



The Occupation Tax Certificate (OTC) Application Process is Changing for 2022!

The City of Berkeley Lake has begun the process of implementing **MyGov**, an online system for modernizing our document handling methods. Our goals include:

- streamlining the process,
- making the process more reliable, and
- providing for a safer exchange of information for our citizens, business owners and staff.

This change will impact the way that businesses obtain a new OTC or renew an OTC from the City of Berkeley Lake. MyGov will enable **you as a collaborator** to:

- submit the application and required documents online,
- communicate with city staff regarding any additional requirements that may be needed to complete the process,
- make credit card payments, and
- receive an OTC electronically,

all from within the MyGov system interface.

2022 Schedule for Occupation Tax Certificate (OTC) Renewal

Late December 2021 through Early January 2022	Email invitations to register as MyGov collaborators will be sent to 2020 OTC applicants.
January 1, 2022	Occupation Tax and Application Fee becomes due and payable
March 1, 2022	Deadline for Submission of Application for OTC
April 1, 2022	Deadline for Payment of Occupation Tax and Application Fee
May 1, 2022	10% Penalty Added for Unpaid Occupation Taxes and Fees
May 13, 2022	Citations will be issued for businesses operating without renewing their OTC under <i>Section 34-1(b) Failure to obtain an occupation tax certificate.</i>
June 1, 2022 and the 1 st day of each month thereafter	1.5% Interest Added for Unpaid Occupation Taxes and Fees based on the balance due the last day of prior month.
June 8, 2022	Hearings for Citations to be held in Municipal Court

What do I need to do?

Become a Collaborator! The role that an applicant has within the MyGov system is the role of Collaborator. Prior to making an application for a new OTC or renewal OTC, the person responsible for making the application will need to create a MyGov online account to become a Collaborator. MyGov's

intuitive Collaborator Portal allows you to participate directly with an agency such as the City of Berkeley Lake, and is equipped with a Dashboard that automatically updates in real time, allowing you to stay up to date on the status of your OTC application.

There are two ways to become a collaborator:

- 1) The City of Berkeley Lake may extend an invitation to an individual with whom we would like to collaborate.
- 2) A person may request access to collaborate with the City of Berkeley Lake by creating a new Collaborator account.

During Early January 2022, the City of Berkeley Lake will be emailing an *Invitation to Collaborate* to the person who applied for and was granted an Occupation Tax Certificate on behalf of your business in 2021.

Use the instructions on the following pages to become a collaborator and renew an OTC.

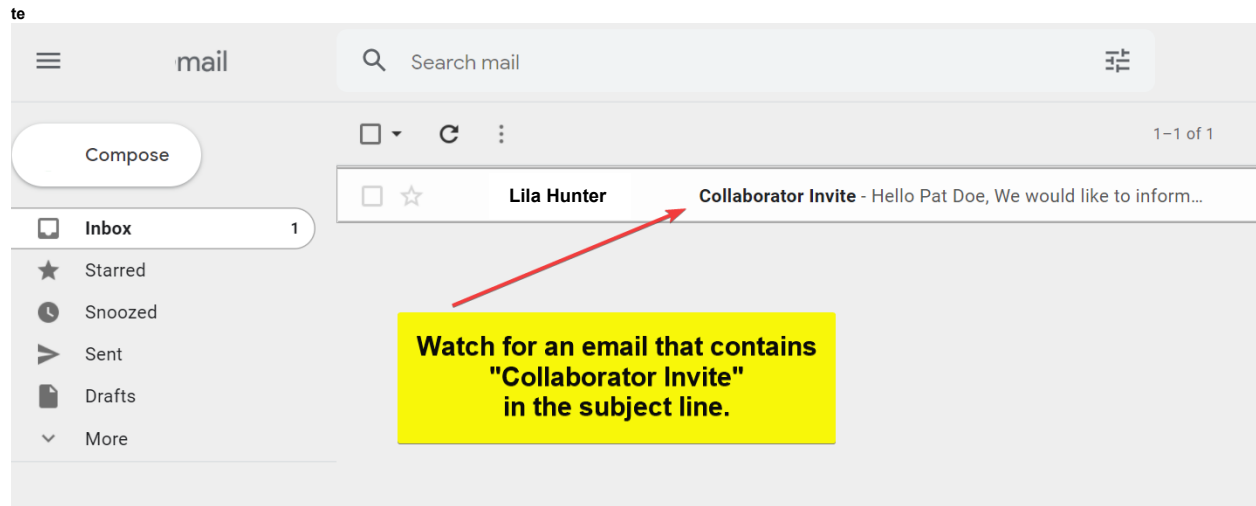
Overview - Renewing an Occupation Tax Certificate (Business License)

The table below provides an overview of the entire process of renewing your Occupation Tax Certificate (OTC) for an additional year.

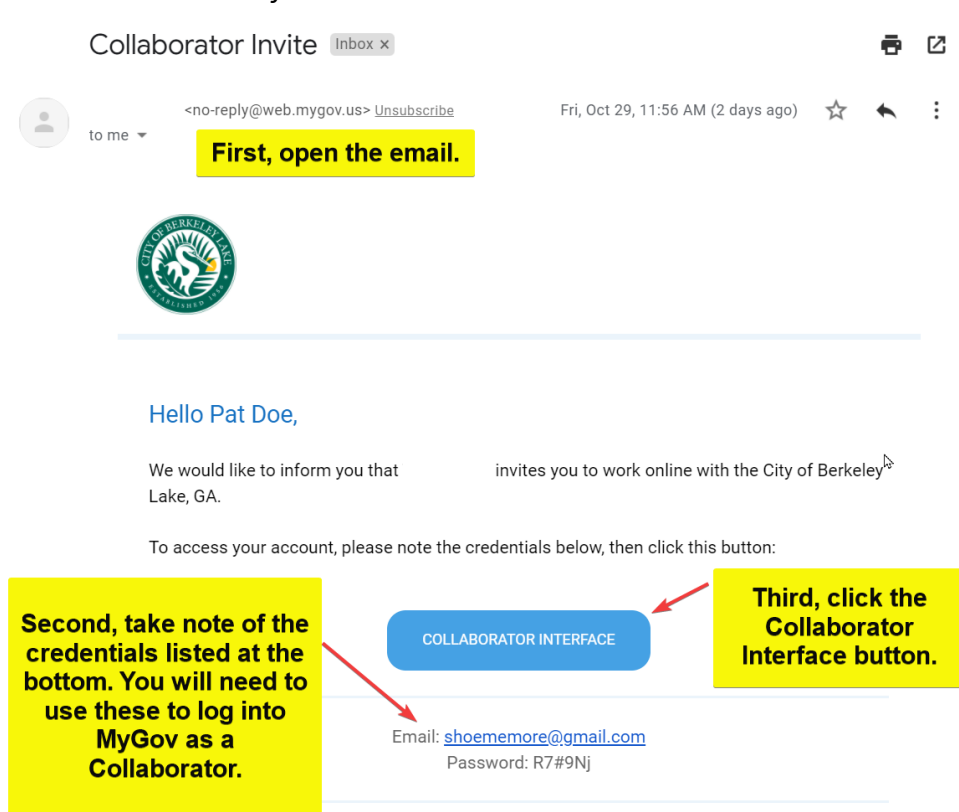
Step	Description	Section
Become a MyGov Collaborator	To renew an Occupation Tax Certificate (OTC or Business License) you must first become a Collaborator on the MyGov website.	1
Login to MyGov	Begin the OTC Renewal process by logging in to web.mygov.us as a Collaborator.	2
Locate your current OTC	To renew an OTC, you must find the current one and click the Renew button to access the application for renewal.	3
Review, print and complete Knowledge items listed at the top of the application.	<p>Knowledge items are documents that are required, conditionally required, or recommended.</p> <ul style="list-style-type: none"> Review all Knowledge items to be sure you have used all that apply. The SAVE Affidavit and E-Verify Affidavit must be printed, completed, and signed in the presence of a Notary before uploading. Photo ID required. The Worksheet provides guidance and examples for calculating your FTE employees and tax, if applicable. 	4
Complete renewal application and submit the request for renewal. Complete by March 1	<ul style="list-style-type: none"> Review the data that was pre-filled from your last application to be sure that it is still correct. Make changes to any data that is incorrect. Upload affidavits, your photo ID and any other required documents applicable to your business. Add NAICS code or codes to your application. Click Request Renewal License button to submit your application. 	5
Expect a response within 10 business days.	Email responses may include confirmation of receipt, request for submission of corrected or additional documents or an invoice for taxes and fees due.	
Respond to Correction Items	If requested, log into MyGov to provide additional or corrected information or documents.	6
Pay invoice for taxes and fees. Complete by April 1	Follow instructions in the invoice email to pay by credit card (fees apply) or mail a check to City Hall. Make checks payable to City of Berkeley Lake and mail to 4040 S. Berkeley Lake Rd, Berkeley Lake, GA 30096.	7
Receive your Occupation Tax Certificate.	You will be notified by email when your OTC is ready. Log into MyGov to print your certificate.	

Section 1 - Accepting an Invitation to Collaborate

1) An invitation email will be sent to you from an employee at the City of Berkeley Lake.

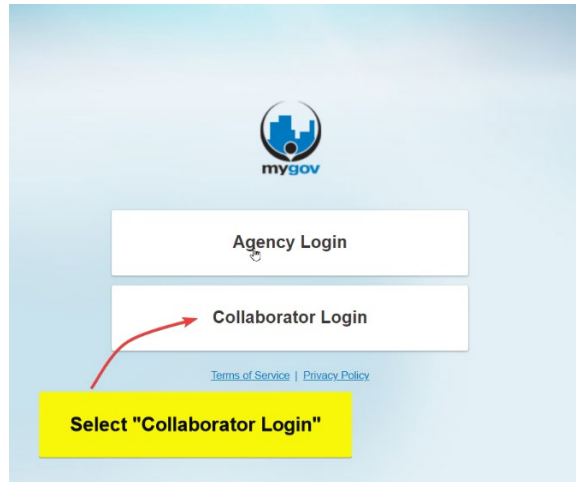


2) Click the "Collaborator Interface" button in the email

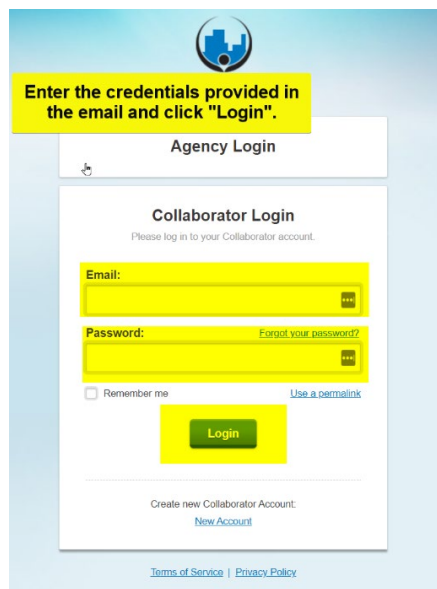


Note! If for reasons of security concerns, the link does not work or you do not wish to click on the link in the email, go to web.mygov.us in your internet browser.

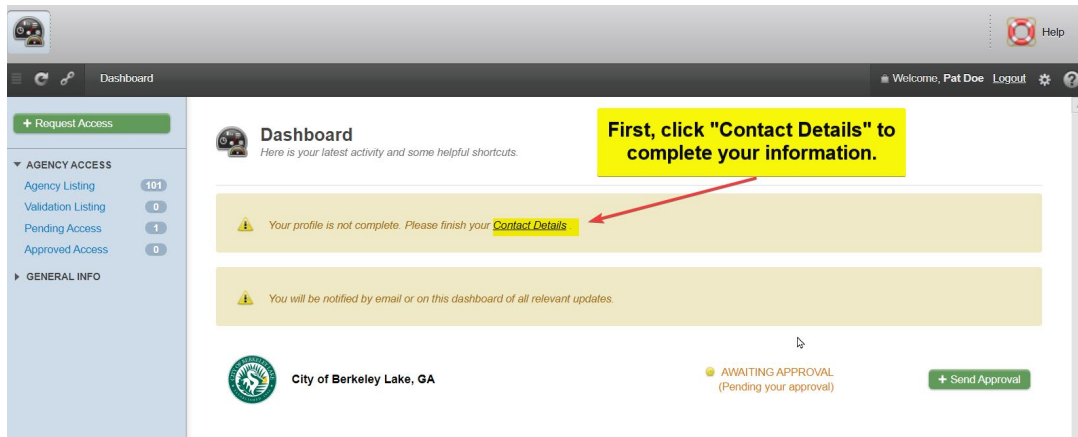
3) Select "Collaborator Login".



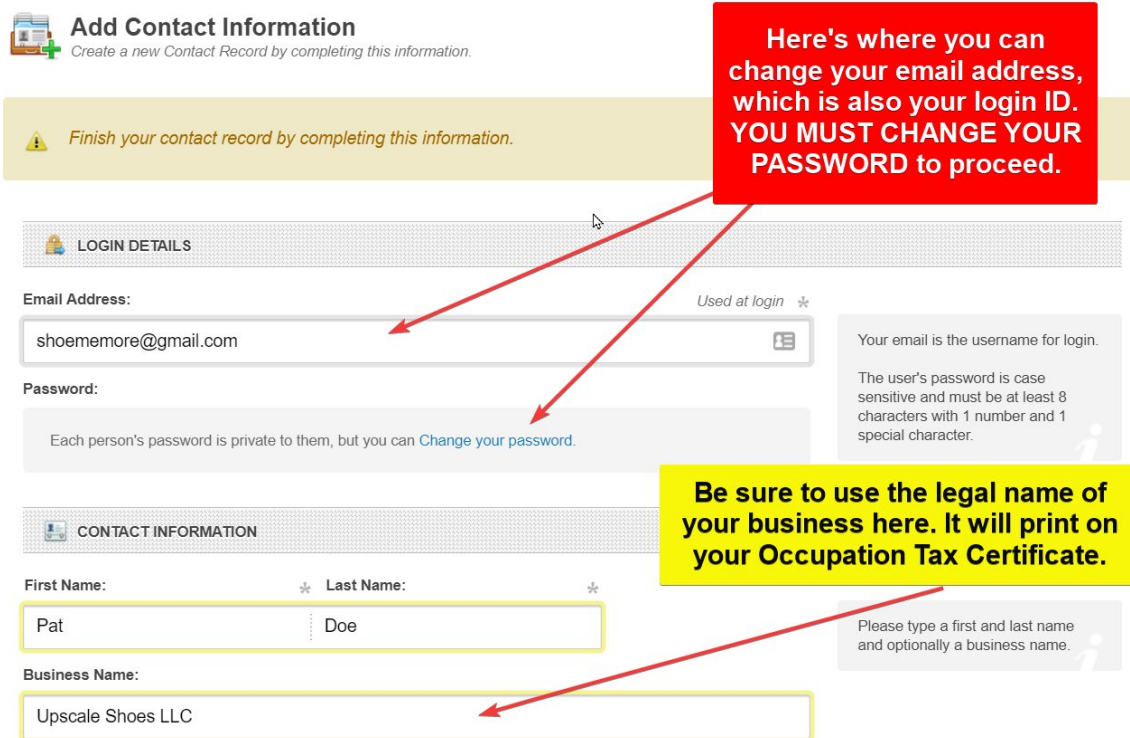
Using the email address and temporary password found in the email, log into the Collaborator Interface



4) You will see your Dashboard and be prompted to finish your "Contact Details".



Click this link and update information as needed. Start at the top and **scroll down to see all sections** of the "Add Contact Information" screen.



Phone: 4045551234 Mobile: 4045551234 Fax:

Website:

CONTACT PICTURE

Upload or Take a Photo
Add A Photo Use Webcam

PHYSICAL ADDRESS

Address: 4040 S Berkeley Lake Rd Nw PO:

Address Cont.: Apartment, suite, unit, building, floor, etc. Zip Code: 30096-3016

City: Berkeley Lake State: Georgia Country: United States

MAILING ADDRESS [Click here if you have a different mailing address from above.](#)

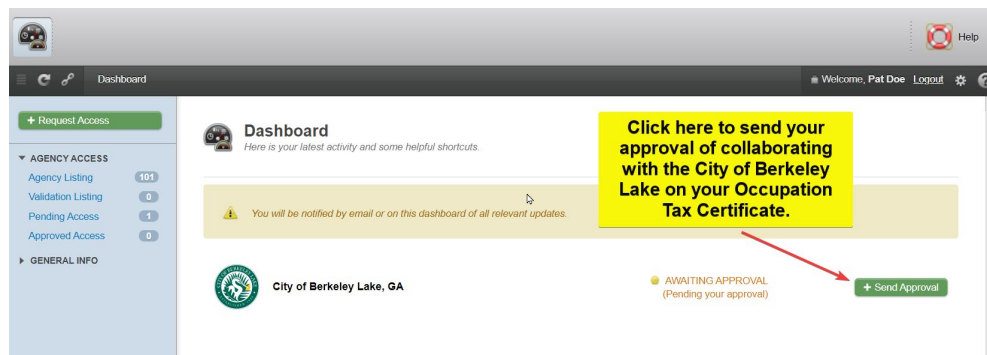
By default, the Mailing Address is the same as the Physical Address.
[Click here to add a different address](#)

Don't forget to click "Save Contact" when you're finished editing your contact information.

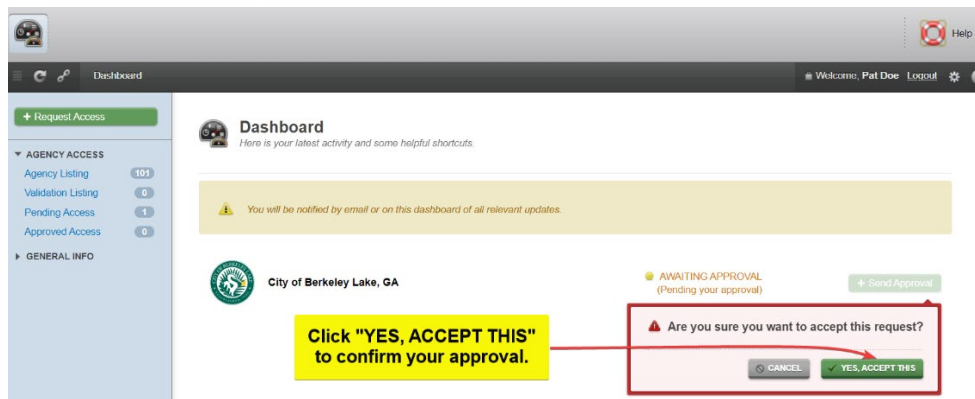
Cancel Save Contact

5) Click "Save Contact" at the bottom of the scrolling screen when finished You will be returned to the dashboard.

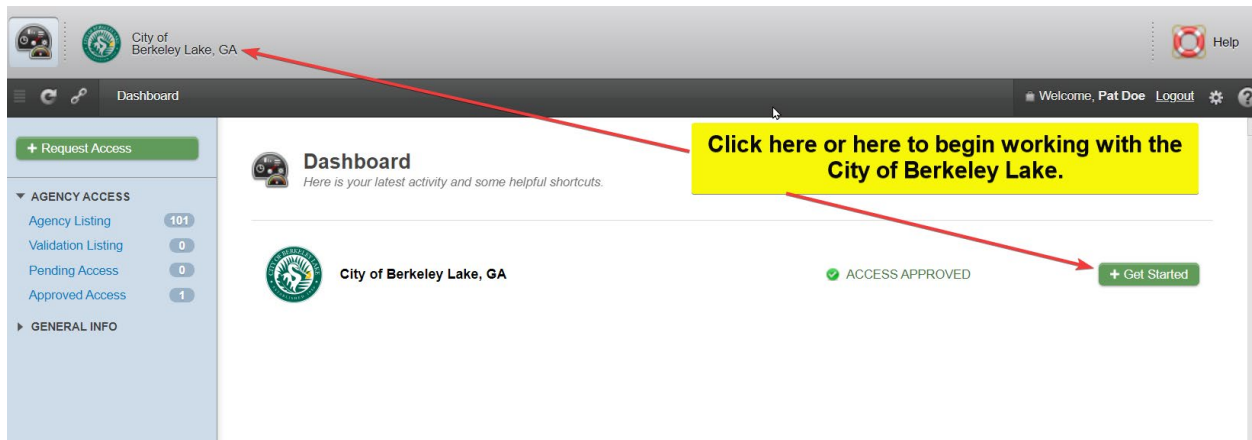
6) On your Dashboard, you will see the City of Berkeley Lake, as an agency that has requested to collaborate with you. To work with the City of Berkeley Lake, select "Send Approval"



7) Click "Yes, Accept This"

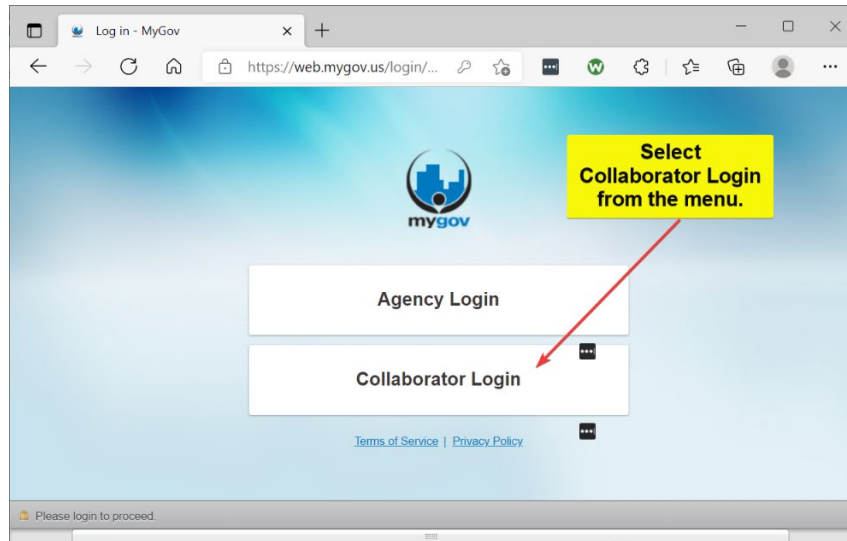


8) At the top left, next to your Main Dashboard icon, you will now see the City of Berkeley Lake appear. You may select the City of Berkeley Lake to begin working with us.

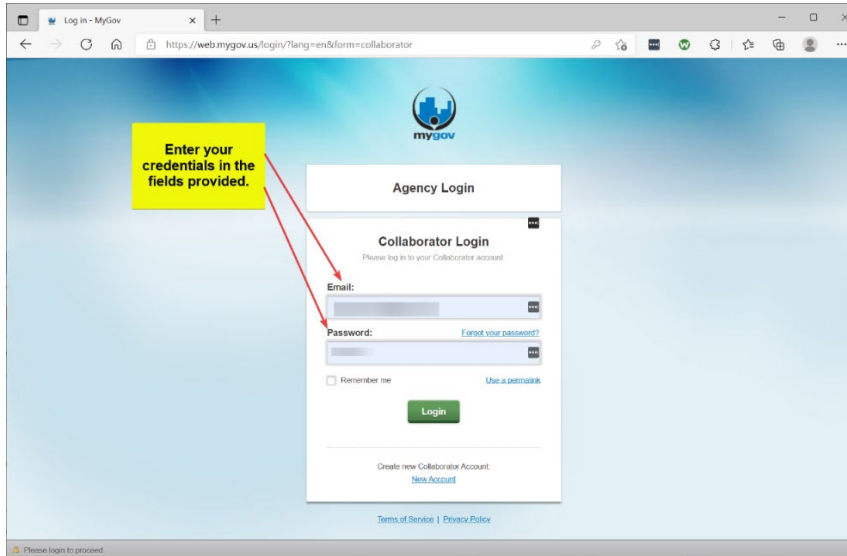


Section 2 – Logging In to MyGov

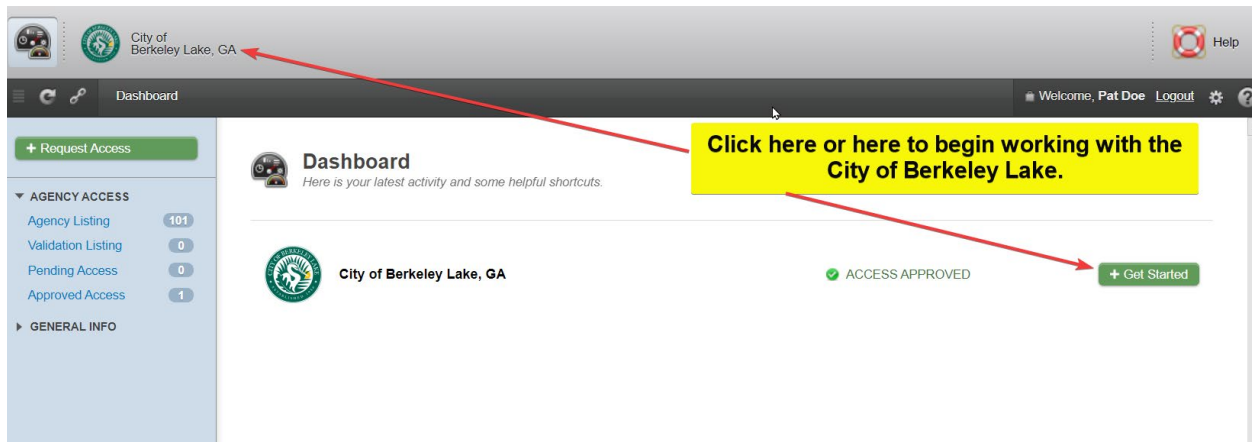
- 1) **If you are not already logged in**, login to MyGov at web.mygov.us. If you are already logged in, skip to step 4.
- 2) Select the Collaborator button to choose the role in which you are participating in the renewal process.



- 3) Enter your credentials into the login screen.

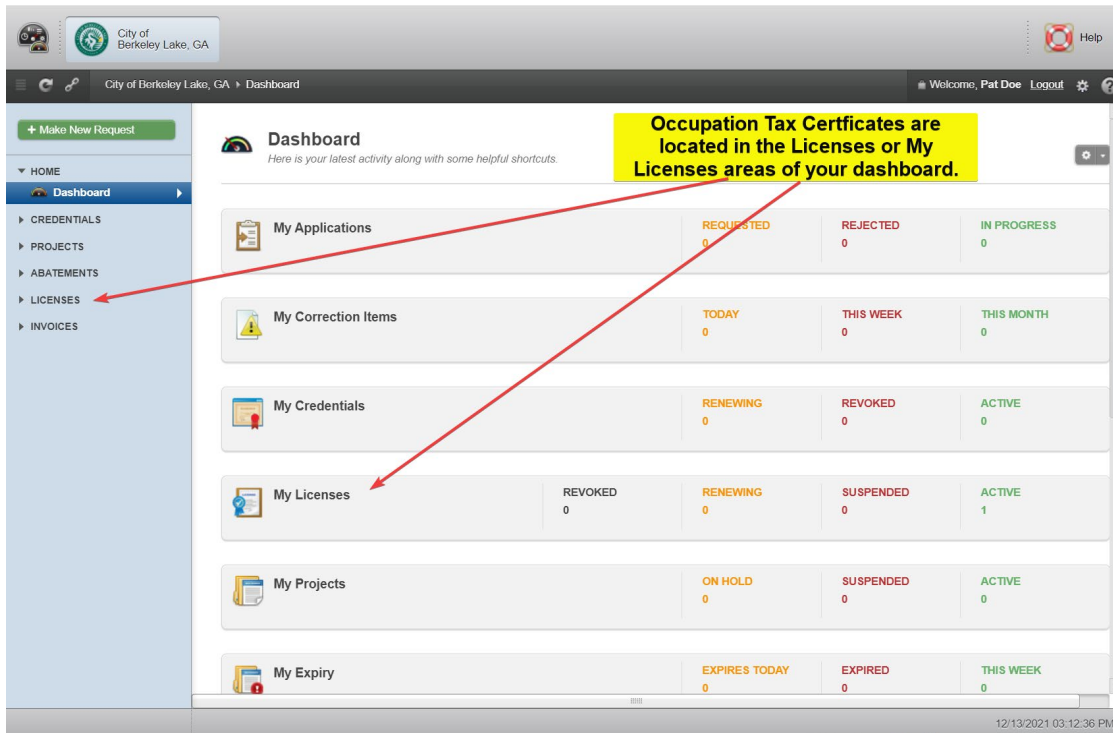


4) Select the jurisdiction with which you wish to work: **City of Berkeley Lake**.

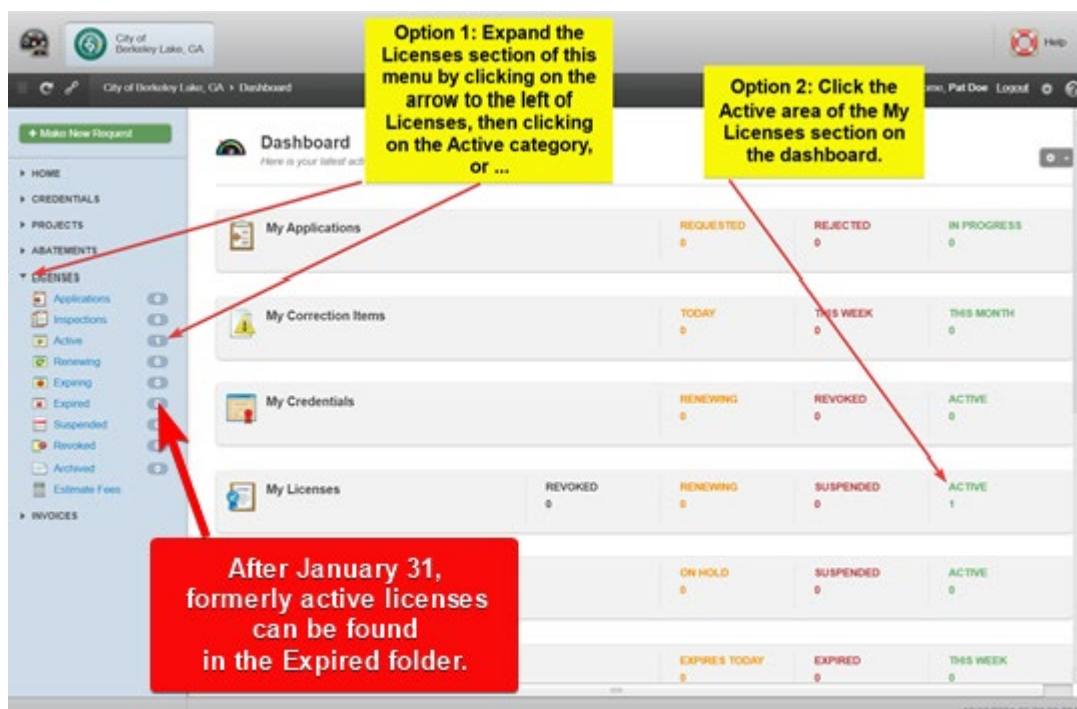


Section 3 – Find and Select Your Current Occupation Tax Certificate

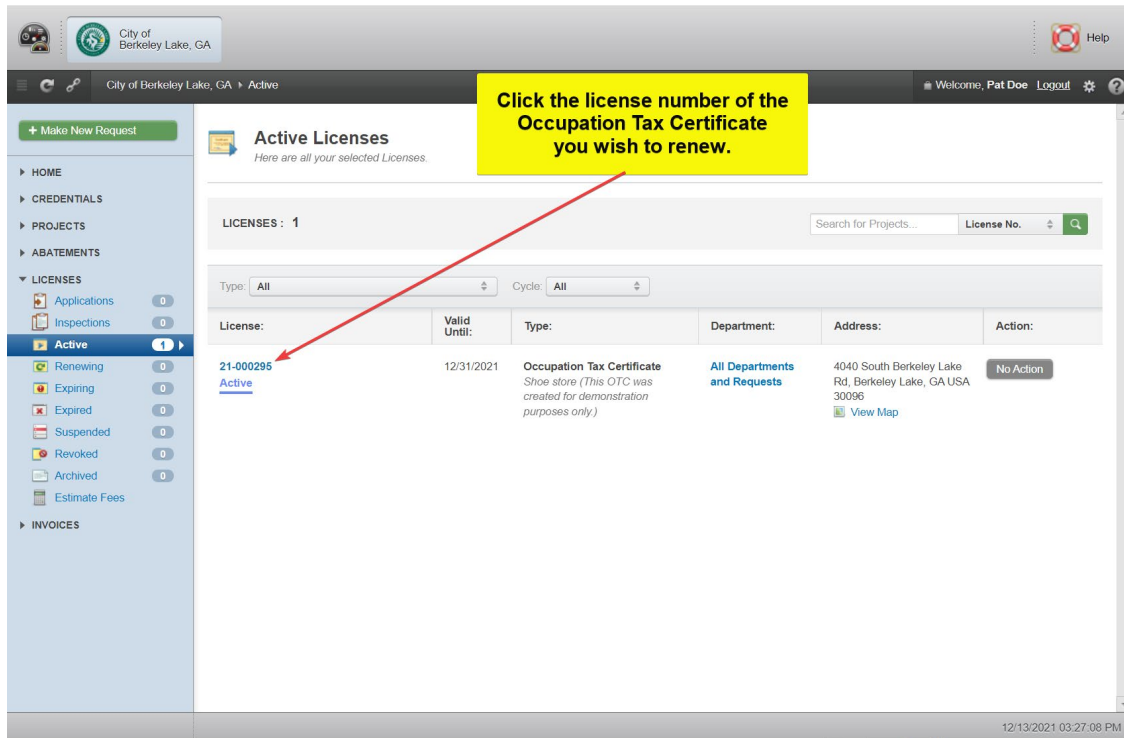
- 1) To locate the existing Occupation Tax Certificate you wish to renew, first select **Licenses** or **My Licenses**.



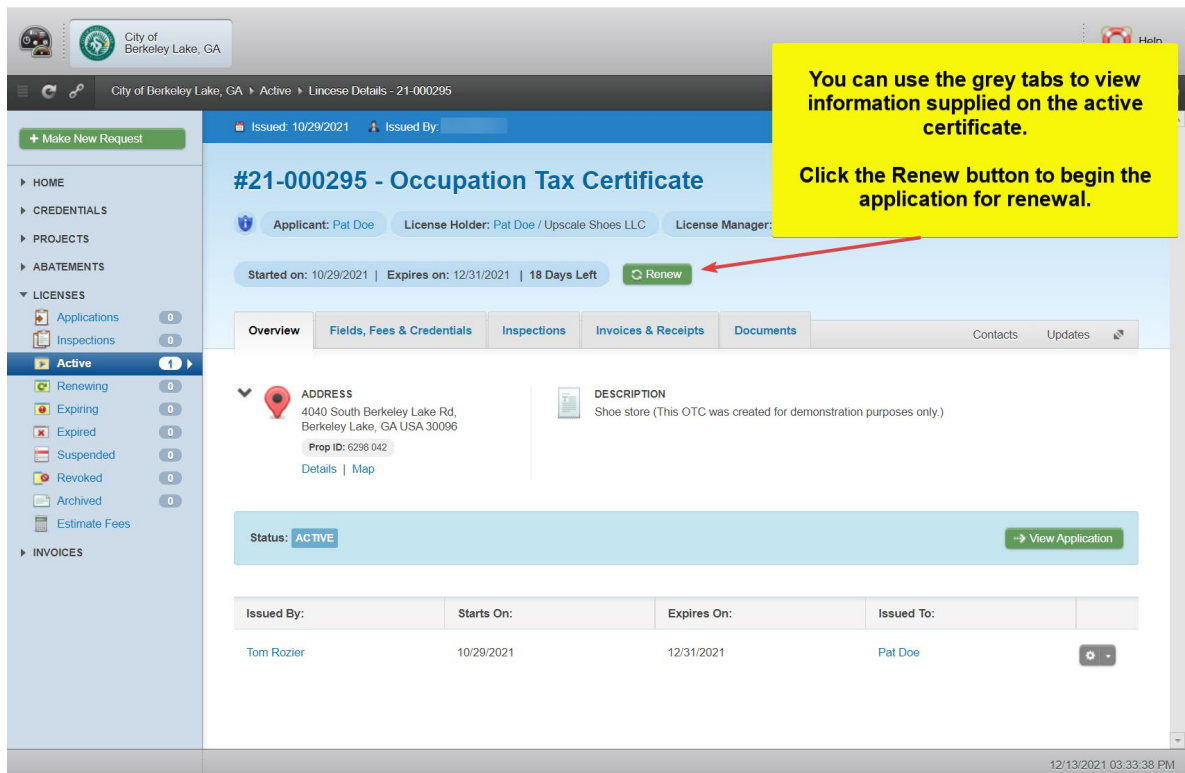
- 2) Use one of these methods for accessing a list of currently active or expired Occupation Tax Certificates.



3) Select the Occupation Tax Certificate you wish to renew by clicking on the license number.



4) Locate and click the **Renew** button to access the application for renewal.



5) Select **YES, RENEW IT**.

The screenshot displays the City of Berkeley Lake web portal interface. The main content area shows details for Occupation Tax Certificate #21-000295, issued on 10/29/2021 and expiring on 12/31/2021. A modal dialog box is open, asking "Are you sure you want renew this license?" with two buttons: "CANCEL" and "YES, RENEW IT". A yellow callout box with the text "Select Yes, Renew It option to continue." points to the "YES, RENEW IT" button. The left sidebar contains navigation options like HOME, CREDENTIALS, PROJECTS, ABATEMENTS, LICENSES, and INVOICES. The bottom right corner shows the date and time: 12/13/2021 03:39:48 PM.

Section 4 – Review, Print and Complete Knowledge Items

Note! Because there is offline activity that needs to be completed before proceeding with the renewal, this section describes the process for accessing Knowledge item documents in preparation for the actual renewal of the Occupation Tax Certificate.

- 1) Review Knowledge item documents to determine which documents apply to your OTC renewal application. *The SAVE Affidavit and the E-Verify (Private Employer) Affidavit are required for every renewal application every year.* Print the documents which apply to your application. It is highly recommended that you either print or view the *Worksheet – Occupation Tax Certificate Tax Calculation* document as it contains helpful information and examples of the tax calculation that will answer most questions pertaining to completion of the application form.

IMPORTANT!
 Knowledge items are documents intended to assist you with completing the application. Review the description of each one to determine whether it is a required, conditionally required, or recommended document.

The form is longer than your screen. Use the slider bar, tab button, scrolling mouse to view questions and buttons further down the form. The button to finalize the request is at the bottom of the form.

Renew License Request
 To request renewal for a license, complete the information below. Then, click the "Request Renewal License" button.

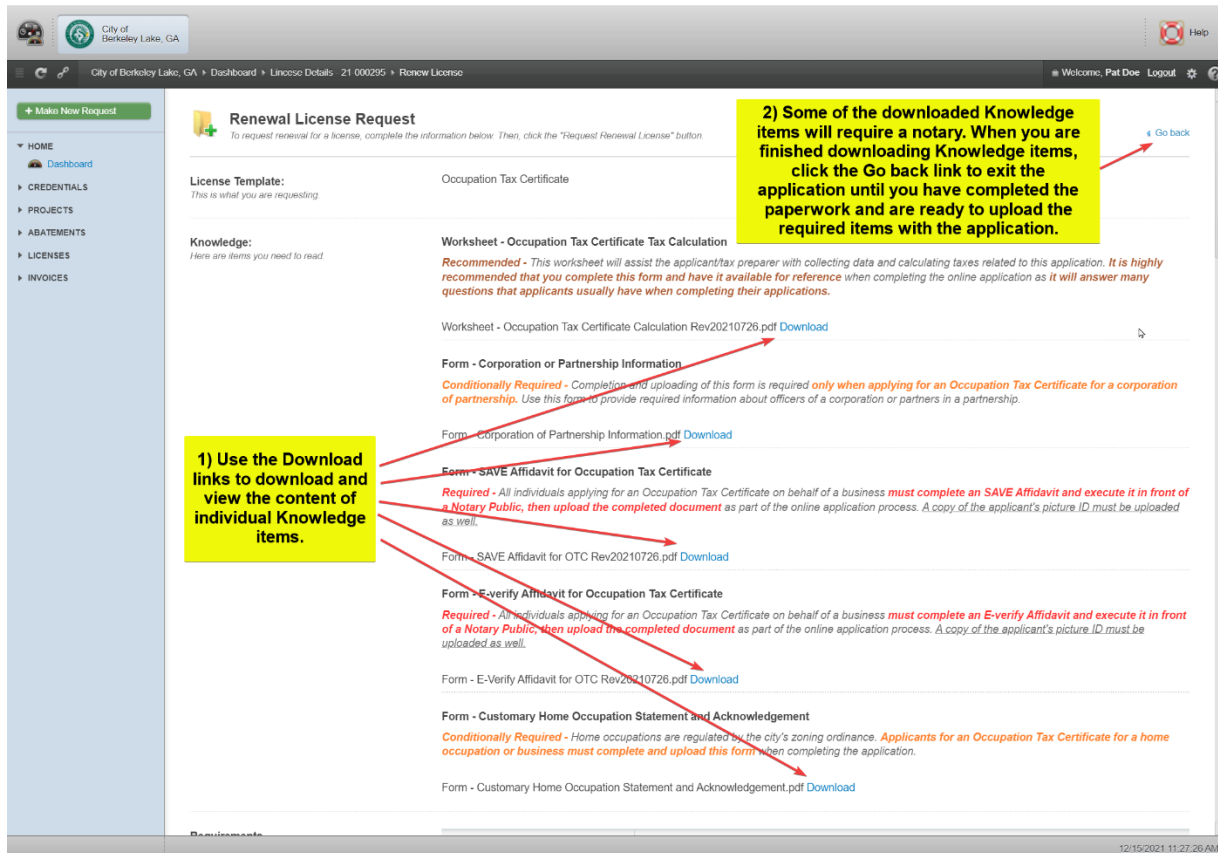
License Template: Occupation Tax Certificate
This is what you are requesting

Knowledge: Here are items you need to read

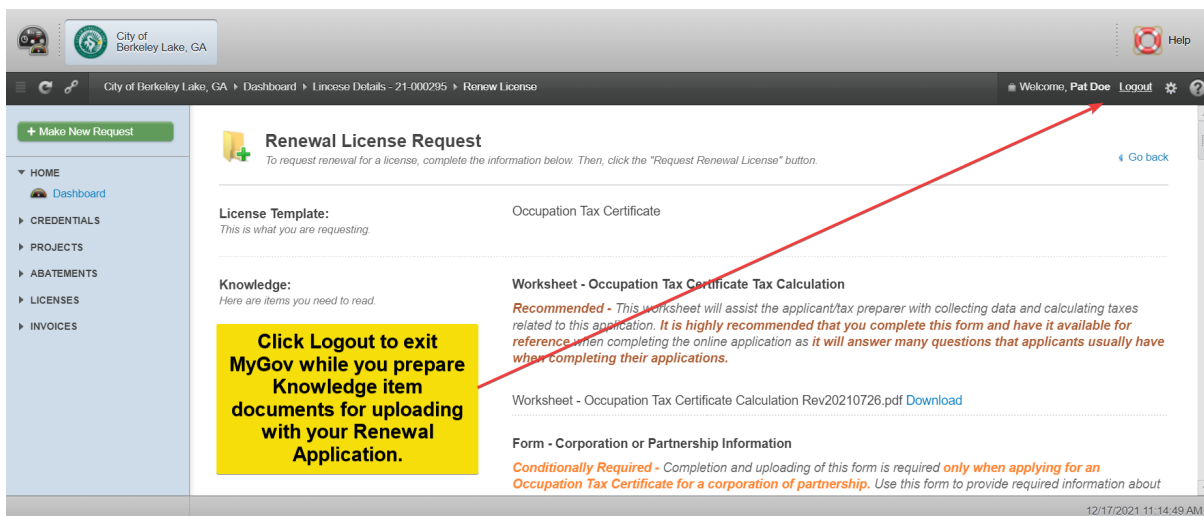
- Worksheet - Occupation Tax Certificate Tax Calculation**
Recommended - This worksheet will assist the applicant/tax preparer with collecting data and calculating taxes related to this application. It is highly recommended that you complete this form and have it available for reference when completing the online application as it will answer many questions that applicants usually have when completing their applications.
[Worksheet - Occupation Tax Certificate Calculation Rev20210726.pdf Download](#)
- Form - Corporation or Partnership Information**
Conditionally Required - Completion and uploading of this form is required only when applying for an Occupation Tax Certificate for a corporation of partnership. Use this form to provide required information about officers of a corporation or partners in a partnership.
[Form - Corporation of Partnership Information.pdf Download](#)
- Form - SAVE Affidavit for Occupation Tax Certificate**
Required - All individuals applying for an Occupation Tax Certificate on behalf of a business must complete an SAVE Affidavit and execute it in front of a Notary Public, then upload the completed document as part of the online application process. A copy of the applicant's picture ID must be uploaded as well.
[Form - SAVE Affidavit for OTC Rev20210726.pdf Download](#)
- Form - E-verify Affidavit for Occupation Tax Certificate**
Required - All individuals applying for an Occupation Tax Certificate on behalf of a business must complete an E-verify Affidavit and execute it in front of a Notary Public, then upload the completed document as part of the online application process. A copy of the applicant's picture ID must be uploaded as well.
[Form - E-Verify Affidavit for OTC Rev20210726.pdf Download](#)
- Form - Customary Home Occupation Statement and Acknowledgement**
Conditionally Required - Home occupations are regulated by the city's zoning ordinance. Applicants for an Occupation Tax Certificate for a home occupation or business must complete and upload this form when completing the application.
[Form - Customary Home Occupation Statement and Acknowledgement.pdf Download](#)

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- Use the Download links to download and view the content of individual Knowledge items. You may find it helpful to scroll down through the remainder of the Renewal Application form to refresh your memory as to the various fields and requirements of the application, but do not attempt to submit the application at this time. At this point, you will want to exit the Renewal Application while you complete your affidavits and prepare any other applicable documents for uploading.



- Click Logout in the upper right corner of your screen to exit MyGov.



NOTE! FOLLOW THE DIRECTIONS BELOW CAREFULLY TO MAKE SURE YOU ARE PREPARED FOR SUBMITTING THE APPLICATION.

- 4) Prepare documents for uploading with your application by completing each document and **scanning each document into an individual file**. There will be a separate upload for each of these documents.

Document	Conditions Under Which Document is Required
Worksheet – Occupation Tax Certificate Tax Calculation	Recommended, but not required. Use the Occupation Tax Certificate Tax Calculation worksheet to determine information which will be required when you submit your Renewal Application and to determine the tax you will be required to pay. Many questions applicants have are answered on this worksheet.
Form – Corporation or Partnership Information	If your Occupation Tax Certificate is for a business that is a corporation or a partnership, complete the Corporation or Partnership Information form to provide information about your officers or partners.
Form - Save Affidavit for Occupation Tax Certificate	All applications require this document to be completed. <u>Be sure to wait until you are in front of a Notary to sign the affidavit.</u>
Photo ID	All applications require a copy of an appropriate Photo ID to accompany the SAVE Affidavit. Make a copy of the front and back of the applicant’s appropriate secure and verifiable photo ID. To determine which photo ID is appropriate for the applicant, see Section 1 of the SAVE Affidavit form
Form - E-Verify Affidavit for Occupation Tax Certificate	All applications require this document to be completed. <u>Be sure to wait until you are in front of a Notary to sign the affidavit.</u> This form is sometimes referred to as a Private Employer Affidavit.
Form - Customary Home Occupation Statement and Acknowledgement	If your Occupation Tax Certificate is for a business or occupation located on residentially zoned property, the applicant must complete and sign a copy of this form.
State License	If the Occupation Tax Certificate is for a business that is regulated by Title 43 of the Official Code of Georgia Annotated, you’ll need to have a copy of your state license.

Section 5 – Completing and Submitting Renewal Application

- 1) Follow the instructions in Sections 2 and 3 to log back into MyGov and locate the Occupation Tax Certificate you wish to renew.
- 2) Familiarize yourself with the Renewal Application Form. Review the data that was pre-filled from your last application to be sure that it is still correct. Make changes to any data which is incorrect for the renewal period.

Renewal License Request
To request renewal for a license, complete the information below. Then, click the "Request Renewal License" button.

License Template: Occupation Tax Certificate
This is what you are requesting.

Requirements
These are the requirements.

Field Name:	Value:
Business Trade Name* <i>Enter the name under which your business operates. A trade name is often referred to as a db/a which stands for "doing business as." Enter the trade name of your business in this field. If your business uses it's legal name as its trade name, enter the legal name of the business in this field.</i>	Berkeley Lake Footwear
Business began in Berkeley Lake <i>Enter the date this business began operating in the City of Berkeley Lake.</i>	January 4, 2021
Is this business the first business to operate at this location?	<input type="radio"/> NO
If no, who was the last tenant? <i>If you know the name of the last tenant to operate at this location, please enter it here.</i>	
Federal Employer Identification Number* <i>An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.</i>	89-1234567
Georgia Sales Tax Number <i>Any individual or entity meeting the definition of "dealer" in O.C.G.A. § 48-8-2 must register for a sales and use tax number and certificate of registration regardless of whether all sales will be online, out of state, wholesale, or exempt from tax. This field is only required if you are required to have a Georgia Sales Tax Number.</i>	567123

Callout Boxes:

- Top Right:** The renewal form is longer than your screen. You will need to use the slider bar or your scrolling mouse to access questions and buttons further down the form.
- Left Side:** Pay close attention to instructions on the form. Most questions on the form have an explanation or guidance on what information is appropriate as an answer.
- Bottom Left:** If the answer to a question or upload is required, there will be an asterisk to denote that.
- Right Side:** For your convenience, many questions on the form will be pre-filled with information you provided on your last application.

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3) Upload the Corporation or Partnership Form if applicable.

The screenshot shows the 'Business Ownership Type' section of the license renewal form. The dropdown menu is set to 'Sole Proprietor'. Below it, there is a section for uploading a document, with a button labeled 'Upload A Document'. A yellow callout box with the text 'Conditionally Required Item! Follow these instructions if applicable.' has an arrow pointing to the upload section. The instructions state: 'Upload: Form - Corporation and Partnership Information. Use the form in the Knowledge Items section linked above to provide the names of all officers or partners, their titles and mailing addresses. You may use the upload button to upload more than one file, if needed.' Accepted file types are listed as RTF, TXT, CSV, PDF, JPG, JPEG, GIF, PNG, TIFF.

4) Enter employee quantity information.

The screenshot shows the employee quantity section of the license renewal form. It includes four input fields: 'A) # of Full Time Employees' (value: 5), 'B) Part-time Employees (expressed as Full-time Equivalents)' (value: 3), 'C) # of Full-Time Equivalents (A) + (B)' (value: 8), and 'FTE Deduction' (value: 2). Below these is a calculated field 'D) # of FTE's for Tax Calculation' (value: 6). A yellow callout box contains the text: 'If you have questions regarding the A thru D section of the form, the worksheet available in the Knowledge section at the top of this form provides calculation examples and assistance. You will not need to provide input for items C and D as those are calculated fields.' Red arrows point from the callout box to the input fields for A, B, and C.

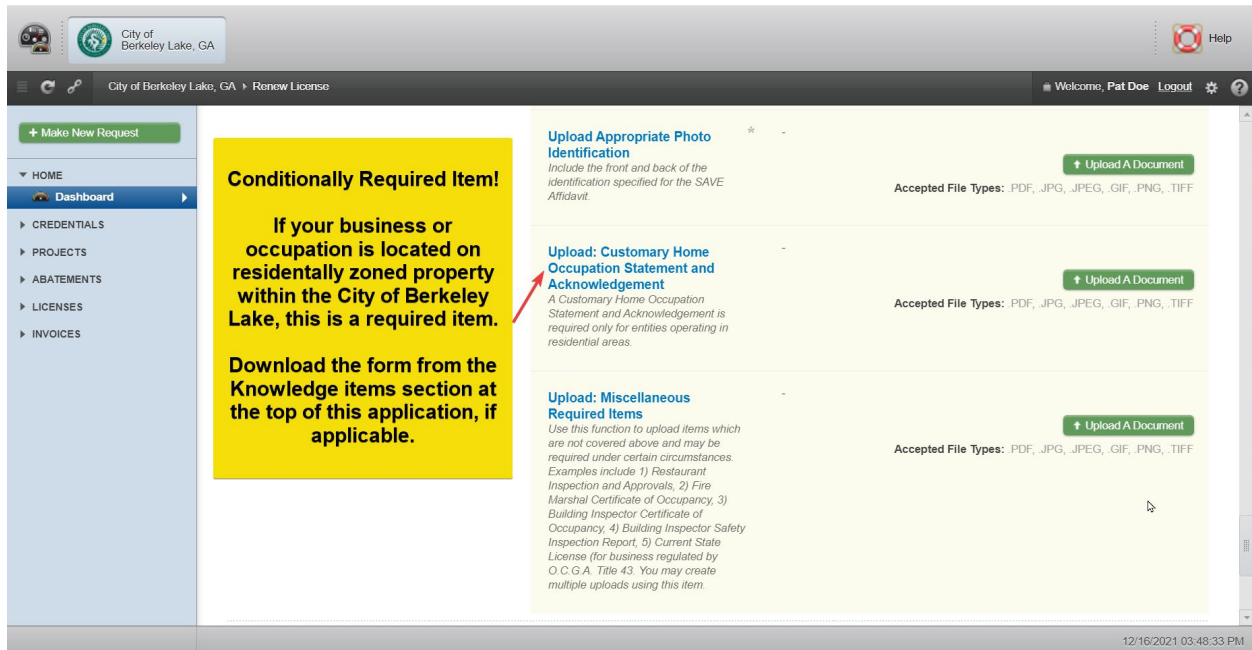
- 5) Upload required affidavits individually. Provide conditionally required E-Verify data if your business had more than 10 employees as of January 1 of the OTC year.

The screenshot shows the 'Renew License' application page. A red box highlights the 'Required Items!' section, stating: 'Every applicant must provide both SAVE and E-Verify (Private Employer) Affidavits. Those forms are available for downloading in the Knowledge section at the top of this application form.' Red arrows point from this box to the 'Upload: Form - SAVE Affidavit' and 'Upload: E-Verify Affidavit' sections. A yellow box highlights the 'Conditionally Required Items!' section, stating: 'While every applicant must complete an E-Verify (Private Employer) Affidavit, only businesses with more than 10 employees on January 1 of the Occupation Tax Certificate year must provide answers to E-Verify ID Number and E-Verify Date questions.' Red arrows point from this box to the 'E-Verify ID Number' and 'E-Verify Date' input fields. The form includes fields for 'E-Verify ID Number' (987654) and 'E-Verify Date' (January 4, 2021). Upload buttons and accepted file types (PDF, JPG, JPEG, GIF, PNG, TIFF) are visible for each section.

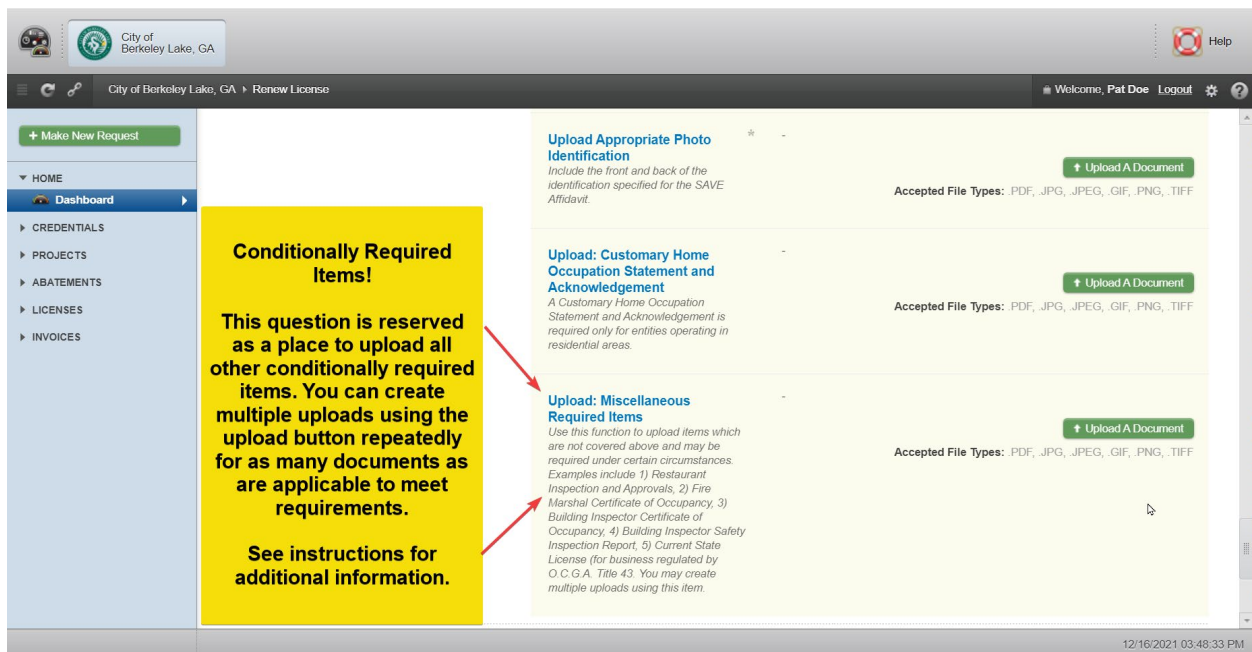
- 6) Upload your required Photo ID. See Section 1 of the SAVE Affidavit to determine acceptable forms of photo ID.

The screenshot shows the 'Renew License' application page. A red box highlights the 'Required Item!' section, stating: 'See Section 1 of the SAVE Affidavit downloaded from the Knowledge section at the top of this application to determine the appropriate Secure & Verifiable Identification Document to upload here.' A red arrow points from this box to the 'Upload Appropriate Photo Identification' section. The form includes sections for 'Upload: Customary Home Occupation Statement and Acknowledgement' and 'Upload: Miscellaneous Required Items'. Each section has an 'Upload A Document' button and lists accepted file types (PDF, JPG, JPEG, GIF, PNG, TIFF).

- 7) If your Occupation Tax Certificate is for a business or occupation located on residentially zoned property, upload that completed form.

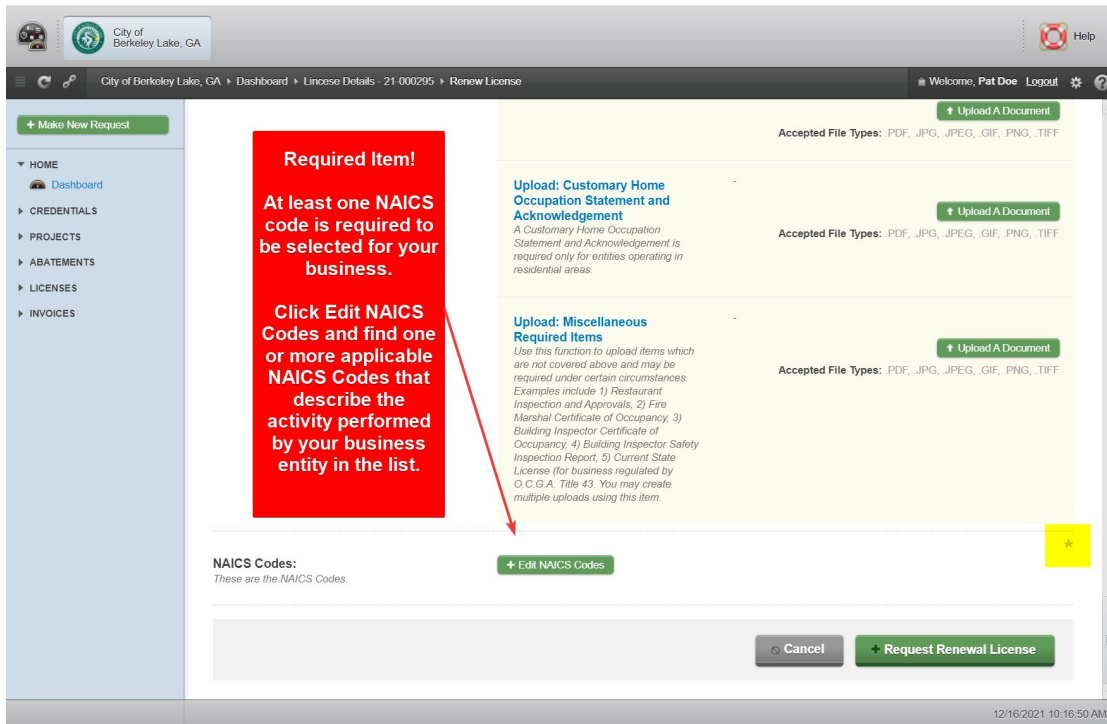


- 8) Upload other conditionally required documents as applicable.

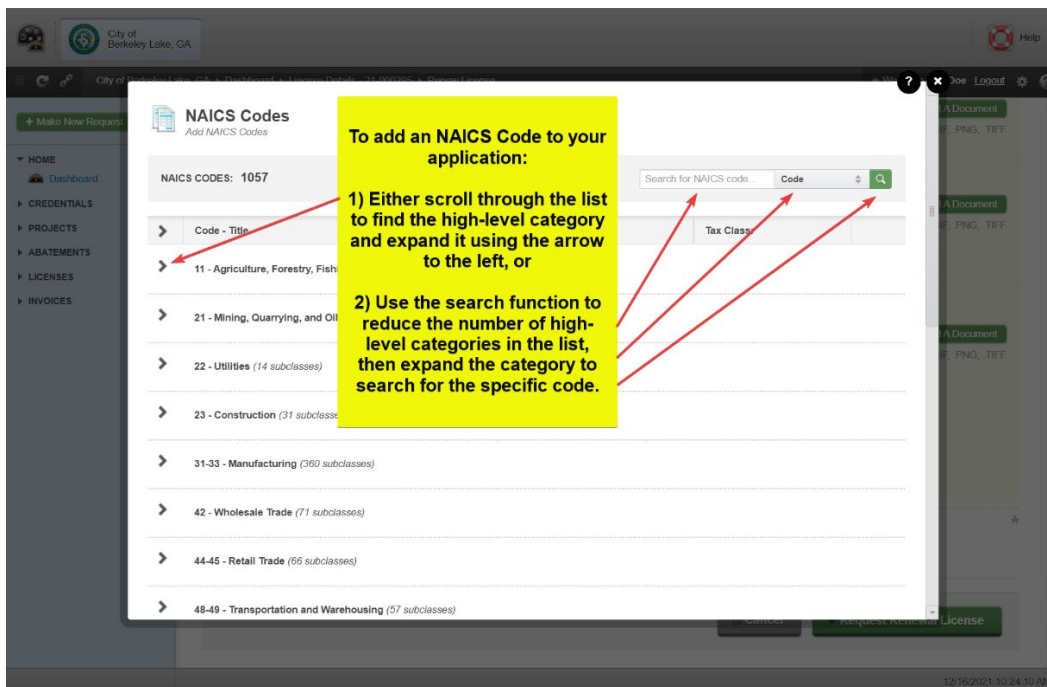


NOTE! While most businesses operate within a single NAICS code, it is possible to add more than one NAICS code if that situation applies to your business.

9) Add NAICS code or codes to your application. Follow the instructions contained in the images below to add NAICS codes to your application. Select **+ Edit NAICS Codes**.



10) Use these methods to search for your NAICS Code(s).



The screenshot shows a web application window titled "NAICS Codes" with the subtitle "Add NAICS Codes". At the top, there is a search bar containing the text "shoe" and a "Title" dropdown menu. Below the search bar is a table with columns "Code - Title" and "Tax Class". The table lists "44-45 - Retail Trade (1 subclasses)" and "448210 - Shoe Stores". A green plus sign (+) is visible in the bottom right corner of the "448210 - Shoe Stores" row. A yellow callout box with black text is overlaid on the screenshot, containing the following instructions:

In our shoe store example, we searched the "title" field for "shoe".

- 1) When you find the appropriate NAICS code, click the + symbol to add that NAICS code to your application.
- 2) Continue performing searches and adding NAICS codes until you are finished adding all NAICS Codes that apply to your business.

A red arrow points from the text in the callout box to the plus sign in the table.

This screenshot is identical to the one above, showing the "NAICS Codes" search interface. A yellow callout box with black text is overlaid on the screenshot, containing the following instruction:

When you are finished adding NAICS codes to your application, click the X in the upper right to close the search window and return to your application.

A red arrow points from the text in the callout box to the "X" button in the upper right corner of the search window.

City of Berkeley Lake, GA

City of Berkeley Lake, GA Dashboard License Details - 21-000295 Renew License Welcome, Pat Doe Logout

Use this function to upload items which are not covered above and may be required under certain circumstances. Examples include 1) Restaurant Inspection and Approvals, 2) Fire Marshal Certificate of Occupancy, 3) Building Inspector Certificate of Occupancy, 4) Building Inspector Safety Inspection Report, 5) Current State License (for business regulated by O.C.G.A. Title 43. You may create multiple uploads using this item.

Accepted File Types: .PDF, .JPG, .JPEG, .GIF, .PNG, .TIFF

NAICS Codes:
These are the NAICS Codes.

+ Edit NAICS Codes

NAICS Title:	NAICS Codes:	Tax Class:
Shoe Stores	448210	
Cosmetology and Barber Schools	611511	

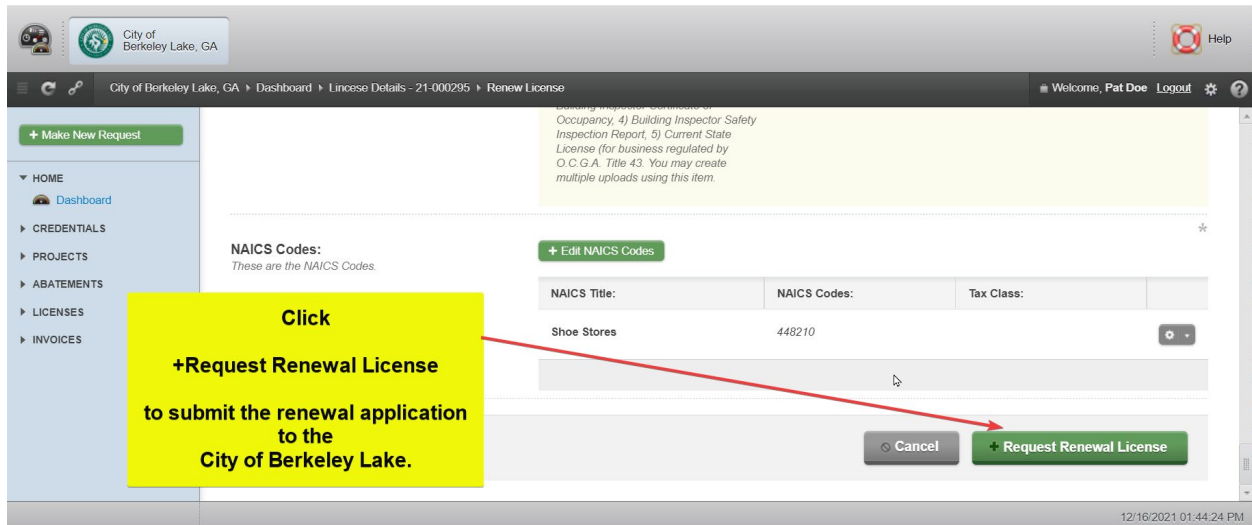
Cancel + Request Renewal License

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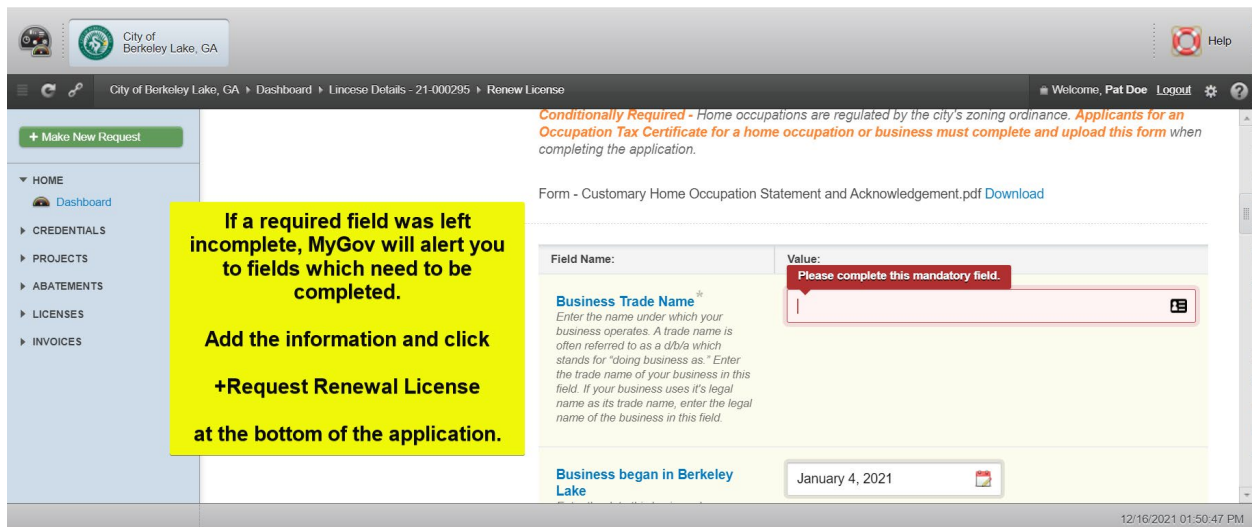
The NAICS codes you added in the search window will be displayed in a list at the bottom of your application.

If you discover that you added a NAICS code that does not apply to your business, use the gear icon beside that code to remove it.

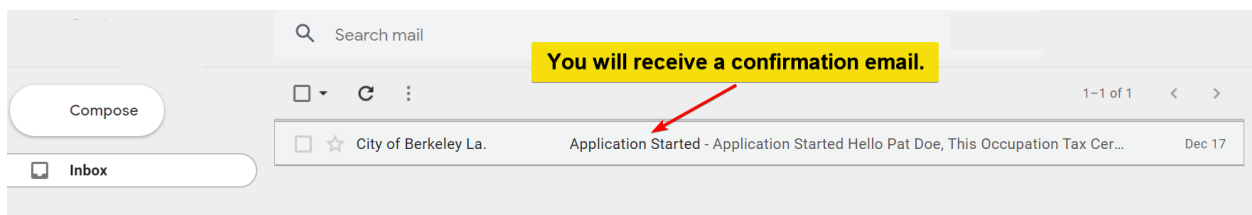
11) This is a good time to review your application to be sure all required items are included and all data is correct. If that’s the case, then click **Request Renewal License** button to submit your application.



12) MyGov will let you know if any required field or upload is missing. Correct any incomplete items and resubmit.

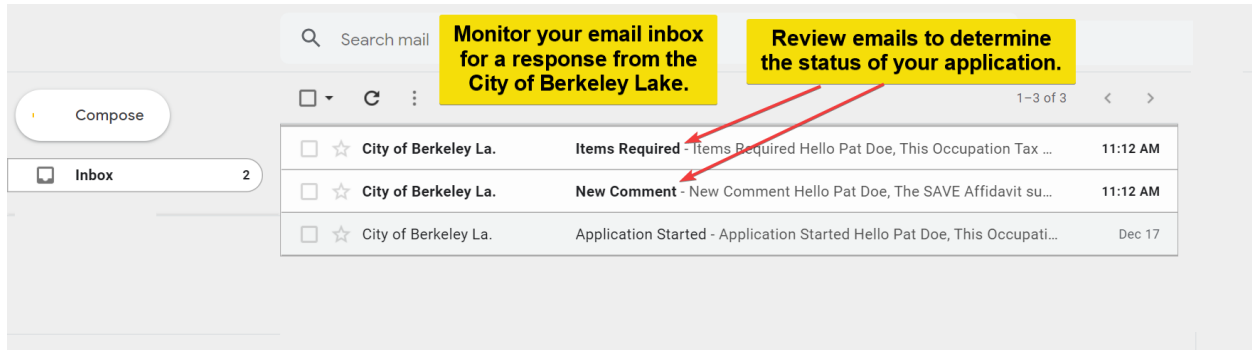


13) Monitor your email account for a response from the City of Berkeley Lake. You may receive multiple emails as your application goes through the process of review.

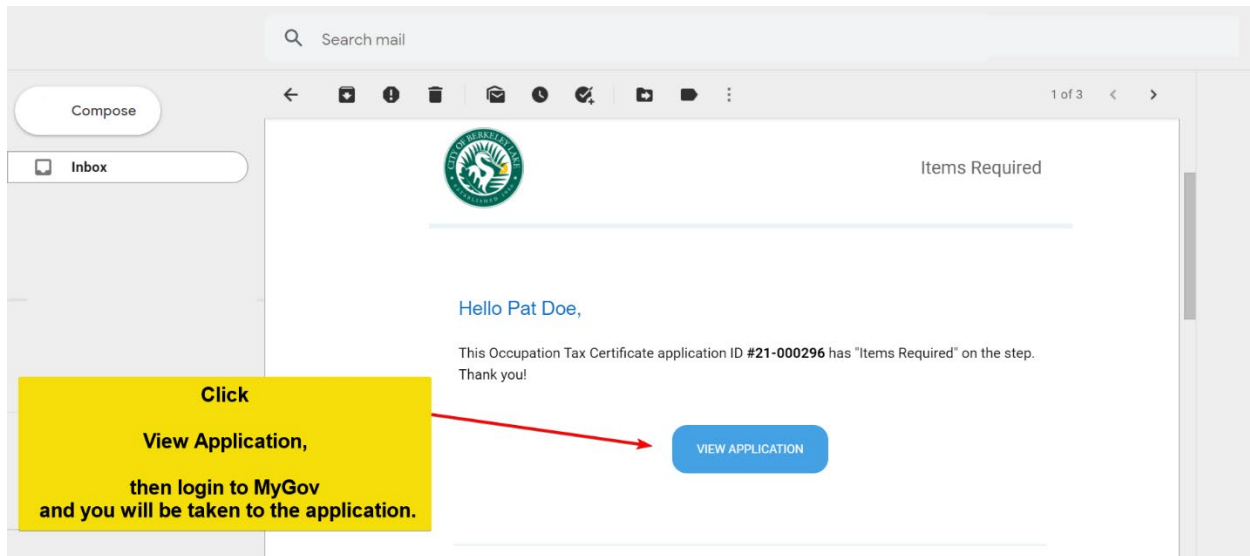


Section 6 – Addressing Correction Items or Items Required

- 1) Continue to monitor the email account you provided for further updates regarding the steps of processing your Renewal Application. If one or more items were missing or insufficient in the information or documents provided with the Renewal Application, you will receive email notices to that effect.



- 2) Be sure to review all emails as there may be comments which will assist you in understanding the specifics about what is required to satisfy a required item.
- 3) If you receive an email indicating *Items Required* or a *Comment*, click the **View Application** or **View Comment** link in the email.



- 4) If you are not already logged in to MyGov, you'll need to provide your credentials. Once you do, you will land in the Project Steps area of the Application Overview. Click the red circle which represents unresolved *Required Items*.

You will land in the Project Steps area of the Application Overview.

Click here to view unresolved Required Items.

STEP	Type	Assigned To	Status	Details
STEP 00	Renewal Request	Tom Rozier	Accepted	
STEP 01	Review Occupation Tax Certificate Application	Tom Rozier	1 Items Required	Add Comment
STEP 02	Payment Due		Payment	
STEP 03	Issue License		Standard	
STEP 04	Archive		Standard	

- 5) Work your way through the list of *Required Items* by clicking the [Comment](#) link on the right side of each item. You'll be able to view the *Required Item*, any *Comments* made by the City of Berkeley Lake staff, add your own comments and upload required documents to resolve each *Required Item*.

The screenshot shows the application portal for the City of Berkeley Lake. The main heading is "#21-000296 - Occupation Tax Certificate". Below this, there are tabs for "Overview", "Reviews", "Inspections", "Payments", and "Documents". The "Overview" tab is selected. Under "Overview", there are sections for "ADDRESS" (4040 South Berkeley Lake Rd, Berkeley Lake, GA USA 30096) and "DESCRIPTION" (Shoe store (This OTC was created for demonstration purposes only.)).

Below the overview, there is a "Correction Items" section with a sub-tab labeled "Correction Items 1". A table lists the correction items:

Step	Assigned User	Date and Duration	Status	Corrections
Review Occupation Tax Certificate Application	Tom Rozier	on 12/21/2021 at 12:39 PM	1 Items Required	1 0

Below the table, there is a detailed view of a correction item:

- Priority:** NORMAL
- Name:** SAVE Affidavit Required [O.C.G.A. Section 50-36-1]
- Status:** REQUIRED
- Activity:** 1 Comment

The detailed view includes the text: "You must provide a completed SAVE Affidavit signed by the applicant in the presence of a Notary. Section 1: Applicants must select 1 of the 3 options. Applicants who select option 2 or 3 in section 1 must complete the 'alien number' question in this..."

- 6) A window will display in your browser. **Note! You will need to scroll up and down in the window to be able to see all options and submit your work.**

The screenshot shows a web application interface for the City of Berkeley Lake, GA. The main content area displays a 'Comments for SAVE Affidavit Required' window. The window title is 'Comments for SAVE Affidavit Required' and it is attributed to 'Tom Rozier' on '12/21/2021 at 11:08 AM'. The priority is 'NORMAL' and the status is 'REQUIRED'. The window contains the following text: 'You must provide a completed SAVE Affidavit signed by the applicant in the presence of a Notary. Section 1. Applicants must select 1 of the 3 options. Applicants who select option 2 or 3 in section 1 must complete the 'alien number' question in this section. Section 2. All applicants must describe the secure and verifiable document in this field and provide a front and back copy of that document with the affidavit. Sections 3 and 4: The signature in the CERTIFICATION portion of the affidavit must be notarized at the time of signing. The applicant should be sure to wait until they are in front of a Notary to sign the affidavit. A front and back copy of the appropriate ID required for a SAVE Affidavit must be uploaded as well.' Below the text is a comment from Tom Rozier: 'The SAVE Affidavit submitted with the application was not notarized. Please complete a new SAVE Affidavit and sign it in the presence of a Notary and upload it here.' Below the comment is a rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the editor is a 'Notify:' dropdown menu with the text 'Select from the list'. At the bottom of the window, there is a green button. The background of the application shows a sidebar with navigation options: HOME, Dashboard, CREDENTIALS, PROJECTS, ABATEMENTS, and LICENSES. The top navigation bar includes 'City of Berkeley Lake, GA', 'Application Details - 21-000296', 'Welcome, Pat Doe', and 'Logout'. The bottom right corner of the application shows the date and time: '12/21/2021 12:53:13 PM'.

A window will display in your browser. Be sure to scroll to the top if needed.

This window will display the Required Item as well as any comments about the requirement.

More options are available by scrolling down within the window.

You can add comments, upload files and submit both with the green button at the bottom of the window.

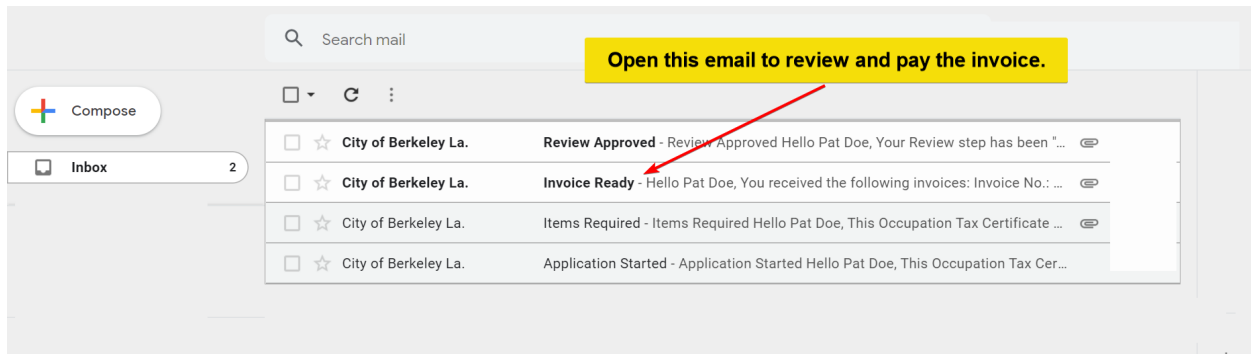
- 7) You will be able to view the *Required Item*, add your comment(s), select a recipient and upload file(s), then submit the form using the **Comment** button at the bottom of the form.

The screenshot displays a web application interface for the City of Berkeley Lake, GA. The main content area shows a notification: "The SAVE Affidavit submitted with the application was not notarized. Please complete a new SAVE Affidavit and sign it in the presence of a Notary and upload it here." Below this is a rich text editor with a toolbar and a text area containing the instruction "Write your comments in this area." A red box with white text says "Don't forget to select a recipient from this list. It's usually best to send your response to the last person who added a comment above." with an arrow pointing to a "Notify:" dropdown menu. Below the dropdown is an "Attachments:" section with a file upload area showing "DemoDoc.pdf (46.65 KB)" and buttons for "Upload A File" and "Use Webcam". A yellow box says "Use this area to attach documents and upload them." with an arrow pointing to the upload area. At the bottom, a yellow box says "Use the Comment button to submit your response." with an arrow pointing to a green "Comment" button. The interface also shows a sidebar with navigation options like "HOME", "DASHBOARD", "CREDENTIALS", "PROJECTS", "ABATEMENTS", "LICENSES", and "INVOICES". The top navigation bar includes "City of Berkeley Lake, GA", "Application Details - 21-000296", and "Welcome, Pat Doe".

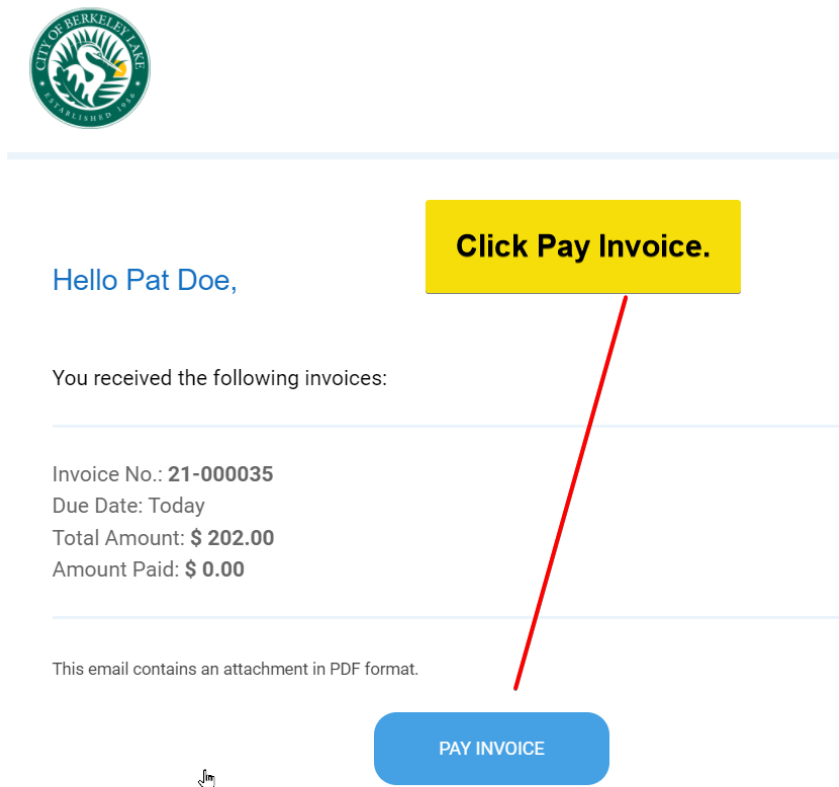
- 8) Repeat Steps 5 through 7 until you have resolved all remaining Required Items.
- 9) City staff will review your responses and evaluate them as to whether each response satisfies the associated Required Item.
- 10) Monitor your E-mail inbox for further communication from the City of Berkeley Lake.

Section 7 – Paying an Invoice – Taxes & Fees

1) Locate and open the invoice email from the City of Berkeley Lake.

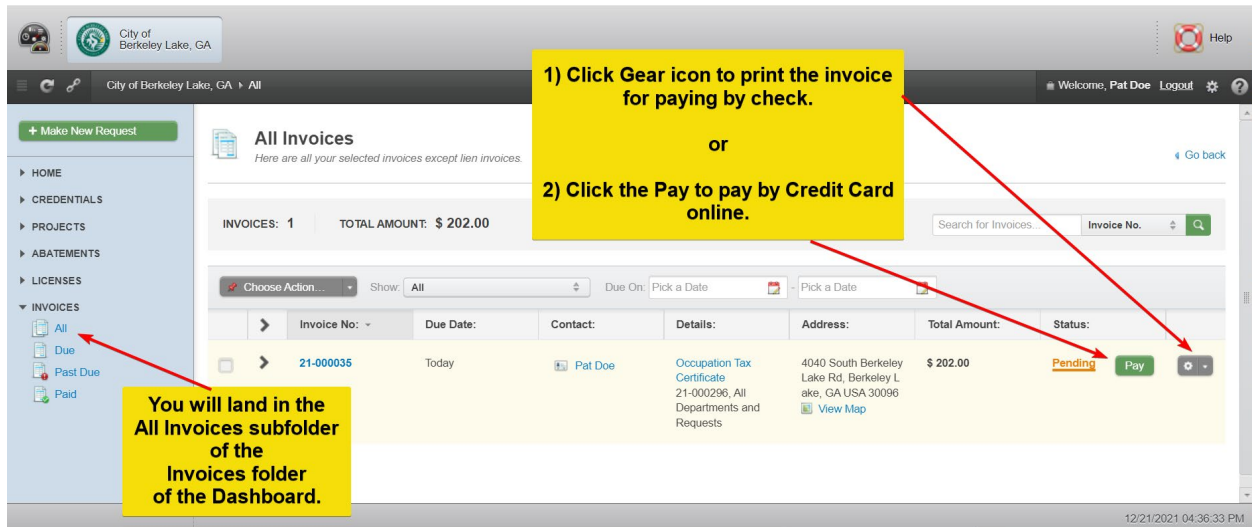


2) Click the **Pay Invoice** button in the email.



3) If you are not currently logged into MyGov, you will be asked for your credentials to log in.

4) You will land in the *All Invoices* subfolder of the *Invoices* folder.



5) If paying by check, click the gear icon to the right of the invoice you wish to pay and select **Print** to print the invoice.

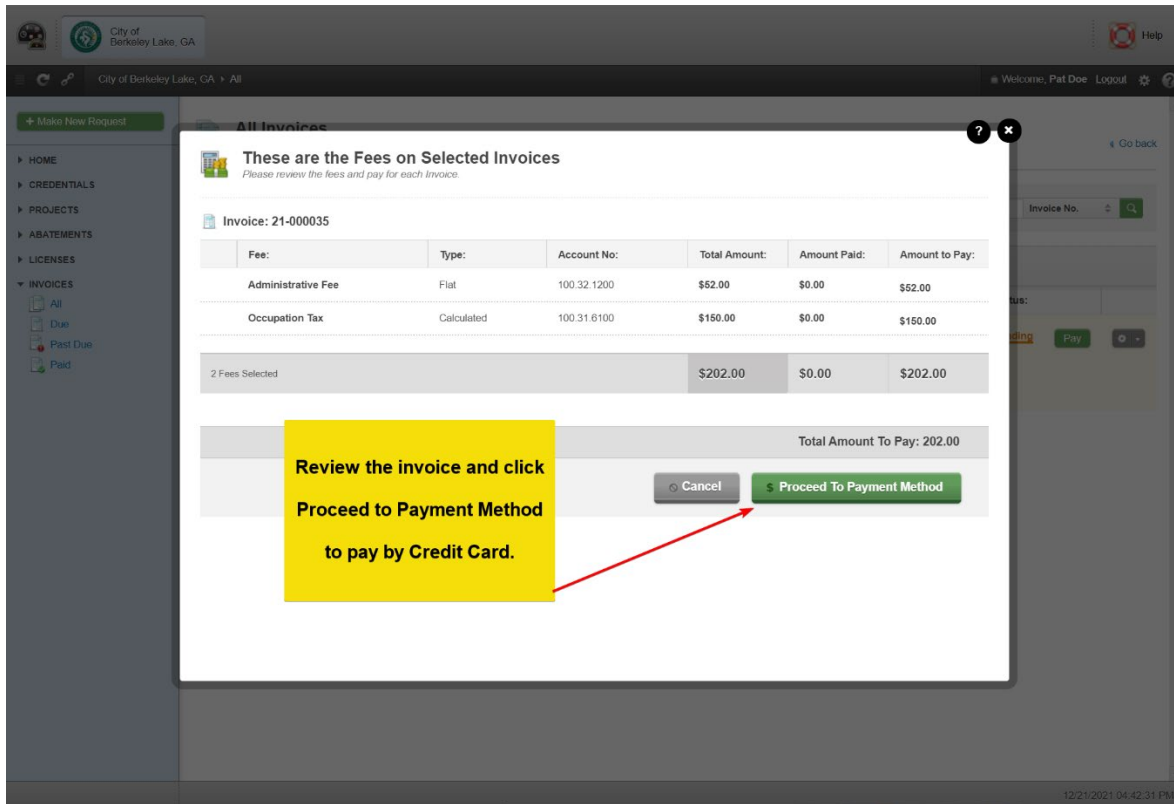
Make the check payable to City of Berkeley Lake.

Write your invoice number on the check.

Mail a copy of the invoice with the check to:

City of Berkeley Lake
 4040 S Berkeley Lake Rd NW
 Berkeley Lake, GA 30096.

- 6) If paying by credit card (convenience fees will be added), click the **Pay** button and complete the forms to add a credit payment method and submit your payment.



- 7) Review your information and scroll down to view the *Payment Information* section of the form.

The screenshot shows a "Payment" form with the following fields:

- RECEIVED FROM (with a Clear all button)
- First Name: Pat
- Last Name: Doe
- Business Name: Upscale Shoes LLC
- Address: 4040 S Berkeley Lake Rd Nw
- Address Cont.: Apartment, suite, unit, building, floor, etc.
- Zip Code: 30096-3016
- City: Berkeley Lake
- State: Georgia
- Country: United States
- Phone: 4045551234
- Email: shoememore@gmail.com
- PAYMENT INFORMATION (highlighted by a yellow callout box with a red arrow pointing to it)

8) Click + Add Payment Method to add a credit card.

The screenshot shows a payment form with the following fields: Business Name (Upscale Shoes LLC), Address (4040 S Berkeley Lake Rd Nw), Address Cont. (Apartment, suite, unit, building, floor, etc.), Zip Code (30096-3016), City (Berkeley Lake), State (Georgia), Country (United States), Phone (4045551234), and Email (shoemore@gmail.com). A yellow callout box with the text "Click + Add Payment Method to add a credit card." has a red arrow pointing to a yellow button labeled "+ Add Payment Method" located below the "PAYMENT INFORMATION" section. At the bottom of the form are "Cancel" and "Make Payment" buttons.

9) Complete all fields. Scroll down to access additional fields that must be completed.

The screenshot shows a credit card form with the following fields: Card Number (1234-1234-1234-1234), CVV (3-4 Digit Code), Card Type (dropdown menu), Expiration Month (Exp. Month), Expiration Year (Exp. Year), First Name (Pat), Last Name (Doe), and Address. A yellow callout box with the text "Complete all fields. Scroll down to access additional fields that must be completed." is positioned over the CVV and Card Type fields. The input fields for Card Number, CVV, Exp. Month, Exp. Year, First Name, and Last Name are highlighted in yellow.

10) Click + Add Payment Method at the bottom of the form to add your credit card as a payment method.

11) The credit card you entered will default as the selected payment type. Click **Make Payment** to complete the payment.

Business Name:
Upscale Shoes LLC

Address:
4040 S Berkeley Lake Rd Nw

Address Cont.:
Apartment, suite, unit, building, floor, etc.

Zip Code:
30096-3016

City: Berkeley Lake State: Georgia Country: United States

Phone: 4045551234 Email: shoememore@gmail.com

PAYMENT INFORMATION

CARD INFORMATION ✓ **SELECTED**

Number: **** * * * *

The credit card you added as a payment option will automatically be selected.
Click \$ Make Payment to complete the payment.