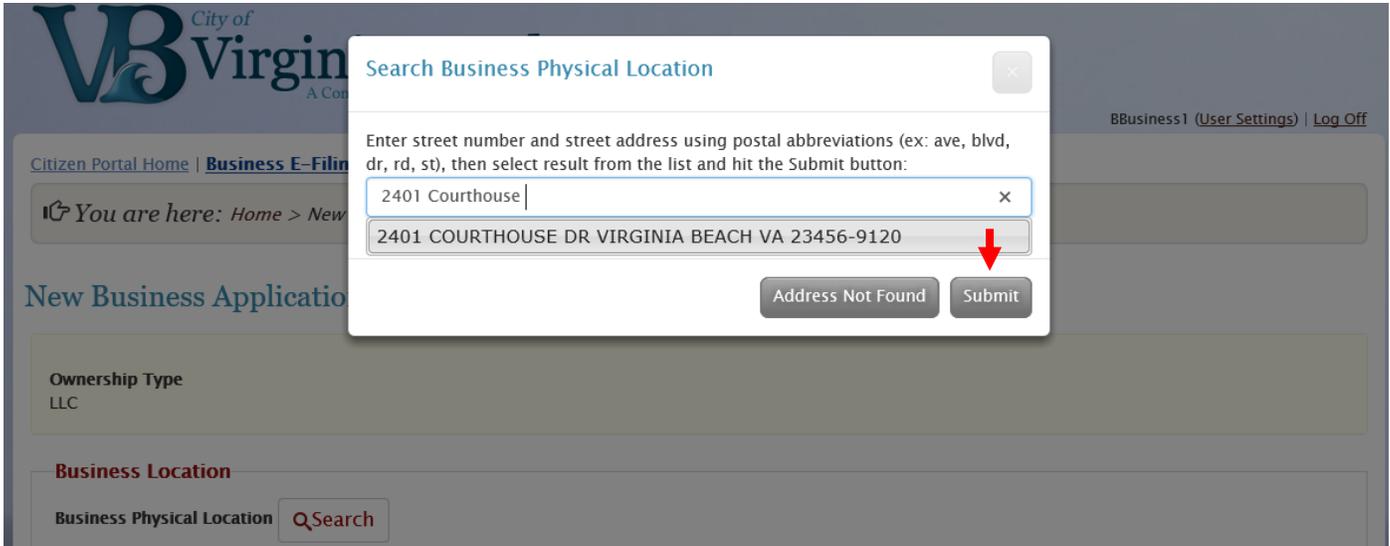
CONTACT FAX *(Optional)*

Back

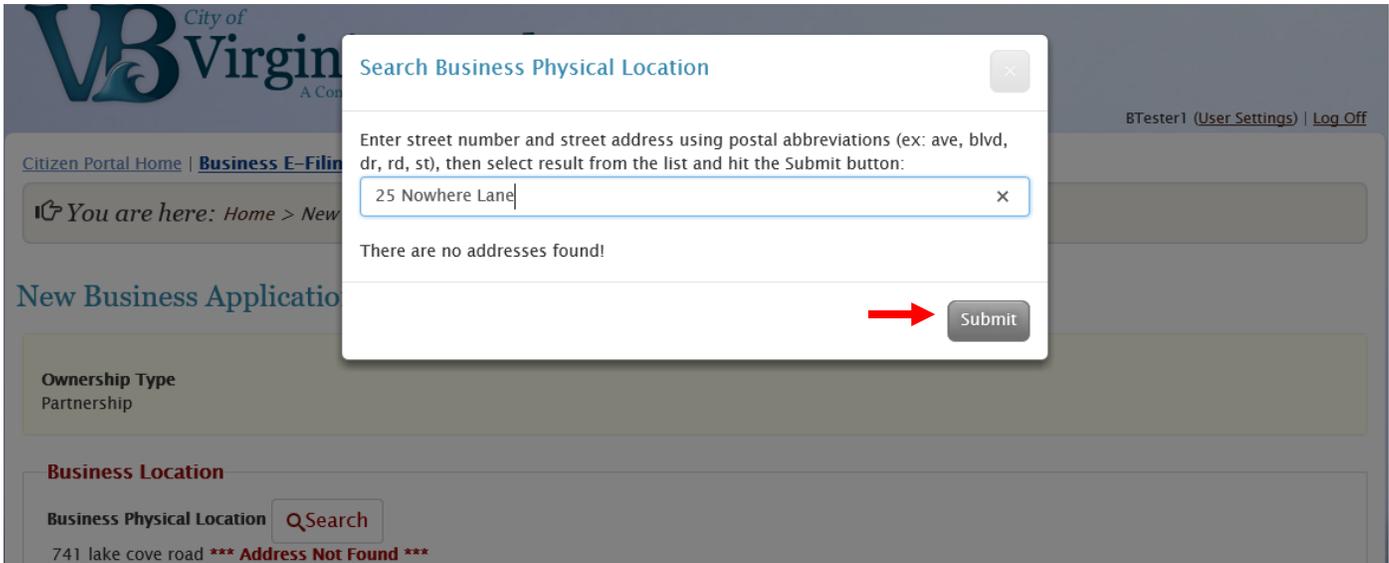
Continue

Exit Application

Customer must enter the physical location of the business. As the address is typed in, a list of matching addresses will appear below the entry box. Customer will need to select the correct address from the list, then select Submit.



If no match for the address is found, the message “There are no addresses found!” appears. Customer must clear search bar and try entering the address again, or they must select the Submit button to proceed with the unfound address.



If customer proceeds with an unfound address, the Business Location screen will have an “\*\*\*Address Not Found\*\*\*” message next to the address in the Business Physical Location field



Customer must complete all required fields underneath the Business Physical Location field, then select “Continue” to proceed.



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BBusiness1 ([User Settings](#)) | [Log Off](#)

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Application](#)

## New Business Application

**Ownership Type**  
LLC

**Business Location**

**Business Physical Location**

2401 COURTHOUSE DR VIRGINIA BEACH VA 23456-9120

- **Business License Trading Name**
- **PRIMARY CONTACT NAME**
- **CONTACT TELEPHONE**
- CONTACT CELL (Optional)**
- CONTACT FAX (Optional)**

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Customer must select the “Add Business Activity” link underneath the business physical location.

**City of Virginia Beach Virginia**  
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BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

**Ownership Type**  
LLC

**Business Activities**  
Click 'Add Business Activity" below to define your business activity at the location specified below.

2401 COURTHOUSE DR  
VIRGINIA BEACH VA 23456-9120

[+ Add Business Activity](#)

[Back](#)

[Exit Application](#)

Customer must enter a detailed description of their business activity in under 500 characters in the Business Activity box. To select the business Start Date, customer must click anywhere in the Start Date field or use the small calendar icon. Then, customer must select Save.

The screenshot shows the 'New Business Activity' form within the City of Virginia Beach Business Portal. The form is titled 'Business Activities' and 'New Business Activity'. It includes a 'Business Activity' text area with a character count of 'You have 500 characters left.' Below this is a 'Start Date' field with a calendar icon. A red arrow points to the calendar icon, and another red arrow points to the 'Save' button. The form also has a 'Cancel' button. The background shows the City of Virginia Beach logo and navigation links.

“Activity added!” message appears, along with the recently entered activity description and start date. Customer must select Continue to proceed.

The screenshot shows the City of Virginia Beach website interface for a business license application. At the top left is the logo for the City of Virginia Beach, Virginia, with the tagline 'A Community for a Lifetime'. At the top right, the user is identified as 'BBusiness1' with links for 'User Settings' and 'Log Off'. Below the header, there are navigation links for 'Citizen Portal Home' and 'Business E-Filings Home'. A breadcrumb trail indicates the user is at 'Home > New Business Application'. The main heading is 'New Business Application', with a green 'Activity added!' message circled in red. Below this, the 'Ownership Type' is listed as 'LLC'. The 'Business Activities' section includes the address '2401 COURTHOUSE DR, VIRGINIA BEACH VA 23456-9120' and an 'Add Business Activity' button. A table of business activities is shown with one entry: 'Sunset Cruise Tours for groups of 4-10' with a start date of '09/01/2020'. The entry is marked as the primary activity and includes an 'Edit Activity' link. At the bottom, there are 'Back' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button. An 'Exit Application' button is also visible at the bottom left.

City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

## New Business Application

**Activity added!**

Ownership Type  
LLC

### Business Activities

Click 'Add Business Activity' below to define your business activity at the location specified below.

2401 COURTHOUSE DR  
VIRGINIA BEACH VA 23456-9120

Add Business Activity

#### Business Activities

Description	Start Date
<p>★ This is your primary activity Sunset Cruise Tours for groups of 4-10  Edit Activity</p>	09/01/2020

[Back](#) [Continue](#)

[Exit Application](#)

Customer must answer all five (5) additional questions, then select Continue.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > Edit New Business Application

### Edit New Business Application

**Ownership Type**  
LLC

**Additional Questions**  
Please answer these questions for the business location specified below.

**2401 COURTHOUSE DR  
VIRGINIA BEACH VA 23456-9120**

- 1. Do you have any other business entities currently licensed in Virginia Beach?  Yes  No
- 2. Briefly describe your prospective customers:  Individuals  Other Businesses  Government  Other
- 3. Briefly describe the nature of your compensation:  Fees  Commissions  Product Sales  Other
- 4. Will you be using any licensed vehicles in your line of business?  Yes  No
- 5. Will you be conducting this business from your home?  Yes  No

Answering “Yes” to questions 1 and 4, will result in extra fields requiring completion.

.....

- 1. Do you have any other business entities currently licensed in Virginia Beach?  Yes  No  
If Yes, please list the owner entity name, trade name and locality:
- 2. Briefly describe your prospective customers:  Individuals  Other Businesses  Government  Other
- 3. Briefly describe the nature of your compensation:  Fees  Commissions  Product Sales  Other
- 4. Will you be using any licensed vehicles in your line of business?  Yes  No  
If Yes, please provide:  
Number of Vehicles:  
  
Percentage of Business Use:
- 5. Will you be conducting this business from your home?  Yes  No

Customer is given the opportunity to review all application information before submitting.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: [Home](#) > [New Business Application](#)

### New Business Application

Please review information you provided below carefully. Click **Revisit** button for the section you would like to make a change. When you are ready, click the **Submit Application** button to submit.

**Ownership Type**  
LLC

**Primary Owner**

**Last 4-digit FEIN**  
XX - XXX4477

**Applicant First Name**  
BOB

**Applicant Middle Name**

**Applicant Last Name**  
BUSINESS

**Business Entity Name**  
BOB BUSINESS LLC

**Mailing Address**  
2401 COURTHOUSE DR.  
VIRGINIA BEACH VA 28456-9120

**Business Location**

**Business License Trading Name**  
BOB BUSINESS BOATING

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 385 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
2401 COURTHOUSE DR.  
VIRGINIA BEACH VA 28456-9120

**Business Activities**

Activities	Start Date
★ This is your primary activity Sunset Cruise Tours for groups of 4-10	09/01/2020

**Additional Questions**

1. Do you have any other business entities currently licensed in Virginia Beach? No
2. Briefly describe your prospective customers: Individuals
3. Briefly describe the nature of your compensation: Fees
4. Will you be using any licensed vehicles in your line of business? No
5. Will you be conducting this business from your home? Yes

**Certification**

By checking this check box, I agree to sign the application electronically and that the submitted information is accurate.

If any portion of the application needs to be edited, customer must select the Revisit button for the applicable section of the application.

**Business Location**

**Business License Trading Name**  
BOB BUSINESS BOATING

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 385 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 23456-9120

 **Revisit**

Doing this will take customer back to the section requiring the edits, customer will make the necessary revisions, then must select Continue to be taken back to the application review screen.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Application

### New Business Application

**Ownership Type**  
LLC

**Business Location**

**Business Physical Location**   
2401 COURTHOUSE DR VIRGINIA BEACH VA 23456-9120

- **Business License Trading Name**
- **PRIMARY CONTACT NAME**
- **CONTACT TELEPHONE**

**CONTACT CELL (Optional)**

**CONTACT FAX (Optional)**

**Back**  **Continue**

**Exit Application**

Customer must check the box in the Certification section and then select the Submit Application button to submit their new license application to COR office for approval.

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home > New Business Application

### New Business Application

Please review information you provided below carefully. Click Revisit button for the section you would like to make a change. When you are ready, click the **Submit Application** button to submit.

**Ownership Type**  
LLC

**Primary Owner**  
**Last 4-digit FEIN**  
XX - XXX4477 Revisit  
**Applicant First Name**  
BOB  
**Applicant Middle Name**  
**Applicant Last Name**  
BUSINESS  
**Business Entity Name**  
BOB BUSINESS LLC  
**Mailing Address**  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 28456-9120

**Business Location**  
**Business License Trading Name**  
BOB BUSINESS BOATING Revisit  
**PRIMARY CONTACT NAME**  
BOB BUSINESS  
**CONTACT TELEPHONE**  
757 - 885 - 6798  
**CONTACT CELL**  
**CONTACT FAX**  
**Business Physical Location**  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 28456-9120

**Business Activities**

Activities	Start Date	Revisit
★ <b>This is your primary activity</b> Sunset Cruise Tours for groups of 4-10	09/01/2020	Revisit

**Additional Questions**

1. Do you have any other business entities currently licensed in Virginia Beach? No	Revisit
2. Briefly describe your prospective customers: Individuals	
3. Briefly describe the nature of your compensation: Fees	
4. Will you be using any licensed vehicles in your line of business? No	
5. Will you be conducting this business from your home? Yes	

**Certification**

By checking this check box, I agree to sign the application electronically and that the submitted information is accurate.

Submit Application

Exit Application

Customer receives confirmation that the application has been submitted. Customer has the option to select Exit Application, Home, or Print.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

Business1 (User Settings) | Log Off

Citizen Portal Home | **Business E-Filings Home**

**You are here:** Home > New Business Application

### New Business Application

✓ Your application has been submitted. Please print out this page for your records. You will receive an email when your application is accepted.

**Ownership Type**  
LLC

**Primary Owner**

**Last 4-digit FEIN**  
XX - XXX4477

**Applicant First Name**  
BOB

**Applicant Middle Name**

**Applicant Last Name**  
BUSINESS

**Business Entity Name**  
BOB BUSINESS LLC

**Mailing Address**  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 28456-9120

**Business Location**

**Business License Trading Name**  
BOB BUSINESS BOATING

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 885 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 28456-9120

**Business Activities**

Activities	Start Date
★ This is your primary activity Sunset Cruise Tours for groups of 4-10	09/01/2020

**Additional Questions**

1. Do you have any other business entities currently licensed in Virginia Beach? No
2. Briefly describe your prospective customers: Individuals
3. Briefly describe the nature of your compensation: Fees
4. Will you be using any licensed vehicles in your line of business? No
5. Will you be conducting this business from your home? Yes

**Exit Application** **Print** **Home**

### 3. Adding New Business Location to Existing Business Account

Customers who have an existing business license account, and are looking to complete a new business license application for an additional location or for a new unrelated line of business under the same entity, must start by clicking on the existing account number link.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home

## Business E-Filings Dashboard

### Accounts Due

You have no account with balance due!

Click on your six digit account number below to view account information, submit business license filings (renew), make updates to your account (report a closure or change your mailing address), or manage user access.

### Your Accounts

Type	Account Number	Account Name
Business Filing	 849768	BOB BUSINESS LLC

[Add Existing Account](#) | [Register New Business](#)

### Recent Online Payments

No Payment found for the last 30 days!

[View Older Online Payments](#)

Customer must then use the ‘+’ sign to expand License and Business Filings section.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > 849768

### Account Management - Account Number 849768

**Balance and Invoices**

Owner Name		Business Trading Name		
BOB BUSINESS LLC				

License No	License Name	Balance	Pending Payments	Total Amount Due
Total		\$0.00	\$0.00	\$0.00

No payment due at this time.

**View Account Information** [+]

**Licenses and Business Filings** [+]

**Manage User Access** [+]

[Remove Account](#)

Customer must then select the Add New Business Location link.

### Account Management - Account Number 849768

#### Balance and Invoices

**Owner Name**  
BOB BUSINESS LLC

**Business Trading Name**

License No	License Name	Balance	Pending Payments	Total Amount Due
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

No payment due at this time.

#### View Account Information [+]

#### Licenses and Business Filings [-]

- Click the  icon next to the location address to report its closure.
- Click the  icon next to the mailing address to change its address.

License No	License Name	Location Address	Contact Information (Name/Phone/Fax/Mailing Address)	
807473 561520-02 Water Transportation - Sightseeing <a href="#">Add New Activity</a>	BOB BUSINESS BOATING	2401 COURTHOUSE DR VIRGINIA BEACH , VA 23456- 9120 	BOB BUSINESS 757 - 385 - 6798 (phone) 2401 COURTHOUSE DR  VIRGINIA BEACH , VA 23456-9120 	<a href="#">Start 2020 Filing</a>

[Add New Business Location](#) | [Change Request History](#)



#### Manage User Access [+]

Customer must select the “Search” box in the Business Physical Location field.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Location Application

### New Business Location Application

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

**Business Location**

Business Physical Location

- Business License Trading Name
- PRIMARY CONTACT NAME
- CONTACT TELEPHONE
- CONTACT CELL (Optional)
- CONTACT FAX (Optional)

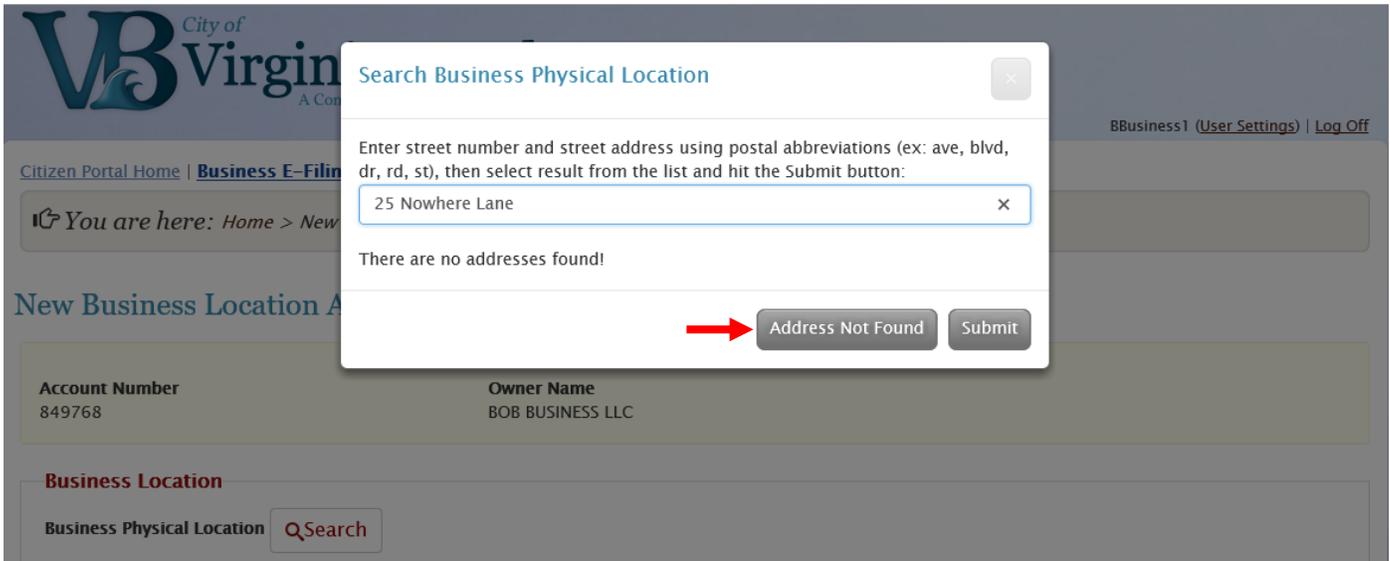
Customer must then enter the physical location of the business. As the address is typed in, a list of matching addresses will appear below the entry box. Customer will need to select the correct address from the list, then select Submit.

The screenshot displays the City of Virginia Business Portal interface. A modal window titled "Search Business Physical Location" is open, overlaid on the main page. The modal contains the following elements:

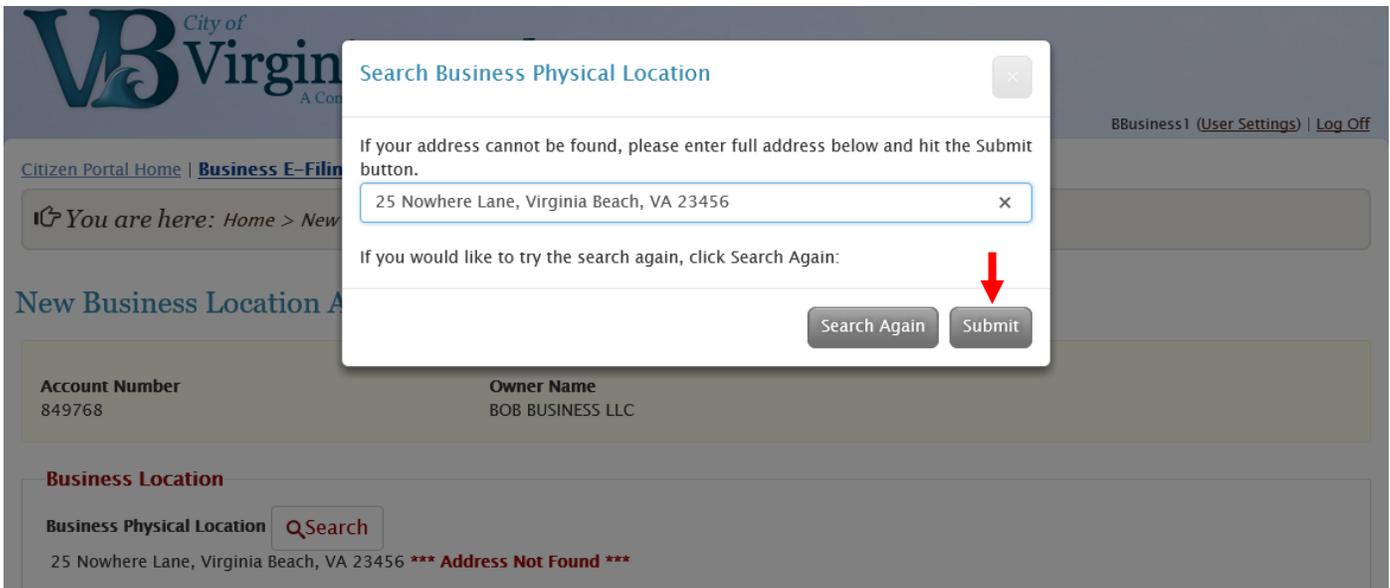
- Header:** "Search Business Physical Location" with a close button (X).
- Instructions:** "Enter street number and street address using postal abbreviations (ex: ave, blvd, dr, rd, st), then select result from the list and hit the Submit button:"
- Search Input:** A text box containing "2401 Courthouse" with a clear button (X).
- Search Results:** A dropdown list showing "2401 COURTHOUSE DR VIRGINIA BEACH VA 23456-9120". A red arrow points to this result.
- Buttons:** "Address Not Found" and "Submit".

The background page shows the "City of Virginia" logo, navigation links like "Citizen Portal Home" and "Business E-Filing", and a "New Business Location" section. Below the modal, the "Business Location" section is visible, showing "Business Physical Location" with a search icon and the text "QSearch".

If no match for the address is found, the message “There are no addresses found!” appears. Customer must select Address Not Found.



Customer may use the Search Again button to attempt to find a matching address again, otherwise customer must enter full address into the entry box and select Submit



Customer must complete all required fields underneath the Business Physical Location field, then select “Continue” to proceed.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Location Application

### New Business Location Application

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

#### Business Location

**Business Physical Location**    
1400 NIMMO PKWY VIRGINIA BEACH VA 23456-3981

- **Business License Trading Name**
- **PRIMARY CONTACT NAME**
- **CONTACT TELEPHONE**
- CONTACT CELL (Optional)**
- CONTACT FAX (Optional)**

---



Customer must select the “Add Business Activity” link underneath the business physical location.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Location Application

### New Business Location Application

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

**Business Activities**  
Click 'Add Business Activity' below to define your business activity at the location specified below.

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

[+ Add Business Activity](#)

[Back](#)

[Exit Application](#)

Customer must enter a detailed description of their business activity in under 500 characters in the Business Activity box. To select the business Start Date, customer must click anywhere in the Start Date field or use the small calendar icon. Then, customer must select Save.

The screenshot displays the City of Virginia Beach Business E-Filings portal. At the top, the logo for the City of Virginia Beach is visible, along with the text "A Community for a Lifetime". The user is logged in as "BBusiness1 (User Settings) | Log Off". The main navigation includes "Citizen Portal Home" and "Business E-Filings Home". A breadcrumb trail shows "You are here: Business Activities".

The central focus is the "Edit Business Activity" modal form. It contains the following fields and elements:

- Business Activity:** A large text input field with a character count of "You have 500 characters left."
- Start Date:** A date input field with a small calendar icon to its right. A red arrow points to the calendar icon.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom of the modal. A red arrow points to the "Save" button.

On the left side of the portal, there is a sidebar with the following information:

- Account Number:** 849768
- Business Activities:** A list of activities, including "1400 NIMMO PKWY VIRGINIA BEACH VA 2".
- Buttons:** "Add Business Activity", "Edit Activity", "Back", "Continue", and "Exit Application".

“Activity added!” message appears, along with the recently entered activity description and start date. Customer must select Continue to proceed.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 ([User Settings](#)) | [Log Off](#)

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > New Business Location Application

## New Business Location Application

**Activity added!**

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

**Business Activities**  
Click 'Add Business Activity' below to define your business activity at the location specified below.

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

**Add Business Activity**

Business Activities	
Description	Start Date
★ This is your primary activity Boat tours and retail <a href="#">Edit Activity</a>	09/10/2020

[Back](#)  [Continue](#)

[Exit Application](#)

Customer must answer all five (5) additional questions, then select Continue.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

Citizen Portal Home | **Business E-Filings Home**

**You are here:** Home > Edit New Business Location Application

### Edit New Business Location Application

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

**Additional Questions**  
Please answer these questions for the business location specified below.

**1400 NIMMO PKWY**  
**VIRGINIA BEACH VA 23456-3981**

- 1. Do you have any other business entities currently licensed in Virginia Beach?  Yes  No
- 2. Briefly describe your prospective customers:  Individuals  Other Businesses  Government  Other
- 3. Briefly describe the nature of your compensation:  Fees  Commissions  Product Sales  Other
- 4. Will you be using any licensed vehicles in your line of business?  Yes  No
- 5. Will you be conducting this business from your home?  Yes  No

Answering “Yes” to questions 1 and 4, will result in extra fields requiring completion.

1. Do you have any other business entities currently licensed in Virginia Beach?  Yes  No  
If Yes, please list the owner entity name, trade name and locality:

2. Briefly describe your prospective customers:  Individuals  Other Businesses  Government  Other

3. Briefly describe the nature of your compensation:  Fees  Commissions  Product Sales  Other

4. Will you be using any licensed vehicles in your line of business?  Yes  No  
If Yes, please provide:  
Number of Vehicles:

Percentage of Business Use:

5. Will you be conducting this business from your home?  Yes  No

Customer is given the opportunity to review all application information before submitting.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Location Application](#)

## New Business Location Application

Please review information you provided carefully. Click **Revisit** button for the section you would like to make a change. When you are ready, click the **Submit Application** button to submit.

### Account Number

849768

### Owner Name

BOB BUSINESS LLC

### Business Location

#### Business License Trading Name

BOB BUSINESS BOATING

[Revisit](#)

#### PRIMARY CONTACT NAME

BOB BUSINESS

#### CONTACT TELEPHONE

757 - 385 - 6798

#### CONTACT CELL

#### CONTACT FAX

#### Business Physical Location

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-8981

### Business Activities

#### Activities

#### Start Date

★ This is your primary activity  
Sunset Boat Tours and Retail

09/10/2020

[Revisit](#)

### Additional Questions

1. Do you have any other business entities currently licensed in Virginia Beach? No
2. Briefly describe your prospective customers: Individuals
3. Briefly describe the nature of your compensation: Fees
4. Will you be using any licensed vehicles in your line of business? No
5. Will you be conducting this business from your home? Yes

[Revisit](#)

### Certification

By checking this check box, I agree to sign the application electronically and that the submitted information is accurate.

[Submit Application](#)

[Exit Application](#)

If any portion of the application needs to be edited, customer must select the Revisit button for the applicable section of the application.

**Business Location**

**Business License Trading Name**  
BOB BUSINESS BOATING  **Revisit**

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 385 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

Doing this will take you back to the section requiring the edits, customer will make the necessary revisions, then must select Continue to be taken back to the application review screen.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > New Business Location Application

**New Business Location Application**

**Account Number**  
849768

**Owner Name**  
BOB BUSINESS LLC

**Business Location**

**Business Physical Location**   
1400 NIMMO PKWY VIRGINIA BEACH VA 23456-3981

- **Business License Trading Name**
- **PRIMARY CONTACT NAME**
- **CONTACT TELEPHONE**

**CONTACT CELL (Optional)**

**CONTACT FAX (Optional)**

**Back**  **Continue**

**Exit Application**

Customer must check the box in the Certification section and then select the Submit Application button to submit their new license application to COR office for approval.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Location Application](#)

## New Business Location Application

Please review information you provided below carefully. Click **Revisit** button for the section you would like to make a change. When you are ready, click the **Submit Application** button to submit.

<b>Account Number</b> 849768	<b>Owner Name</b> BOB BUSINESS LLC
---------------------------------	---------------------------------------

### Business Location

**Business License Trading Name**  
BOB BUSINESS BOATING

Revisit

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 385 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

### Business Activities

**Activities**

**Start Date**

★ **This is your primary activity**  
Sunset Boat Tours and Retail

09/10/2020

Revisit

### Additional Questions

1. Do you have any other business entities currently licensed in Virginia Beach? No
2. Briefly describe your prospective customers: Individuals
3. Briefly describe the nature of your compensation: Fees
4. Will you be using any licensed vehicles in your line of business? No
5. Will you be conducting this business from your home? Yes

Revisit

### Certification

By checking this check box, I agree to sign the application electronically and that the submitted information is accurate.

Submit Application

Exit Application

Customer receives confirmation that the application has been submitted. Customer has the option to select Exit Application, Home, or Print.

 You are here: Home > New Business Location Application

## New Business Location Application

✔ Your application has been submitted. Please print out this page for your records. You will receive an email when your application is accepted.

**Account Number**  
849768

**Owner Name**  
BOB BUSINESS LLC

### Business Location

**Business License Trading Name**  
BOB BUSINESS BOATING

**PRIMARY CONTACT NAME**  
BOB BUSINESS

**CONTACT TELEPHONE**  
757 - 385 - 6798

**CONTACT CELL**

**CONTACT FAX**

**Business Physical Location**  
1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

### Business Activities

Activities	Start Date
★ This is your primary activity Sunset Boat Tours and Retail	09/10/2020

### Additional Questions

1. Do you have any other business entities currently licensed in Virginia Beach? No
2. Briefly describe your prospective customers: Individuals
3. Briefly describe the nature of your compensation: Fees
4. Will you be using any licensed vehicles in your line of business? No
5. Will you be conducting this business from your home? Yes



#### 4. Adding New Business Activity to Existing Business Account

Customers who have an existing business license, and are looking to add additional business activity (or an additional classification), must start by clicking on the existing account number link.



[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home

### Business E-Filings Dashboard

#### Accounts Due

You have no account with balance due!

Click on your six digit account number below to view account information, submit business license filings (renew), make updates to your account (report a closure or change your mailing address), or manage user access.

#### Your Accounts

Type	Account Number	Account Name
Business Filing	 <a href="#">849768</a>	BOB BUSINESS LLC

[Add Existing Account](#) | [Register New Business](#)

#### Recent Online Payments

No Payment found for the last 30 days!

[View Older Online Payments](#)

Customer must then use the '+' sign to expand License and Business Filings section.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > 849768

### Account Management - Account Number 849768

**Balance and Invoices**

<b>Owner Name</b> BOB BUSINESS LLC		<b>Business Trading Name</b>			
License No	License Name	Balance	Pending Payments	Total Amount Due	
		<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
No payment due at this time.					

**View Account Information** [+]

**Licenses and Business Filings** [+] 

**Manage User Access** [+]

[Remove Account](#)

Customer must then click the ‘Add New Activity’ link under the license number/location in which the new additional activity applies to.

**View Account Information [+]**

**Licenses and Business Filings [-]**

- Click the  icon next to the location address to report its closure.
- Click the  icon next to the mailing address to change its address.

License No	License Name	Location Address	Contact Information (Name/Phone/Fax/Mailing Address)	
807473 561520-02 Water Transportation - Sightseeing <a href="#">+ Add New Activity</a>	BOB BUSINESS BOATING	2401 COURTHOUSE DR VIRGINIA BEACH , VA 23456- 9120 	2401 COURTHOUSE DR  VIRGINIA BEACH , VA 23456-9120 	<a href="#">Start 2020 Filing</a>
807483 454890-01 Retail Store <a href="#">+ Add New Activity</a>	BOB BUSINESS BOATING	1400 NIMMO PKWY VIRGINIA BEACH, VA 23456- 3981 	BOB BUSINESS 757 - 385 - 6798 (phone) 2401 COURTHOUSE DR  VIRGINIA BEACH , VA 23456-9120 	<a href="#">Start 2020 Filing</a>
807483 561520-02 Water Transportation - Sightseeing <a href="#">+ Add New Activity</a>	BOB BUSINESS BOATING	1400 NIMMO PKWY VIRGINIA BEACH, VA 23456- 3981 	BOB BUSINESS 757 - 385 - 6798 (phone) 2401 COURTHOUSE DR  VIRGINIA BEACH , VA 23456-9120 	<a href="#">Start 2020 Filing</a>

[Add New Business Location](#) | [Change Request History](#)

**Manage User Access [+]**

[Remove Account](#)

The current business activities (classifications) will display on the screen. Customer must then click the ‘Add Business Activity’ link under the New Business Activities section.



City of Virginia Beach Virginia  
A Community for a Lifetime

BBusiness1 [\(User Settings\)](#) | [Log Off](#)

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Activities](#)

### New Business Activities

<b>Account Number</b> 849768	<b>License Number</b> 807483	<b>Business Physical Location</b> 1400 NIMMO PKWY VIRGINIA BEACH VA 23456-3981
---------------------------------	---------------------------------	--

**Business Activities**  
Click 'Add Business Activity' below to define your new business activity at the location specified below.

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

**Current Business Activities**

Description	Classification	Start Date	End Date
Retail Store	454890-01	09-10-2020	
Water Transportation - Sightseeing	561520-02	09-10-2020	

**New Business Activities**

 Add Business Activity

---

Customer must enter a detailed description of the new business activity being added, in under 500 characters in the Business Activity box. To select the Start Date of the new activity, customer must click anywhere in the Start Date field or use the small calendar icon. Then, customer must select Save.

The screenshot displays the 'City of Virginia Beach Virginia' logo at the top left, with the tagline 'A Community for a Lifetime'. The user is logged in as 'BBusiness1 (User Settings) | Log Off'. The navigation bar includes 'Citizen Portal Home' and 'Business E-Filings Home'. The breadcrumb trail shows 'You are here: Business Activities'. The main content area is titled 'New Business Activity' and contains the following fields:

- Business Activity:** A large text input field. Below it, a message states 'You have 500 characters left.'
- Start Date:** A date input field with a calendar icon to its right. A red arrow points to the calendar icon.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom of the form. A red arrow points to the 'Save' button.

On the left sidebar, there is an 'Account Number' section with the value '849768'. Below it, the 'Business Activities' section lists 'Retail Store' and 'Water Transportat'. The 'Current Business' section is also visible.

“Activity added!” message appears, along with the recently entered activity description and start date under the New Business Activities section. Customer has the option to Edit Activity, Delete Activity, or Submit.

## New Business Activities

Activity added!

**Account Number**  
849768

**License Number**  
807483

**Business Physical Location**  
1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

### Business Activities

Click 'Add Business Activity' below to define your new business activity at the location specified below.

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

#### Current Business Activities

Description	Classification	Start Date	End Date
Retail Store	454890-01	09-10-2020	
Water Transportation – Sightseeing	561520-02	09-10-2020	

#### New Business Activities

##### ✦ Add Business Activity

Description	Start Date
Selling canned and bottled beer on boat tours <a href="#">✎ Edit Activity</a>   <a href="#">🗑 Delete Activity</a>	09/15/2020



Ready to Submit

Exit Application

If activity description or start date needs to be edited, customer must select the Edit Activity link. They may then make any necessary updates, and select Save upon completion.

**Business Activities** 

## Edit Business Activity

- Business Activity**  
  
You have 455 characters left.
- Start Date**  
 

---



If activity needs to be deleted entirely, customer must select the Delete Activity link. Then, customer will need to either Cancel or Confirm when prompted to delete the activity.

Are you sure you want to delete this activity? 

If all edits and/or deletions are complete, customer must select the Ready to Submit button.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: [Home](#) > [New Business Activities](#)

## New Business Activities

Activity updated!

<b>Account Number</b> 849768	<b>License Number</b> 807483	<b>Business Physical Location</b> 1400 NIMMO PKWY VIRGINIA BEACH VA 23456-3981
---------------------------------	---------------------------------	--

### Business Activities

Click 'Add Business Activity' below to define your new business activity at the location specified below.

1400 NIMMO PKWY  
VIRGINIA BEACH VA 23456-3981

#### Current Business Activities

Description	Classification	Start Date	End Date
Retail Store	454890-01	09-10-2020	
Water Transportation - Sightseeing	561520-02	09-10-2020	

#### New Business Activities

Add Business Activity

Description	Start Date
Selling canned and bottled beer on boat tours Edit Activity    Delete Activity	09/15/2020

Certification section displays, customer must then check the box and select the Submit Application button to submit their new business activity request to COR office for approval.

### Certification

By checking this check box, I agree to sign the application electronically and that the submitted information is accurate.

Customer receives confirmation that the application for their new business activity has been submitted. Customer has the option to select Exit Application, Print, or Home.

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [New Business Activities Application](#)

## New Business Activities Application

✓ Your application has been submitted. Please print out this page for your records. You will receive an email when your application is accepted.

<b>Account Number</b> 849768	<b>License Number</b> 807483	<b>Business Physical Location</b> 1400 NIMMO PKWY VIRGINIA BEACH VA 23456-3981
---------------------------------	---------------------------------	--

### New Business Activities

Activities	Start Date
Selling canned and bottled beer on boat tours	09/15/2020

 Exit Application

### 5. Completing an Assessment on a New Business License

After a new business license has been approved and an account number issued, the new account will appear under the “Your Accounts” section in the main Business E-Filings Dashboard screen. To assess the new license, customer will first need to click on the Account Number link.

Citizen Portal Home | [Business E-Filings Home](#)

You are here: Home

## Business E-Filings Dashboard

### Accounts Due

You have no account with balance due!

Click on your six digit account number below to view account information, submit business license filings (renew), make updates to your account (report a closure or change your mailing address), or manage user access.

### Your Accounts

Type	Account Number	Account Name
Business Filing	<a href="#">863386</a>	CHELSEA C TESTER & COLLETTE T TESTER

[Add Existing Account](#) | [Register New Business](#)

In the Account Management screen, customer must select the plus sign (+) next to Licenses and Business Filings, to expand the section.



City of Virginia Beach Virginia  
A Community for a Lifetime

CTester (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: Home > 863386

### Account Management - Account Number 863386

**Balance and Invoices**

<b>Owner Name</b> CHELSEA C TESTER & COLLETTE T TESTER		<b>Business Trading Name</b>		
---	--	------------------------------	--	--

License No	License Name	Balance	Pending Payments	Total Amount Due
		Total	\$0.00	\$0.00
			\$0.00	\$0.00

No payment due at this time.

**View Account Information** [+]

**Licenses and Business Filings** [+]

Customer must select the ‘Start YYYY Filing’ button (YYYY indicates which year the filing is for).

### Licenses and Business Filings [-]

- Click the  icon next to the location address to report its closure.
- Click the  icon next to the mailing address to change its address.

License No	License Name	Location Address	Contact Information (Name/Phone/Fax/Mailing Address)
808230 454890-01 Retail Store <a href="#">+ Add New Activity</a>	CANDY SHACK	2401 CASTLETON COMMERCE WAY VIRGINIA BEACH, VA 23456-0000 	CHELSEA TESTER 757 - 385 - 6798 (phone) 2401 COURTHOUSE DR VIRGINIA BEACH , VA 23456-9120 
808230 812990-01 Personal Service - General <a href="#">+ Add New Activity</a>	CANDY SHACK	2401 CASTLETON COMMERCE WAY VIRGINIA BEACH, VA 23456-0000 	CHELSEA TESTER 757 - 385 - 6798 (phone) 2401 COURTHOUSE DR VIRGINIA BEACH , VA 23456-9120 



[Add New Business Location](#) | [Change Request History](#)

### Manage User Access [+]

Remove Account

Customer must complete all required fields, check the box certifying the information supplied is complete and correct, and then select Submit.

You are here: [Home](#) > [863386](#) > [Business Filing](#)

### Business Filing - Account # 863386

**License Number – 808230**

<b>Tax Year</b> 2020	<b>Location Address</b> 2401 CASTLETON COMMERCE WAY VIRGINIA BEACH, VA 23456-0000
<b>Business License Name</b> CANDY SHACK	<b>Tax Period</b> 9/1/2020 - 12/31/2020
<b>License No</b> 808230 Personal Service – General	

**Filing Date**  
09/28/2020

• **Gross Receipts**

Gross receipts means the whole, entire, total amount of money or other considerations received by the taxpayer as a result of transactions with others.

New business applicants must provide an estimate of gross receipts from the business start date through December 31st. The first renewal of a business license will also be based on an estimate of gross receipts. Once a business has operated for a full calendar year, the business is renewed on the actual gross receipts of the prior calendar year.

• I certify that the information on this 2020 declaration is true and correct

By typing my name in the box below, I willfully declare that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.

• **Name of Submitter :**

• **Phone Number of Submitter :**

• **Email of Submitter :**

• **Confirm Email :**

Customer receives confirmation that the filing has been submitted. The invoice number and balance due are displayed. Customer is given the option to click the first “Here” link to take them to the main Business E-Filings Dashboard page to pay the newly created invoice, or click the second “Here” link to return to the License and Business Filings page to continue filing additional assessments.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

CTester (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home > 863386 > Filing Submitted808230

### Business Filing - Account # 863386

✔ You've successfully submitted your filing for the license below. A copy of your submission will be emailed for your records.

Your invoice number is **186141**. Your balance on this invoice at the time of submission is **\$483.12**. To view or pay this invoice, click [Here](#) to return to the Business e-Filing Dashboard and follow instructions; to continue filing assessments, click [Here](#) to return to the Licenses and Business Filings section of the Account Management screen.

<b>Tax Year</b> 2020	<b>Location Address</b> 2401 CASPLETON COMMERCE WAY VIRGINIA BEACH, VA 23456-0000
<b>Business License Name</b> CANDY SHACK	<b>Tax Period</b> 9/1/2020 - 12/31/2020
<b>License No</b> 808230 Personal Service – General	

#### Submitted Information

<b>Submitted On</b> 09/28/2020 17:15	<b>Submitted By</b> CTester
<b>Filing Date</b> 09/28/2020	
<b>Gross Receipts</b> \$122,000.00	
<b>I certify that the information on this 2020 declaration is true and correct</b> YES	
<b>By typing my name in the box below, I willfully declare that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.</b>	
<b>Name of Submitter :</b> COLLETTE TESTER	

Once all assessments are complete and the customer returns to the main Business E-Filings Dashboard, and the invoice/balance due is displayed under the Accounts Due section. Customer may choose to make a payment at that time, or exit and pay at a later time.

The screenshot shows the Virginia Beach Business E-Filings Dashboard. At the top left is the Virginia Beach logo with the tagline 'A Community for a Lifetime'. At the top right, the user is identified as 'CTester' with links for 'User Settings' and 'Log Off'. Below the header, there are navigation links for 'Citizen Portal Home' and 'Business E-Filings Home'. A breadcrumb trail indicates 'You are here: Home'. The main heading is 'Business E-Filings Dashboard'. Underneath, the 'Accounts Due' section contains instructions on how to pay an account balance in full or make a partial payment. Below the instructions is a table with columns for Account Number, Balance, Pending Payments, Total Amount Due, Pay, and Payment Amount. A single account is listed under the 'Business Filing' category: account number 863386 (+) for Chelsea C Tester & Collette T Tester, with a balance of \$483.12 and pending payments of \$0.00. The total amount due is \$483.12, marked as 'Past Due'. There is an unchecked 'Pay' checkbox and a payment amount input field. A red arrow points to a 'Make Payment' button at the bottom right of the table area.

**Accounts Due**

Accounts with payments due are listed here. To pay an account balance in full, check the 'Pay' box next to the account you wish to pay and select 'Make Payment'. To make a partial payment, click the (+) sign next to the account number to expand and view the invoices associated with your account. Check the 'pay' box next to the invoice you would like to pay, enter the amount you are paying, and select 'Make Payment'.

Please note that all payments processed will go to the oldest business license debt first as required by City Code Section 18-20. No business license can be issued until the business is compliant with all city code provisions.

Account Number	Balance	Pending Payments	Total Amount Due	Pay	Payment Amount
<b>Business Filing</b>					
863386 [+] (CHELSEA C TESTER & COLLETTE T TESTER)	\$483.12	\$0.00	\$483.12 <b>\$483.12 - Past Due</b>	<input type="checkbox"/>	\$ <input type="text"/>

 **Make Payment**

## 6. Completing a Payment on a New Business License

When an outstanding invoice or balance due exists on an account, it will appear under the Accounts Due section at the top of the main Business E-Filings Dashboard page.


CTester (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

🏠 You are here: Home

### Business E-Filings Dashboard

**Accounts Due**

Accounts with payments due are listed here. To pay an account balance in full, check the 'Pay' box next to the account you wish to pay and select 'Make Payment'. To make a partial payment, click the (+) sign next to the account number to expand and view the invoices associated with your account. Check the 'pay' box next to the invoice you would like to pay, enter the amount you are paying, and select 'Make Payment'.

Please note that all payments processed will go to the oldest business license debt first as required by City Code Section 18-20. No business license can be issued until the business is compliant with all city code provisions.

Account Number	Balance	Pending Payments	Total Amount Due	Pay	Payment Amount
<b>Business Filing</b>					
<a href="#">863386</a> [+] (CHELSEA C TESTER & COLLETTE T TESTER)	\$483.12	\$0.00	\$483.12	<input type="checkbox"/>	\$ <input style="width: 50px;" type="text"/>
			<b>\$483.12 – Past Due</b>		

Click on your six digit account number below to view account information, submit business license filings (renew), make updates to your account (report a closure or change your mailing address), or manage user access.

**Your Accounts**

Type	Account Number	Account Name
Business Filing	<a href="#">863386</a>	CHELSEA C TESTER & COLLETTE T TESTER

[Add Existing Account](#) | [Register New Business](#)

**Recent Online Payments**

No Payment found for the last 30 days!

[View Older Online Payments](#)

The same information can also be found under the Balances and Invoices section of the Account Management screen, which the customer can access by clicking the Account Number link.


CTester (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

🏠 You are here: Home

### Business E-Filings Dashboard

**Accounts Due**

Accounts with payments due are listed here. To pay an account balance in full, check the 'Pay' box next to the account you wish to pay and select 'Make Payment'. To make a partial payment, click the (+) sign next to the account number to expand and view the invoices associated with your account. Check the 'pay' box next to the invoice you would like to pay, enter the amount you are paying, and select 'Make Payment'.

Please note that all payments processed will go to the oldest business license debt first as required by City Code Section 18-20. No business license can be issued until the business is compliant with all city code provisions.

Account Number	Balance	Pending Payments	Total Amount Due	Pay	Payment Amount
<b>Business Filing</b>					
863386 [+] (CHELSEA C TESTER & COLLETTE T TESTER)	\$483.12	\$0.00	\$483.12 <b>\$483.12 - Past Due</b>	<input type="checkbox"/>	\$ <input type="text"/>

Click on your six digit account number below to view account information, submit business license filings (renew), make updates to your account (report a closure or change your mailing address), or manage user access.

**Your Accounts**

Type	Account Number	Account Name
Business Filing	863386 <span style="color: red; font-weight: bold;">←</span>	CHELSEA C TESTER & COLLETTE T TESTER

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[Citizen Portal Home](#) | [Business E-Filings Home](#)

🏠 You are here: Home > 863386

### Account Management - Account Number 863386

**Balance and Invoices**

Owner Name  
CHELSEA C TESTER & COLLETTE T TESTER
Business Trading Name

License No	License Name	Balance	Pending Payments	Total Amount Due	Pay	Payment Amount
808230 [+]	CANDY SHACK	\$483.12	\$0.00	\$483.12 <b>\$483.12 - Past Due</b>	<input type="checkbox"/>	\$ <input type="text"/>
<b>Total</b>		<b>\$483.12</b>	<b>\$0.00</b>	<b>\$483.12 Due Immediately</b>		\$ <input type="text"/>

If paying in full, customer must check the box in the Pay column. Full balance amount will auto-fill into the Payment Amount box. Customer must then select the Make Payment button to proceed.

**Accounts Due**  
 Accounts with payments due are listed here. To pay an account balance in full, check the 'Pay' box next to the account you wish to pay and select 'Make Payment'. To make a partial payment, click the (+) sign next to the account number to expand and view the invoices associated with your account. Check the 'pay' box next to the invoice you would like to pay, enter the amount you are paying, and select 'Make Payment'.  
 Please note that all payments processed will go to the oldest business license debt first as required by City Code Section 18-20. No business license can be issued until the business is compliant with all city code provisions.

Account Number	Balance	Pending Payments	Total Amount Due	Pay	Payment Amount
<b>Business Filing</b>					
863386 [+] (CHELSEA C TESTER & COLLETTE T TESTER)	\$483.12	\$0.00	\$483.12 <b>\$483.12 – Past Due</b>	<input checked="" type="checkbox"/>	\$ 483.12
					<b>Make Payment</b>

If making a partial payment, customer must first expand the account number by clicking the '+' sign.

<b>Business Filing</b>					
863386 [-] ←	\$483.12	\$0.00	\$483.12 <b>\$483.12 – Past Due</b>	<input type="checkbox"/>	\$

Customer must then further expand the field in order to see all invoices by clicking the '+' sign

<b>Business Filing</b>					
863386 [-]	\$483.12	\$0.00	\$483.12 <b>\$483.12 – Past Due</b>	<input type="checkbox"/>	\$
808230 - CANDY SHACK [+] ←	\$483.12	\$0.00	\$483.12 <b>\$483.12 – Past Due</b>		

Customer will then need to check the box in the Pay column belonging to the invoice the partial payment is being applied to (City code requires the oldest debt be paid first, so if multiple invoices have balances, system will prevent newer invoices from being selected before the older invoices are satisfied) Full balance amount will auto-fill into the Payment Amount box, customer will need to delete the figures and enter the amount they will be paying in its place. (The portal does not allow for overpayments, so any payment amount entered that exceeds the full balance due will receive an error message) Then, customer must select the Make Payment button to proceed.

<b>808230 - CANDY SHACK [-]</b>										
		Balance	Pending Payments	Total Amount Due						
		\$483.12	\$0.00	\$483.12 <b>\$483.12 – Past Due</b>						
Invoice No	Due Date (Tax Year)	Description	Basis	Tax	Penalty	Interest	Payment	Total	Pay	Payment Amount
186141	09/23/2020 (2020)	BL - Personal Service - General 812990-01	\$122,000.00	\$439.20	Late Filing: \$43.92 Late Payment: \$0.00	\$0.00	\$0.00	\$483.12	<input checked="" type="checkbox"/>	\$ 100.00
GRAND TOTAL AS OF: 09/29/2020										<b>\$483.12</b>

**Make Payment**

Once the Payment Process screen displays, customer must choose the appropriate payment method (ACH/eCheck or Credit Card).

[Citizen Portal Home](#) | [Business E-Filings Home](#)

 You are here: [Home](#) > [Payment Method](#)

## Payment Process

**Note:** Please be advised that all payments received before 7:30pm ET will be processed the next business day. Payments after 7:30pm will be processed in 2 business days.

### New Payment(s)

Account Number	Type	Account Name	Payment Amount
863386 [+]	Business Filing	CHELSEA C TESTER & COLLETTE T TESTER	\$483.12
			<b>Payment Amount: \$483.12</b>

### Payment Method

Please select how you would like to make your payment. [Return Policy](#)

- Pay by ACH/eCheck - Free
- Pay by Credit Card - 2.5% Service Fee applies

Cancel Payment

Go Back

If Pay by ACH/eCheck is selected, no additional fees are applied, and the customer must select the Pay by ACH/eCheck button to proceed.

**Payment Method**

Please select how you would like to make your payment. [Return Policy](#)

Pay by ACH/eCheck – *Free*

Pay by Credit Card – *2.5% Service Fee applies*

**Total Amount Due: \$483.12**

[Cancel Payment](#)

---

[Go Back](#) [Pay by ACH/eCheck](#)

If Pay by Credit Card is selected, the 2.5% service fee is applied and displays to the right of the screen with the updated balance due (that includes the newly added service fee) underneath. Customer must then select the Pay by Credit Card button to proceed.

**Payment Method**

Please select how you would like to make your payment. [Return Policy](#)

Pay by ACH/eCheck – *Free*

Pay by Credit Card – *2.5% Service Fee applies*

**Service Fee: [What is this?](#) \$12.08**

**Total Amount Due: \$495.20**

[Cancel Payment](#)

---

[Go Back](#) [Pay by Credit Card](#)

If customer is paying by ACH/eCheck, customer will be prompted to select whether they are paying by Personal check or Corporate check. Once selection is made, customer must select the Make a Payment button to proceed.

## Select Payment Method

Please choose the method of payment.

- Pay by Personal Check
- Pay by Corporate Check

Make a Payment

Exit

If paying by Personal Check, customer will need to complete all required fields, check the permission box, then select the Continue button to proceed

## Enter Payment Information



Required fields are highlighted with an asterisk.

Payment information:

Amount: \* \$ 483.12 ⓘ  
Payment Number: \* 22490 ⓘ

Please enter the following information about your Bank account:

First Name on Check: \*  ⓘ

Last Name on Check: \*  ⓘ

Routing Transit Number: \*  ⓘ

Account Number: \*  ⓘ

Confirm Account Number: \*  ⓘ

Type of Account: \*  Checking  Saving ⓘ

Address Line 1: \*  ⓘ

Address Line 2:  ⓘ

Country: \*  ⓘ

ZIP Code: \*  ⓘ

City: \*  ⓘ

State: \*  ⓘ

By clicking on the provided checkbox, you are giving City of Virginia Beach permission to process this payment in the amount displayed above on your behalf.

Continue Change Payment Method Exit

If paying by Corporate Check, customer will need to complete all required fields, check the permission box, then select the Continue button to proceed

### Enter Payment Information



Check Number    Routing Number    Account Number

Required fields are highlighted with an asterisk.

Payment information:

Amount: \*                                    \$ 483.12 ?

Payment Number: \*                        22490 ?

Please enter the following information about your Bank account:

Company Name: \*                             ?

Routing Transit Number: \*                 ?

Account Number: \*                          ?

Confirm Account Number: \*                ?

Employer Identification Number (EIN):    (e.g. 00-0000000) ?

Type of Account: \*                         Corporate Checking ?

Address Line 1: \*                              ?

Address Line 2:                               ?

Country: \*                                    United States  ?

ZIP Code: \*                                   ?

City: \*                                          ?

State: \*                                        --Select One--  ?

  By clicking on the provided checkbox, you are giving City of Virginia Beach permission to process this payment in the amount displayed above on your behalf.



## COR Business Portal – Business License Application Creation and Submission

If paying by Credit Card, customer will need to complete all required fields, check the permission box, then select the Continue button to proceed

Required fields are highlighted with an asterisk.

Payment information:

**Amount:\*** \$495.20 ⓘ  
**Payment(s):\*** 483.12 ⓘ  
**Service Fee:\*** 12.08 ⓘ

Please enter the following information about your payment method:

**Cardholder's Name:\***  ⓘ

Cards Accepted: 

**Card Number:\***  ⓘ

**Signature Panel Code:\***  ⓘ

**Expiration Date:\***   ⓘ

Billing information:

**Address Line 1:\***  ⓘ

Address Line 2:  ⓘ

**Country:\***  ⓘ

**ZIP Code:\***  ⓘ

City:  ⓘ

State:  ⓘ

By clicking on the provided checkbox, you are giving City of Virginia Beach permission to process this payment in the amount displayed above on your behalf.

Once customer has entered payment information and selected Continue to proceed, a payment verification screen displays. If information is correct and customer is ready to proceed, they must select the Confirm button. If information must be changed or edited, customer must select the Modify button to go back. If customer needs to stop the payment process entirely, they must select the Exit button.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

Please verify the following information:

<b>Amount:</b>	\$495.20
<b>Payment(s):</b>	483.12
<b>Service Fee:</b>	12.08

Card information:

<b>Cardholder's Name:</b>	Collette T Tester
<b>Card Type:</b>	Visa
<b>Card Number:</b>	*****1111
<b>Signature Panel Code:</b>	*****
<b>Expiration Date:</b>	6/2025

Billing information:

<b>Address Line 1:</b>	2401 Courthouse Drive
<b>Country:</b>	United States
<b>City:</b>	VIRGINIA BEACH
<b>State:</b>	Virginia
<b>ZIP Code:</b>	23456

Is this information correct?

If your browser fails to reload shortly, [click here](#)

Please wait while your payment is being processed.  
DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER

Once payment has gone through, Payment Receipt screen displays informing the customer their payment was successful. A copy of the receipt is automatically emailed, but the customer may also print a copy for their records by selecting the Print button. To exit to the main screen, customer must select the Home button.

**City of Virginia Beach Virginia**  
A Community for a Lifetime

DTester1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

**You are here:** *Payment Receipt*

### Payment Receipt

✔ You've successfully made this payment. A copy of your receipt will be emailed for your records.

#### Payment Information

Payment Number:	22494
Payment Date/Time:	2020-09-29 11:08
Payment Method:	Credit Card
Credit Card Type:	Visa
Credit Card Number:	41*****1111
Status:	Pending

#### Payment Details

Account Number	Type	Account Name	Payment Amount
863387 [+]	Business Filing	TESTER, DOLLY D & ELI E & FRED F	\$778.36
		Service Fee	\$19.46
		<b>Total</b>	<b>\$797.82</b>

[Print](#) [Home](#)

Once customer has returned to the main Business E-Filings Dashboard page, the customer’s recent payment will now display under the Pending Payment column under the Accounts Due section, and an updated balance due will appear in the Total Amount Due column.


DTester1 (User Settings) | Log Off

[Citizen Portal Home](#) | [Business E-Filings Home](#)

You are here: Home

### Business E-Filings Dashboard

**Pending/Submitted Applications**

Application Type	Description	Status	
New Business	Sole Proprietor/FEIN: xx - xxx0018	<b>Unsubmitted</b> - Started on 09/16/2020	<a href="#">Continue</a>

**Accounts Due**

Account Number	Balance	Pending Payments	Total Amount Due
<b>Business Filing</b>			
86338Z [+] (TESTER, DOLLY D & ELI E & FRED F)	\$778.36	\$778.36	\$0.00

## 7. Pending and Submitted Applications

Customers have the ability to see all Pending/Submitted applications, as well as any Incomplete/Unsubmitted applications in one area on the main Business E-Filings Dashboard.

For Submitted applications, customer can see the application type, description, and when the application was submitted. To see the entire application, customer may select View Application.

For Unsubmitted applications, customer can see the application type, description, and when the application was started. To continue applying, customer may select Continue. Unsubmitted applications will only stay visible on the customer’s dashboard for 4 months. After that, customer must begin the application process over again.



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### Business E-Filings Dashboard

#### Pending/Submitted Applications

Application Type	Description	Status	
New Business	LLC/FEIN: xx - xxx4477	Submitted on 09/04/2020	<a href="#">View Application</a>
New Business	Partnership/SSN: xxx - xx - 6699	<b>Unsubmitted</b> - Started on 09/02/2020	<a href="#">Continue</a>
New Business	Partnership/SSN: xxx - xx - 7788	<b>Unsubmitted</b> - Started on 09/03/2020	<a href="#">Continue</a>
New Business	Partnership/FEIN: xx - xxx2222	<b>Unsubmitted</b> - Started on 09/04/2020	<a href="#">Continue</a>

#### Accounts Due

You have no account with balance due!