



## Occupation Tax Certificate (OTC) New Business Application Process

**Applications are due within 30 days of the date the business opens.**

### 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.

To become a collaborator, send an email to [clerk@berkeleylake.com](mailto:clerk@berkeleylake.com) and request an invitation to collaborate.

Use the instructions on the following pages to become a collaborator and make an initial application for an OTC.

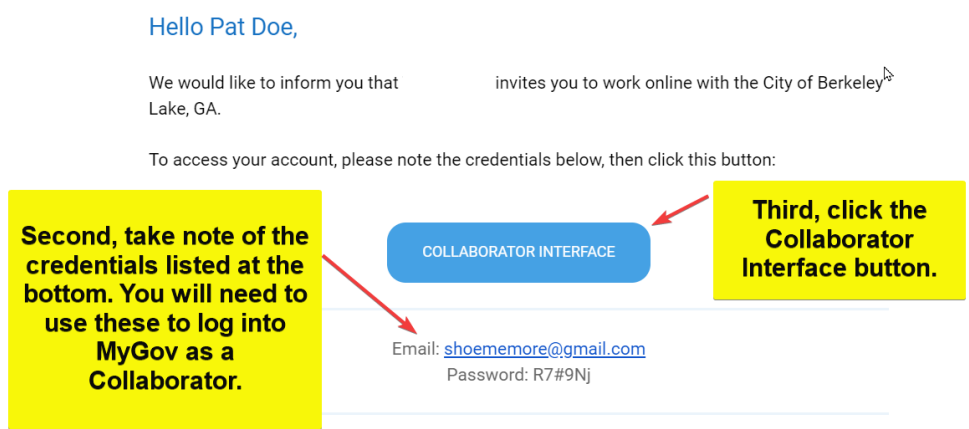
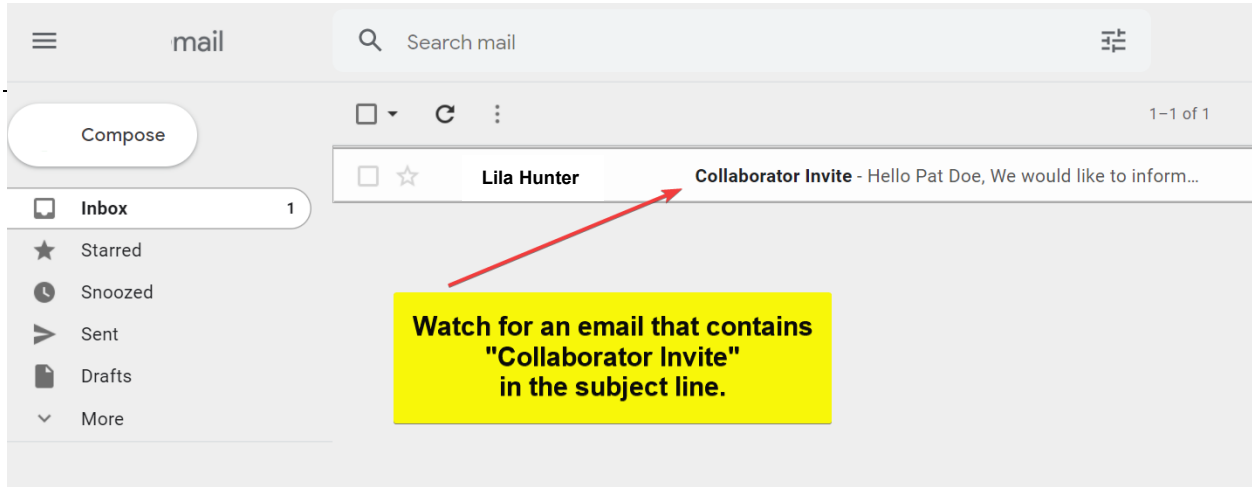
## Overview – Applying for a new Occupation Tax Certificate (Business License)

The table below provides an overview of the process of applying for your Occupation Tax Certificate.

Step	Description	Section
Become a MyGov Collaborator	To apply for an Occupation Tax Certificate (OTC or Business License) you must first become a Collaborator on the MyGov website.	<b>1</b>
Login to MyGov	Begin the OTC application process by logging in to <a href="http://web.mygov.us">web.mygov.us</a> as a Collaborator.	<b>2</b>
Start Application	Click on the green button in the top right corner “Make New Request”	<b>3</b>
Review, print and complete Knowledge items listed at the top of the application.	<p>Knowledge items are documents that are <b>required</b>, <b>conditionally required</b>, or <b>recommended</b>.</p> <ul style="list-style-type: none"> <li>Review all Knowledge items to be sure you have used all that apply.</li> <li>The <b>SAVE Affidavit</b> and <b>E-Verify Affidavit</b> must be printed, completed, and signed in the presence of a Notary before uploading. <b>Photo ID required</b>.</li> <li>The <b>Worksheet</b> provides guidance and examples for calculating your FTE employees and tax, if applicable.</li> </ul>	<b>4</b>
<b>Complete application within 30 days of beginning business activities in Berkeley Lake.</b>	<ul style="list-style-type: none"> <li>Review the data that you entered to be sure that it is correct.</li> <li>Upload affidavits, your photo ID and any other required documents applicable to your business.</li> <li>Add NAICS code or codes to your application.</li> <li>Click <i>Request License</i> button to submit your application.</li> </ul>	<b>5</b>
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 any.	If requested, log into MyGov to provide additional or corrected information or documents.	<b>6</b>
Pay invoice for taxes and fees.	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.	<b>7</b>
Receive your Occupation Tax Certificate.	You will be notified by email when your OTC is ready. Log into MyGov to print your certificate.	

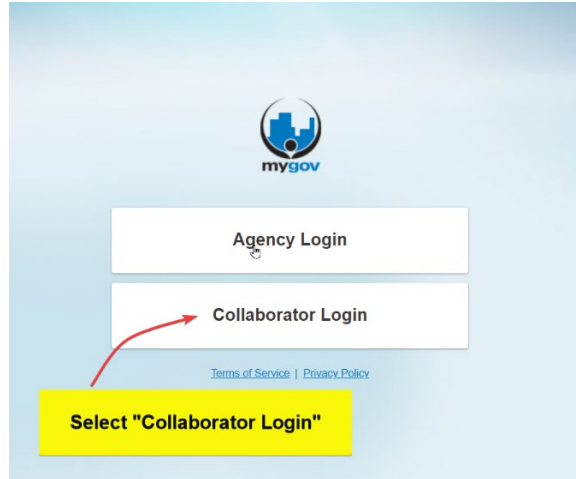
## Section 1 - Accepting an Invitation to Collaborate; Skip to Section 2 if you have a Collaborator Account already.

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

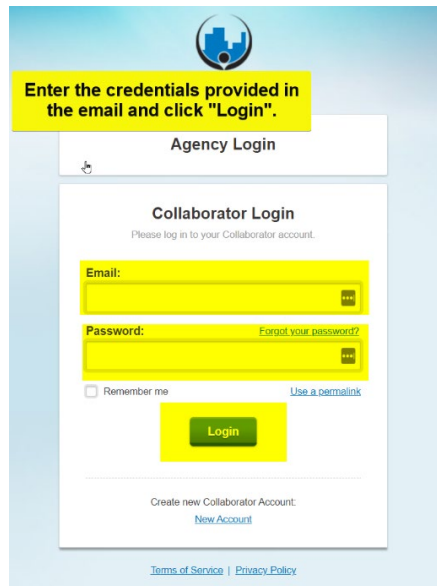


**Note! If for reasons of security concerns, the link does not work or you do not wish to click on the link in the email, go to [web.mygov.us](http://web.mygov.us) in your internet browser.**

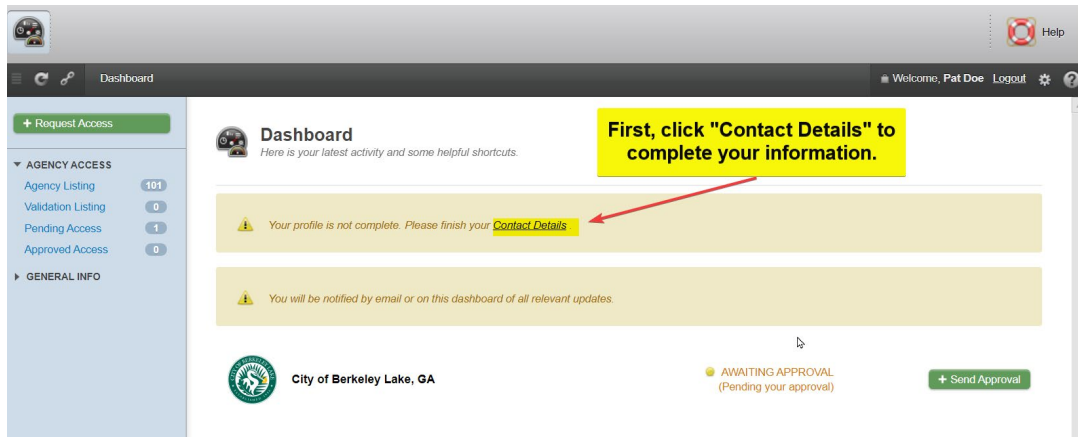
3) Select "Collaborator Login".



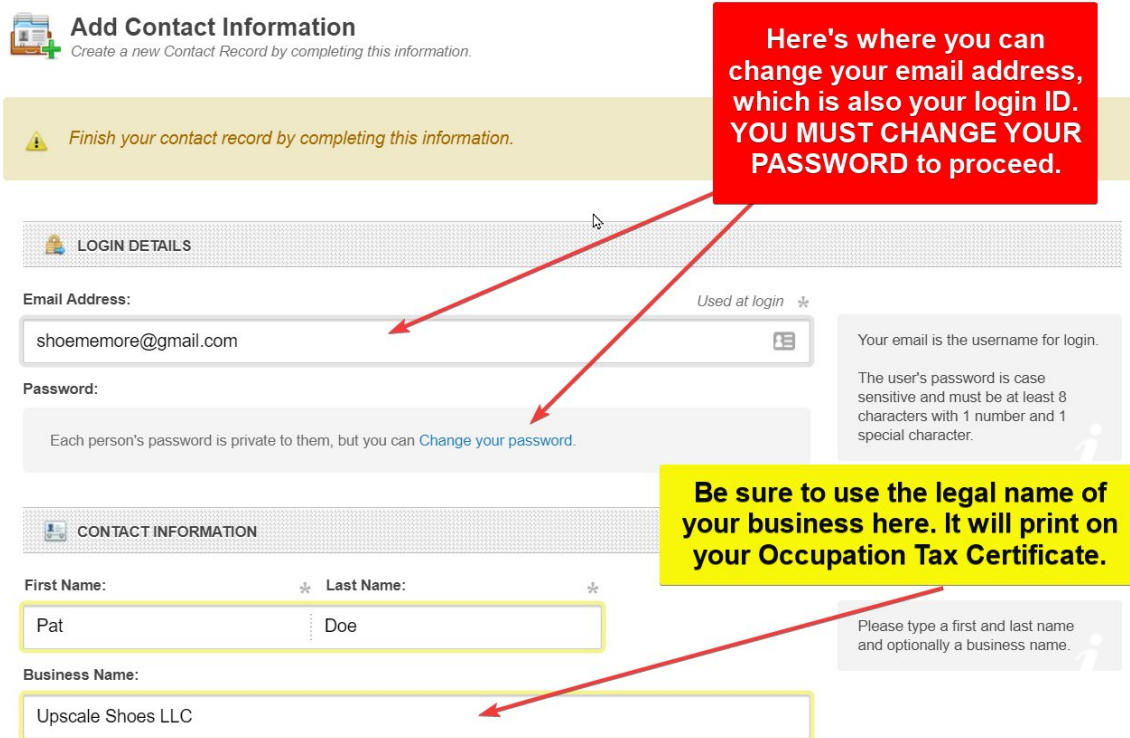
Using the email address and temporary password found in the email, log into the Collaborator Interface



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.



The form contains the following sections and fields:

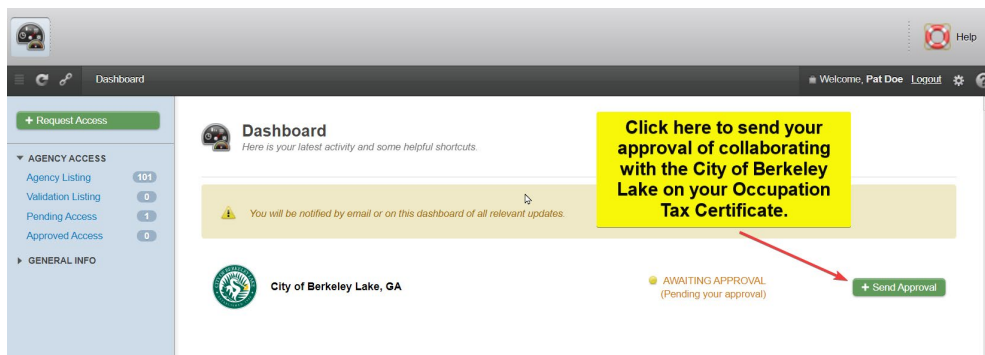
- Phone:** 4045551234
- Mobile:** 4045551234
- Fax:** (empty)
- Website:** (empty)
- CONTACT PICTURE:** Includes "Upload or Take a Photo" with "Add A Photo" and "Use Webcam" buttons.
- PHYSICAL ADDRESS:** Includes "Address:" (4040 S Berkeley Lake Rd Nw), "Address Cont.:" (Apartment, suite, unit, building, floor, etc.), "Zip Code:" (30096-3016), "City:" (Berkeley Lake), "State:" (Georgia), and "Country:" (United States).
- MAILING ADDRESS:** Includes a link: "Click here if you have a different mailing address from above." and a note: "By default, the Mailing Address is the same as the Physical Address. [Click here to add a different address](#)".
- Buttons:** "Cancel" and "Save Contact".

Yellow callout boxes with red arrows provide instructions:

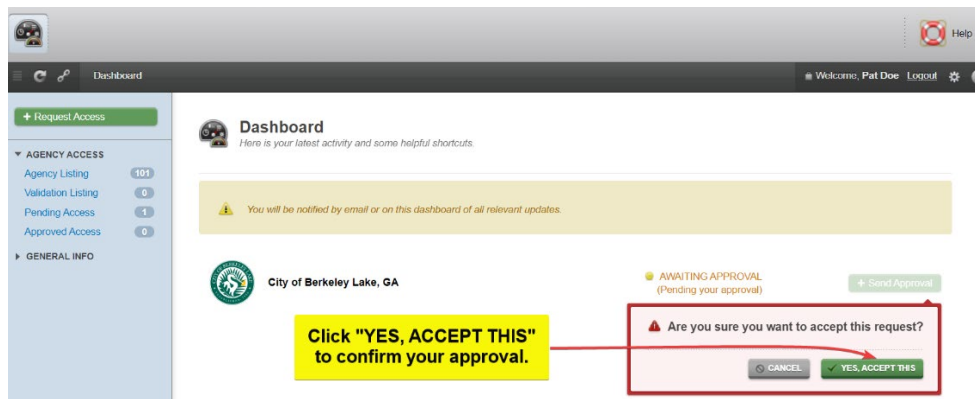
- One box points to the Phone and Mobile fields: "Provide as much contact information as possible so that we can call you or mail you if needed to complete the process."
- Another box points to the Mailing Address link: "Click here if you have a different mailing address from above."
- A third box points to the "Save Contact" button: "Don't forget to click 'Save Contact' when you're finished editing your contact information."

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

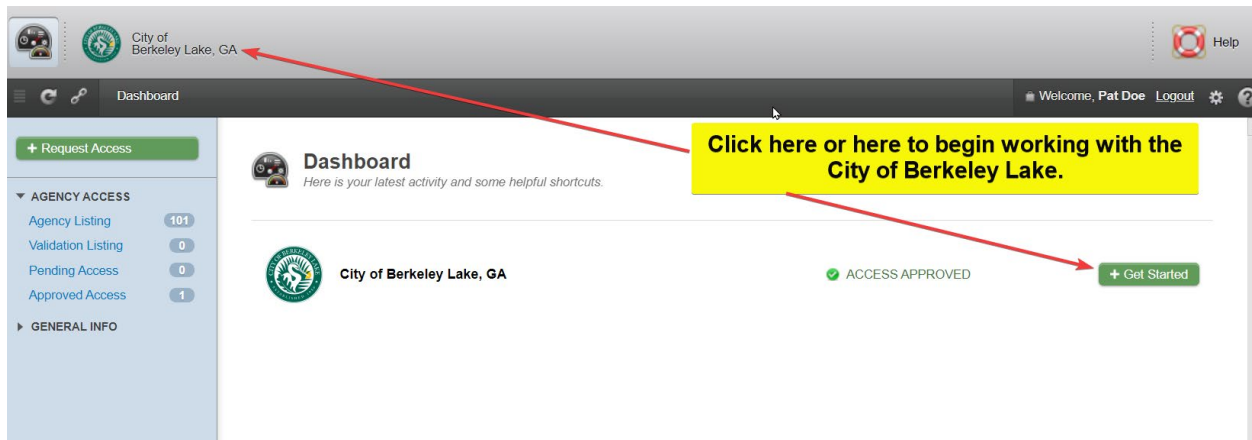
6) On your Dashboard, you will see the City of Berkeley Lake, as an agency that has requested to collaborate with you. To work with the City of Berkeley Lake, select "Send Approval"



7) Click "Yes, Accept This"

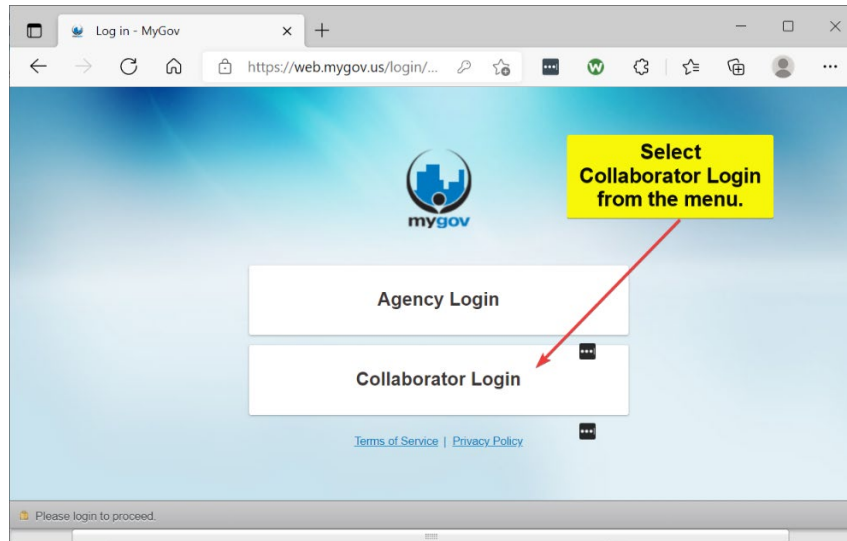


8) At the top left, next to your Main Dashboard icon, you will now see the City of Berkeley Lake appear. You may select the City of Berkeley Lake to begin working with us.

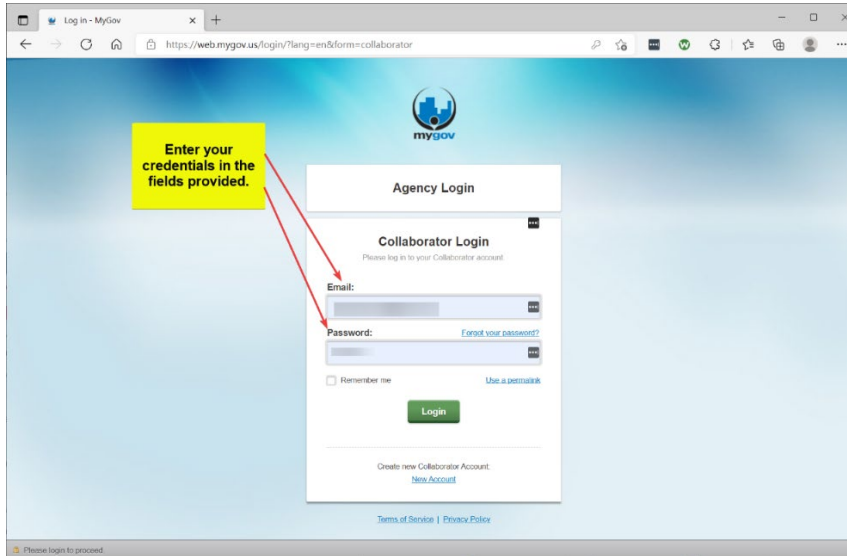


## Section 2 – Logging In to MyGov

- 1) **If you are not already logged in**, login to MyGov at [web.mygov.us](https://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 application process.

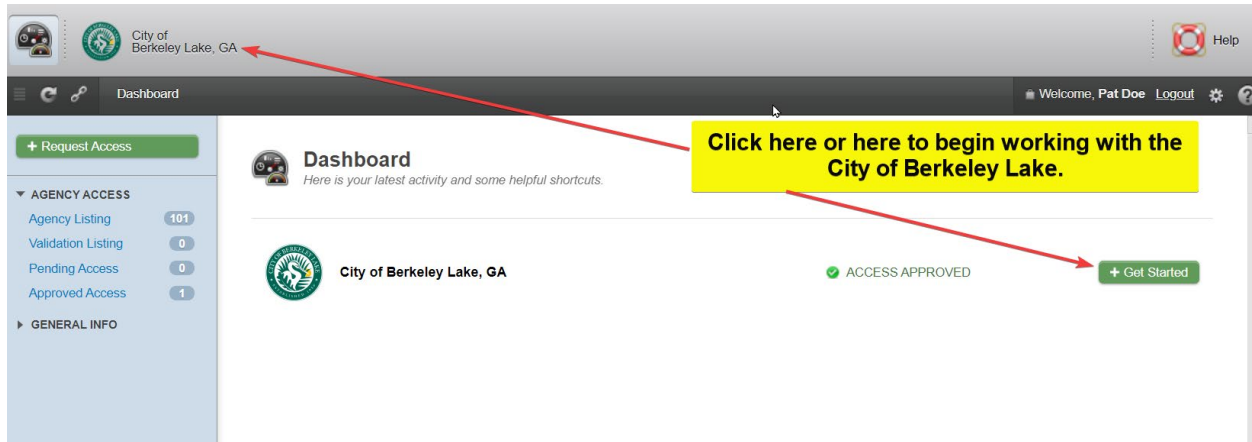


- 3) Enter your credentials into the login screen.



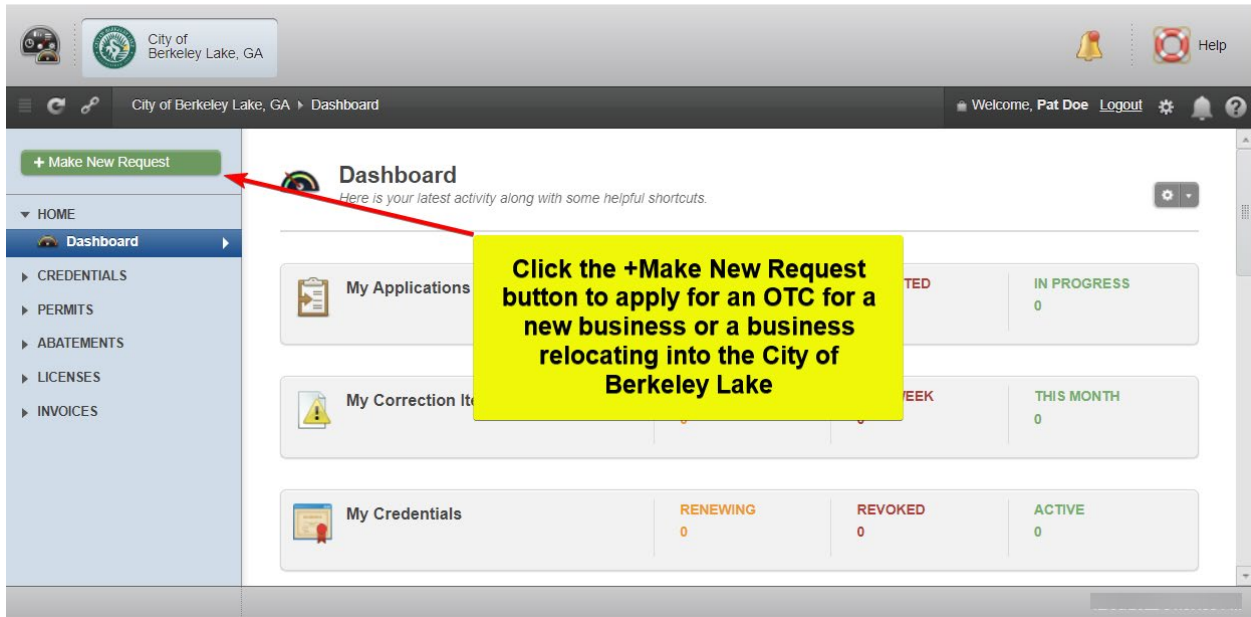


4) Select the jurisdiction with which you wish to work: **City of Berkeley Lake**.

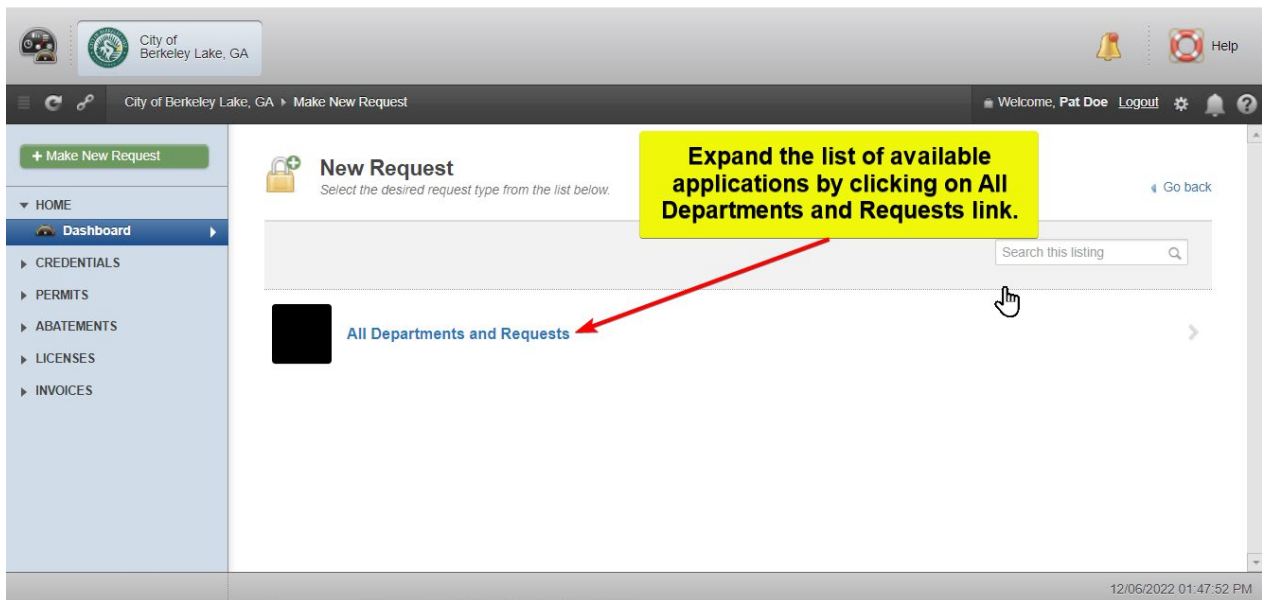


## Section 3 – Application for New Business or Business Relocating into The City of Berkeley Lake

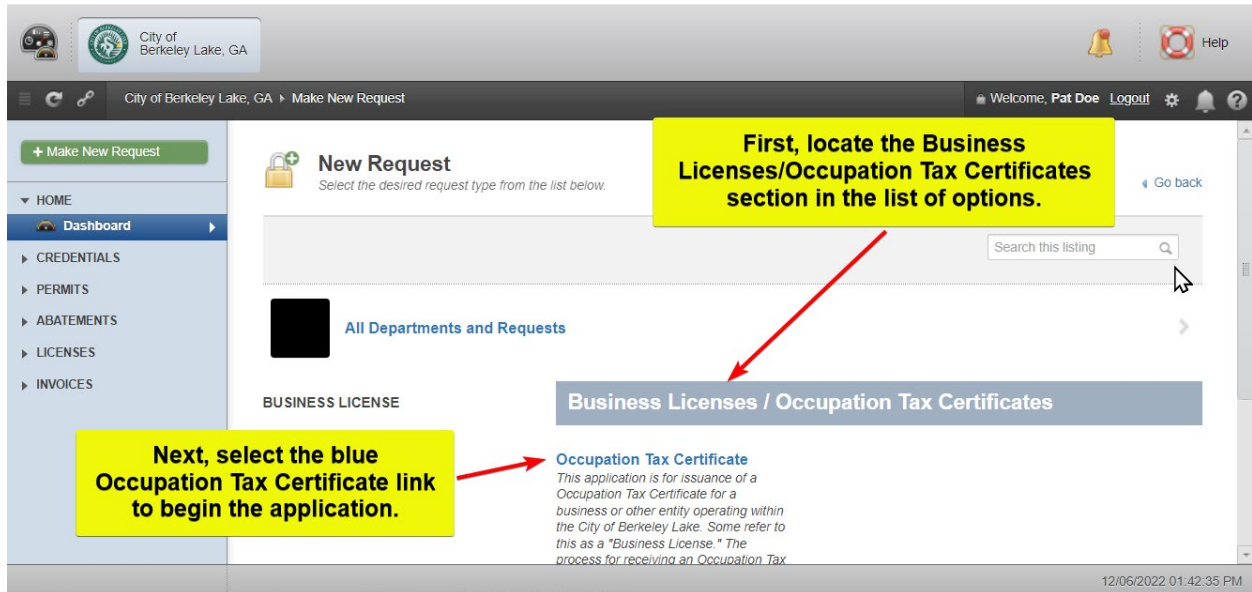
- 1) Click the *+Make New Request* button to apply for an Occupation Tax Certificate for a new business or a business relocating into the City of Berkeley Lake.



- 2) Expand the list of available applications by clicking on the All Departments and Request link.



- 3) Locate the *Business Licenses/Occupation Tax Certificates* section in the list of options, then select the blue *Occupation Tax Certificate* link to begin the application.



- 4) Skip to Section 4 on page 16 to continue with the application process.

## Section 4 – Review, Print and Complete Knowledge Items

**Note! Because there is offline activity that needs to be completed before proceeding with the application, this section describes the process for accessing Knowledge item documents in preparation for submitting the application.**

- 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 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.

**Note: The form is longer than your screen can display. Use the slider bar, tab key, and/or scrolling mouse to view questions and buttons further down the form. The button to finalize the request is at the bottom of the form.**

**Request New License**  
To request a license, complete the information below. Then, click the "Request License" button.

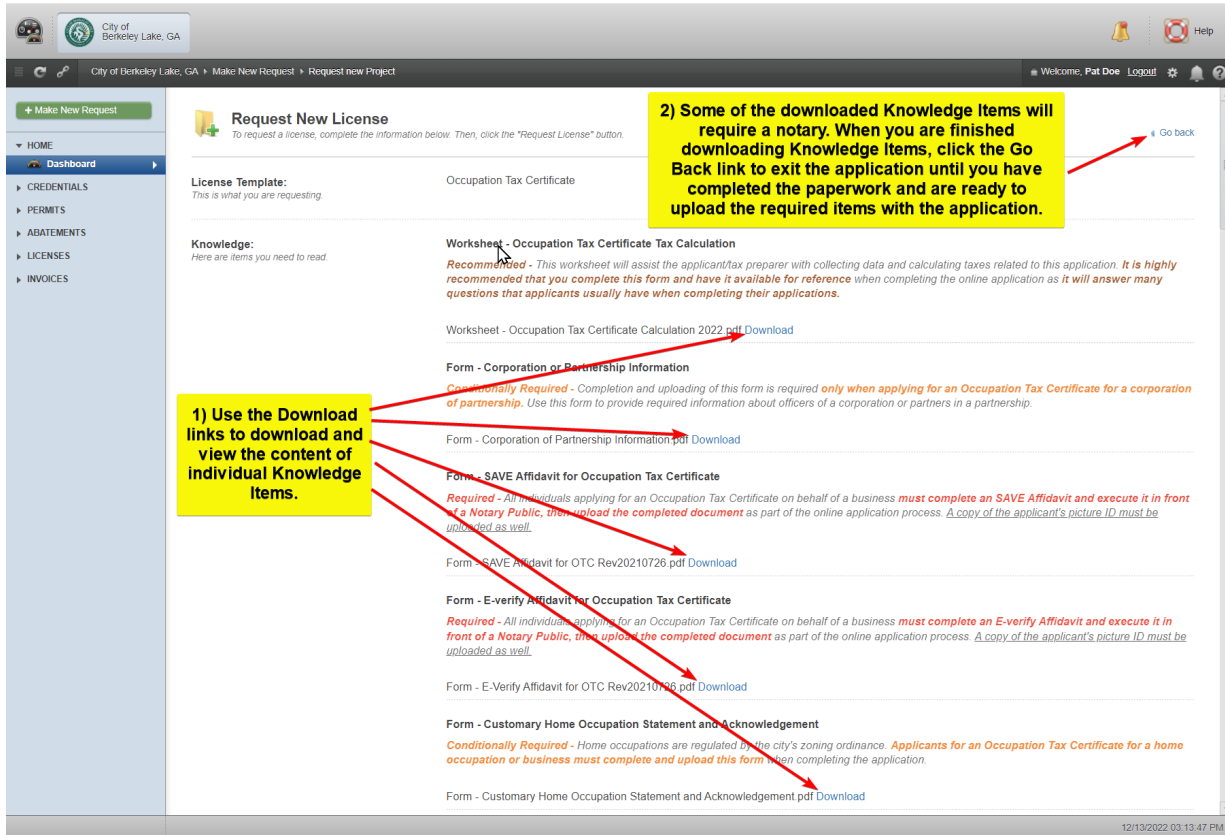
**License Template:** Occupation Tax Certificate  
This is what you are requesting.

**Knowledge:** Here are items you need to read.

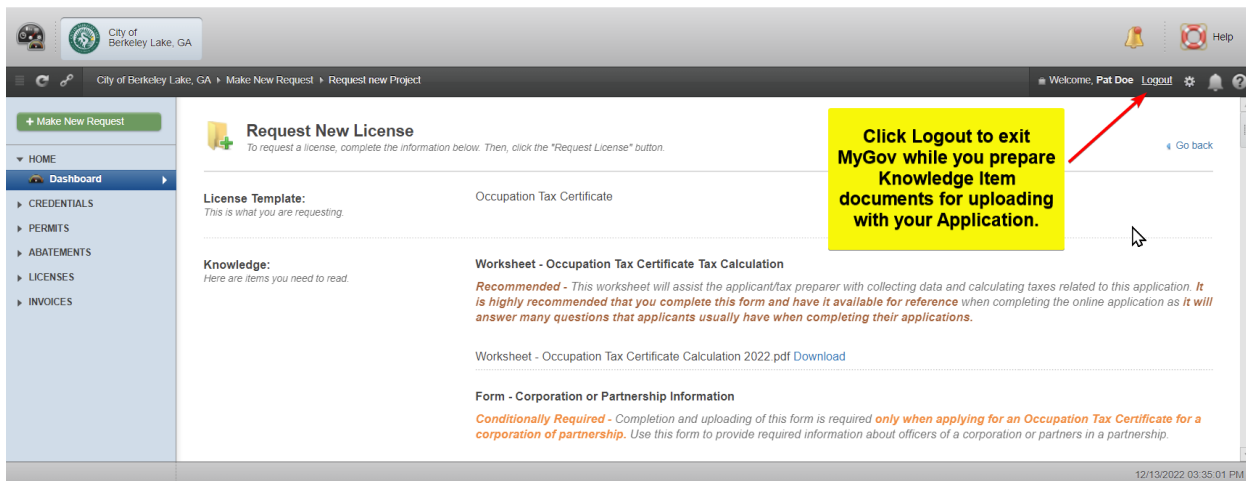
- Worksheet - Occupation Tax Certificate Tax Calculation**  
*Recommended* - This worksheet will assist the applicant/tax preparer with collecting data and calculating taxes related to this application. It is highly recommended that you complete this form and have it available for reference when completing the online application as it will answer many questions that applicants usually have when completing their applications.  
[Worksheet - Occupation Tax Certificate Calculation 2022.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 or 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 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 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	<b>All applications require this document to be completed.</b> <u>Be sure to wait until you are in front of a Notary to sign the affidavit.</u>
Photo ID	<b>All applications require a copy of an appropriate Photo ID to accompany the SAVE Affidavit.</b> Make a copy of the <b>front and back</b> of the applicant’s appropriate secure and verifiable photo ID. <b>To determine which photo ID is appropriate for the applicant, see Section 1 of the SAVE Affidavit form</b>
Form - E-Verify Affidavit for Occupation Tax Certificate	<b>All applications require this document to be completed.</b> <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 Application

- 1) Follow the instructions in Sections 2 and 3 to log back into MyGov and begin the application.
- 2) Familiarize yourself with the Application Form. Provide answers using instructions within the form. Required items are marked with an asterisk.

The renewal form is longer than your screen. Use the slider bar, tab key, or scrolling mouse to view questions and buttons further down the form.

Pay close attention to instructions on the form. Most questions have an explanation or guidance on what information is appropriate as a response.

If a response to a question or upload is required, there will be an asterisk to denote that.

**License Title:**  
ex: Pharmacy License in Walmart  
Occupation Tax Certificate

**Location:**  
Select an existing location from Location Manager  
Address [dropdown] Search for an existing location record

**Existing Projects for this Location:**  
Please select a location  
Existing Licenses & Applications for the selected address.

**License Description:**  
Enter a complete description of the main work related to this license.

**Requirements**  
These are the requirements.

Field Name:	Value:
<b>Business Trade Name</b> Enter the name under which your business operates. A trade name is often referred to as a d/b/a which stands for "doing business as." Enter the trade name of your business in this field. If your business uses its legal name as its trade name, enter the legal name of the business in this field.	[input field]
<b>Business began in Berkeley</b>	[input field]

- 3) Upload the Corporation or Partnership Form if applicable.

**Business Ownership Type** \*  
Select an ownership type from the list. [dropdown menu]

**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: PDF, JPG, JPEG, GIF, PNG

Upload A Document

Conditionally Required Item!  
Follow these instructions, if the item applies to your business type.



4) Enter employee quantity information.

The screenshot shows a web application interface for the City of Berkeley Lake, GA. The breadcrumb trail is: City of Berkeley Lake, GA > Dashboard > License Details - 21-000295 > Renew License. The user is logged in as Pat Doe. The main content area contains a form with the following sections:

- A) # of Full Time Employees \***: Input field contains 5. Description: "This is the number of Full-time employees who worked at least 40 hours per week last year."
- B) Part-time Employees (expressed as Full-time Equivalents) \***: Input field contains 3. Description: "This is the number of full-time equivalent employees who worked part-time for your company last year. Add the average weekly hours of all employees working less than 40 hours per week last year and divide the total hours by 40. Example calculation: In this example, the company has 3 part-time employees. Pat worked an average of 10 hours per week last year. Chris worked an average of 25 hours per week last year. Kim worked an average of 15 hours per week last year. Add all the hours together: 10 + 25 + 15 = 50 hours/week. 50 hours divided by 40 = 1.2 Full-time Equivalents"
- C) # of Full-Time Equivalents (A) + (B)**: Input field contains 8.
- FTE Deduction \***: Input field contains 2. Description: "The City of Berkeley Lake allows up to 2 Full-Time Equivalent Employees without an additional tax on your business. The number you enter in this field should be either 0, 1 or 2 and should be no higher than the value calculated in 'C' above."
- D) # of FTE's for Tax Calculation**: Input field contains 6.

A yellow callout box on the left contains the following 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.

Page 16 of 32



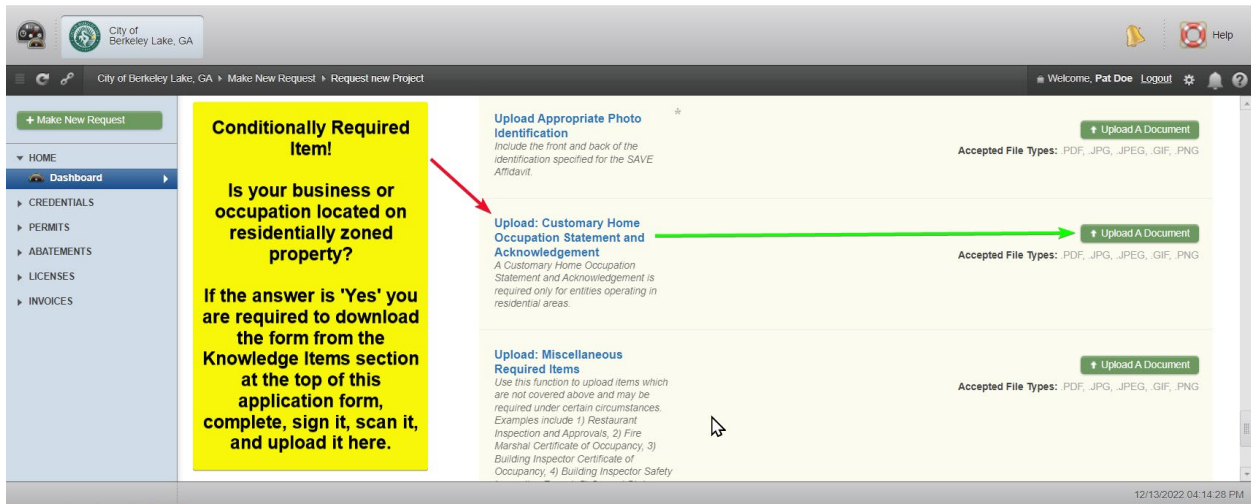
- 5) Upload required affidavits individually. Provide conditionally required E-Verify data if your business had more than 10 employees as of January 1 of the OTC year.

The screenshot shows the 'Renew License' application page. A red box on the left contains the text: **Required Items!** 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. A yellow box below it contains: **Conditionally Required Items!** 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 these boxes to the corresponding upload sections on the form: 'Upload: Form - SAVE Affidavit', 'Upload: E-Verify Affidavit', 'E-Verify ID Number' (with input field '987654'), and 'E-Verify Date' (with input field 'January 4, 2021').

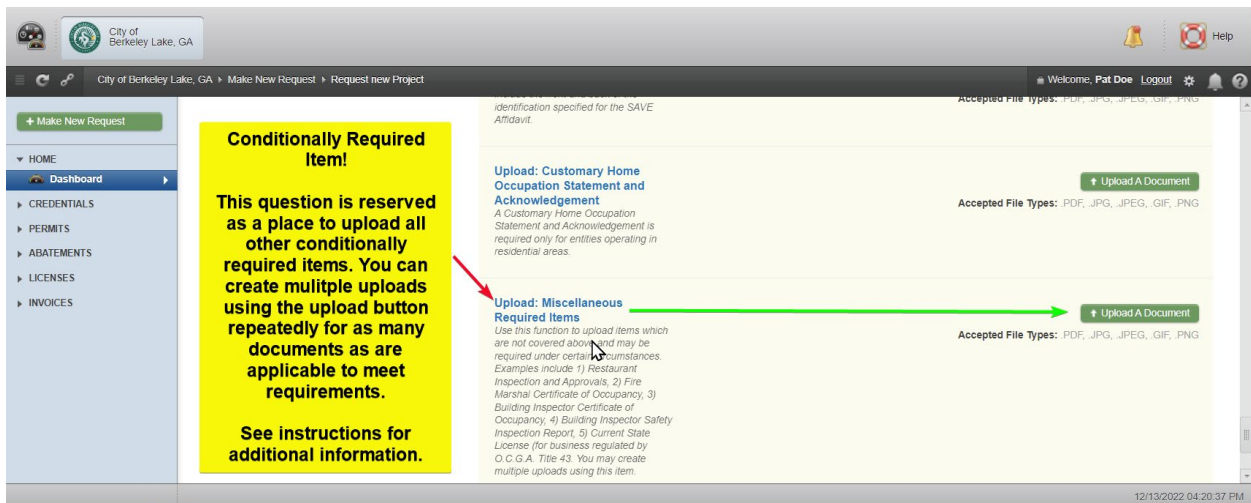
- 6) Upload your required Photo ID. See Section 1 of the SAVE Affidavit to determine acceptable forms of photo ID.

The screenshot shows the 'Renew License' application page. A red box on the left contains the text: **Required Item!** 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 of the form, which includes instructions: 'Include the front and back of the identification specified for the SAVE Affidavit.' Other upload sections visible include 'Upload: Customary Home Occupation Statement and Acknowledgement' and 'Upload: Miscellaneous Required Items'.

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

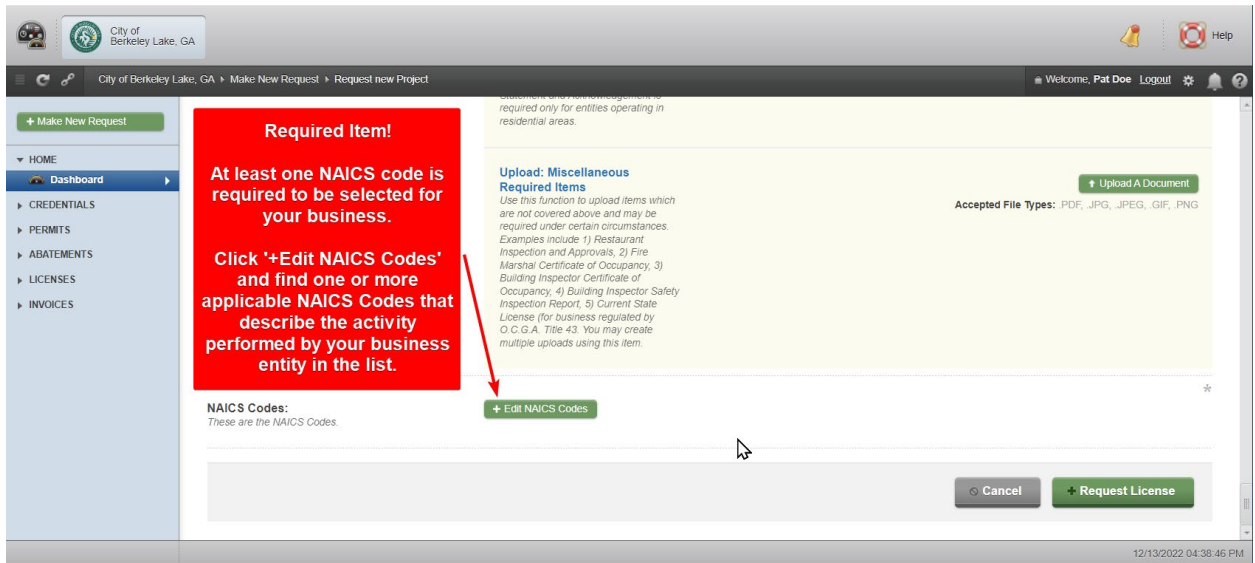


- 8) Upload other conditionally required documents as applicable.

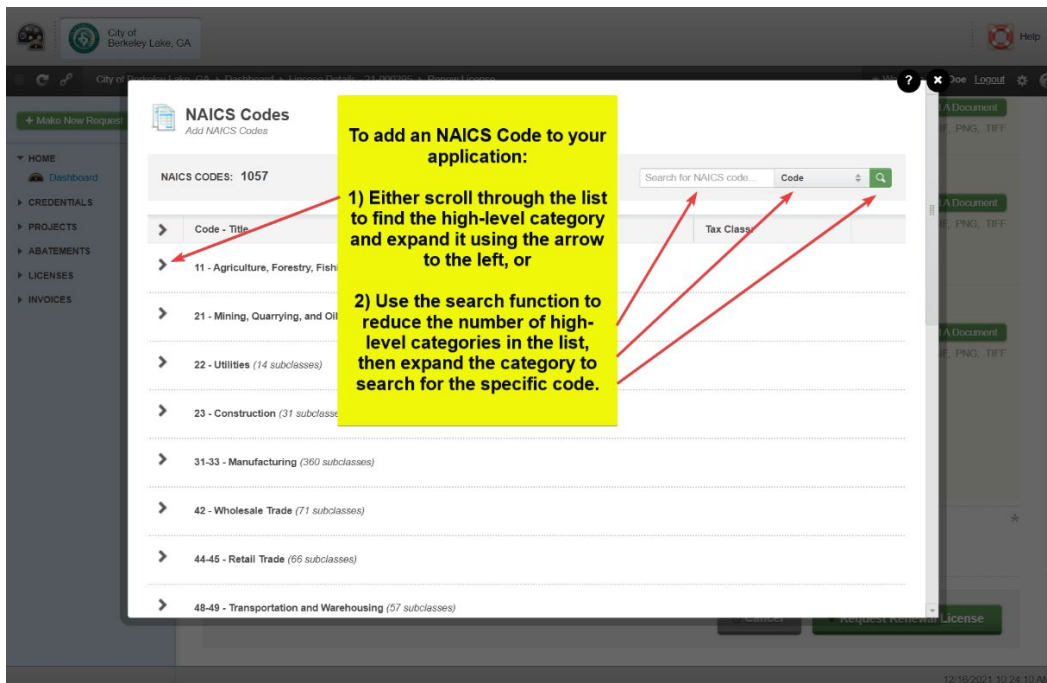


**NOTE! While most businesses operate within a single NAICS code, it is possible to add more than one NAICS code if that situation applies to your business.**

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 a search bar containing "shoe" and a "Title" dropdown. 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 "+" button is visible next to the "Shoe Stores" entry. A yellow callout box contains the following text:

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 callout box to the "+" button.

The screenshot shows the same "NAICS Codes" search interface as above. A yellow callout box contains the following text:

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 callout box to the "X" button in the upper right corner of the search window.

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

NAICS Codes:  
These are the NAICS Codes.

[+ Edit NAICS Codes](#)

NAICS Title:	NAICS Codes:	Tax Class:
Shoe Retailers	458210	
Cosmetology and Barber Schools	611511	

[Cancel](#) [+ Request License](#)

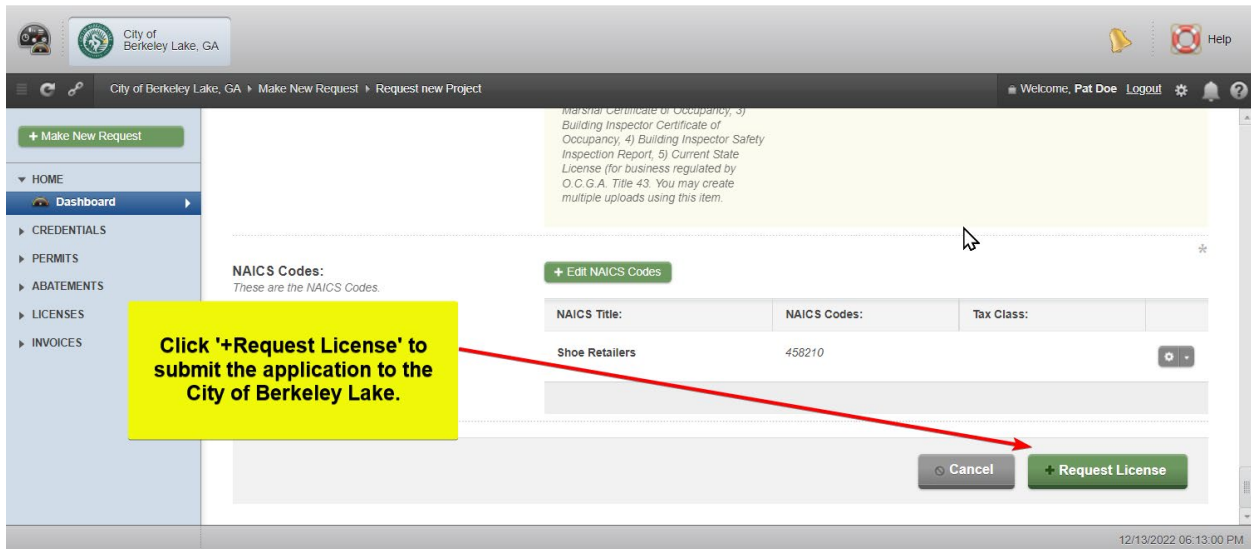
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**The NAICS codes you added in the search window will be displayed in a list at the bottom of your application.**

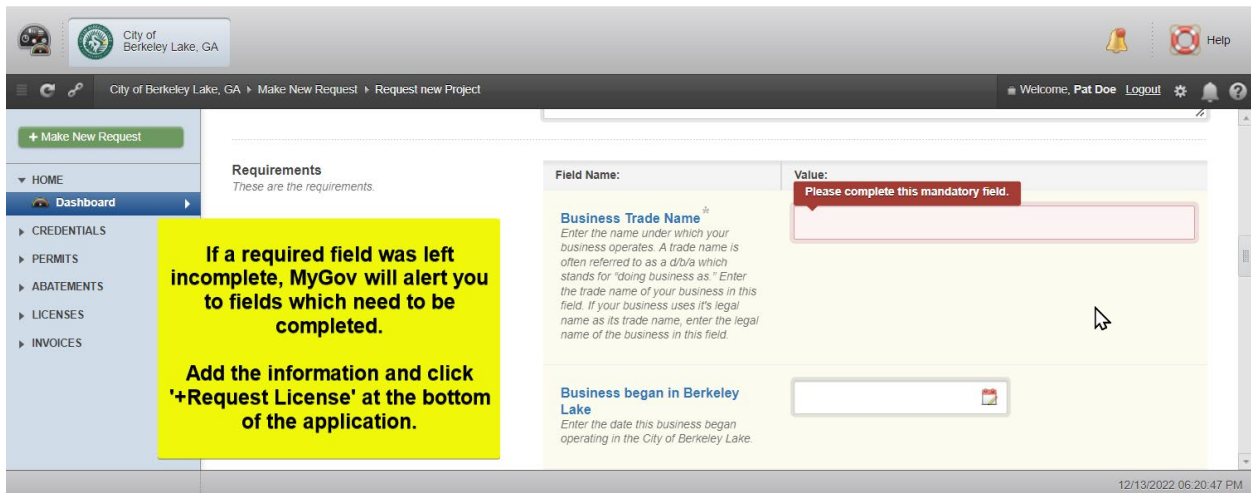
**If you discover that you added an NAICS code that does not apply to your business, use the gear icon beside that code to remove it.**



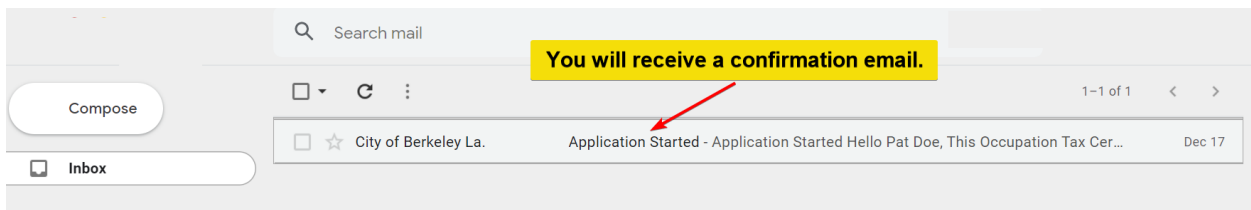
11) This is a good time to review your application to be sure all required items are included and all data is correct. If that's the case, then click **Request Renewal License** button to submit your application.



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

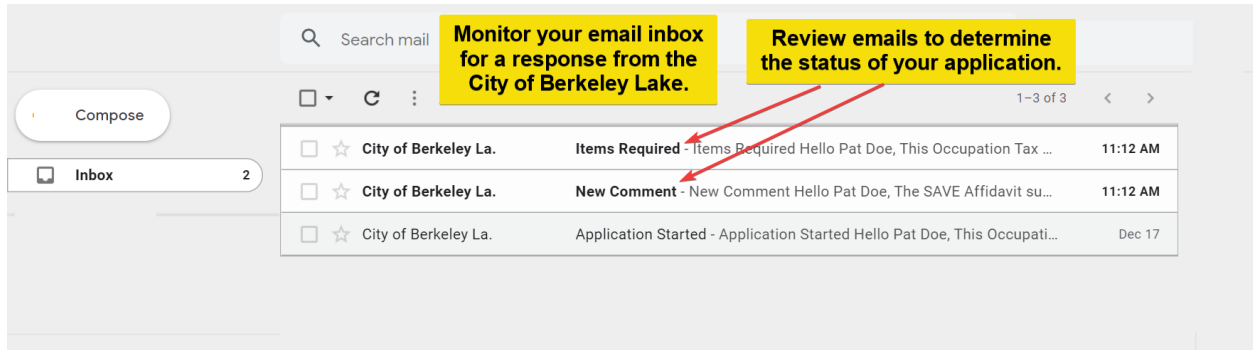


13) Monitor your email account for a response from the City of Berkeley Lake. You may receive multiple emails as your application goes through the process of review.

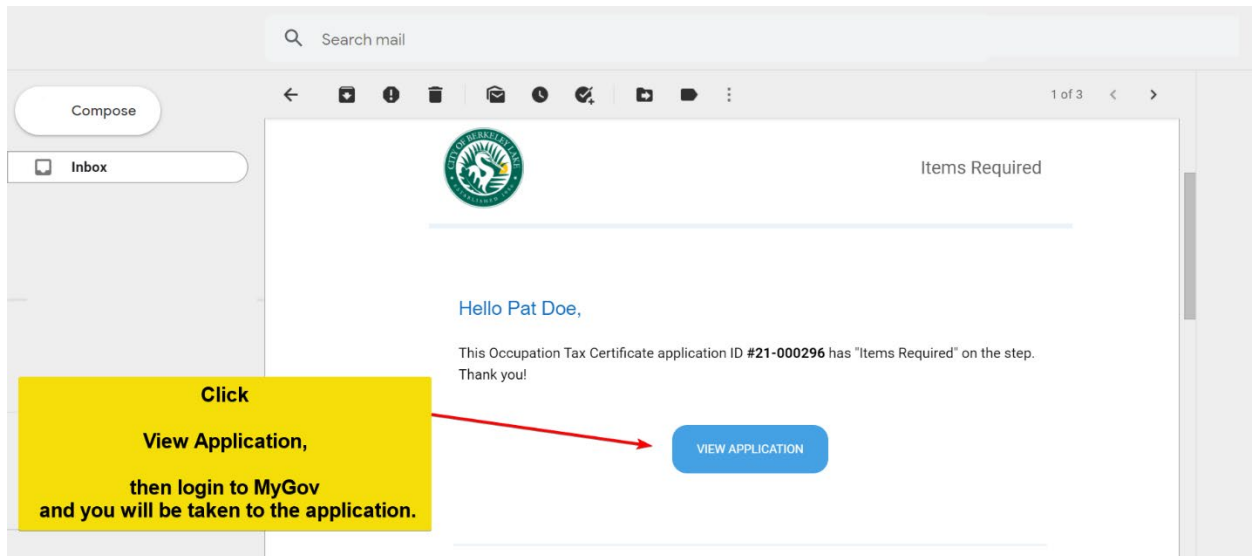


## Section 6 – Addressing Correction Items or Items Required

- 1) Continue to monitor the email account you provided for further updates regarding the steps of processing your application. If one or more items were missing or insufficient in the information or documents provided with the 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*.

The screenshot displays the MyGov application overview for an Occupation Tax Certificate. The page includes a sidebar with navigation options like 'Make New Request', 'HOME', 'Dashboard', 'CREDENTIALS', 'PROJECTS', 'ABATEMENTS', 'LICENSES', and 'INVOICES'. The main content area shows application details for #21-000296, including the license type, department, applicant, and license manager. Below this, there are tabs for 'Overview', 'Reviews', 'Inspections', 'Payments', and 'Documents'. The 'Overview' tab is active, showing the address and description of the application. A 'Project Steps' section is visible, listing various steps such as 'Renewal Request', 'Review Occupation Tax Certificate Application', 'Payment Due', 'Issue License', and 'Archive'. A red circle with the number '1' is placed next to the 'Review Occupation Tax Certificate Application' step, indicating one unresolved required item. Two yellow callout boxes with red arrows provide instructions: one points to the 'Project Steps' tab, and the other points to the red circle.

**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	<a href="#">Add Comment</a>
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 displays the 'Occupation Tax Certificate' application interface for #21-000296. The 'Overview' tab is active, showing application details such as the license type, department, applicant, and manager. Below this, there are sections for 'ADDRESS' and 'DESCRIPTION'. The 'Correction Items' tab is highlighted, showing a table of items that need attention. A specific item, 'SAVE Affidavit Required', is expanded to show its details and a 'Comment' link.

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

Priority	Name	Status	Activity
NORMAL	SAVE Affidavit Required [O.C.G.A. Section 50-36-1] By Tom Rozier on 12/21/2021 at 11:08 AM	REQUIRED	1 Comment

- 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.**

**Comments for SAVE Affidavit Required**  
By Tom Rozier on 12/21/2021 at 11:08 AM  
Priority: **NORMAL** Status: **REQUIRED**

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.  
Section 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.

**Tom Rozier**  
Dec 21, 2021 at 11:11 AM  
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.

**B I U ABC H1 H2** [Rich text editor toolbar]

Notify:  
Select from the list

By Tom Rozier on 12/21/2021 at 11:08 AM  
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...

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.

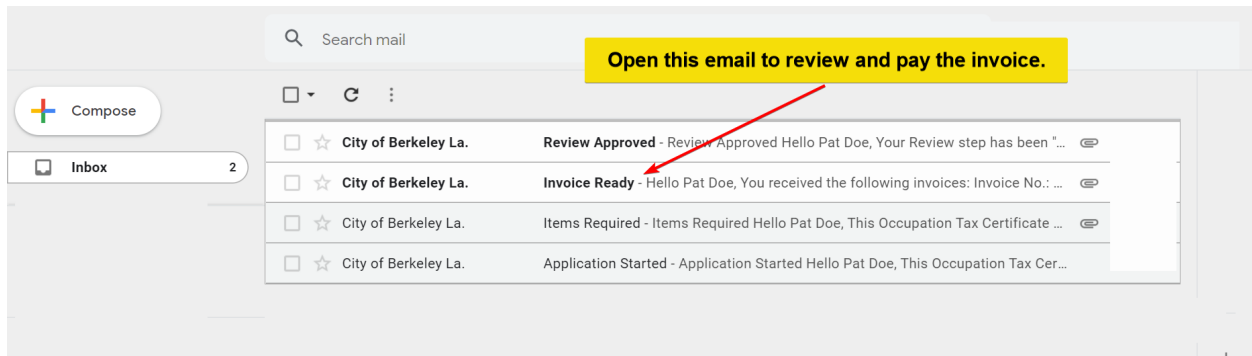
- 7) You will be able to view the *Required Item*, add your comment(s), select a recipient and upload file(s), then submit the form using the **Comment** button at the bottom of the form.

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 callout box points to the "Notify:" dropdown menu, stating "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." Below the dropdown is an "Attachments:" section with a file upload limit of 100MB and a list of allowed file types. A file named "DemoDoc.pdf (46.65 KB)" is shown with a yellow callout box: "Use this area to attach documents and upload them." Below the attachments are "Upload A File" and "Use Webcam" buttons. At the bottom of the form are "Cancel" and "Comment" buttons, with a yellow callout box: "Use the Comment button to submit your response." The background shows a sidebar with navigation options like "HOME", "DASHBOARD", "CREDENTIALS", "PROJECTS", "ABATEMENTS", "LICENSES", and "INVOICES". The top right corner shows a user profile for "Pat Doe" and a "Logout" button. The bottom of the page shows a timestamp of "12/21/2021 01:02:39 PM".

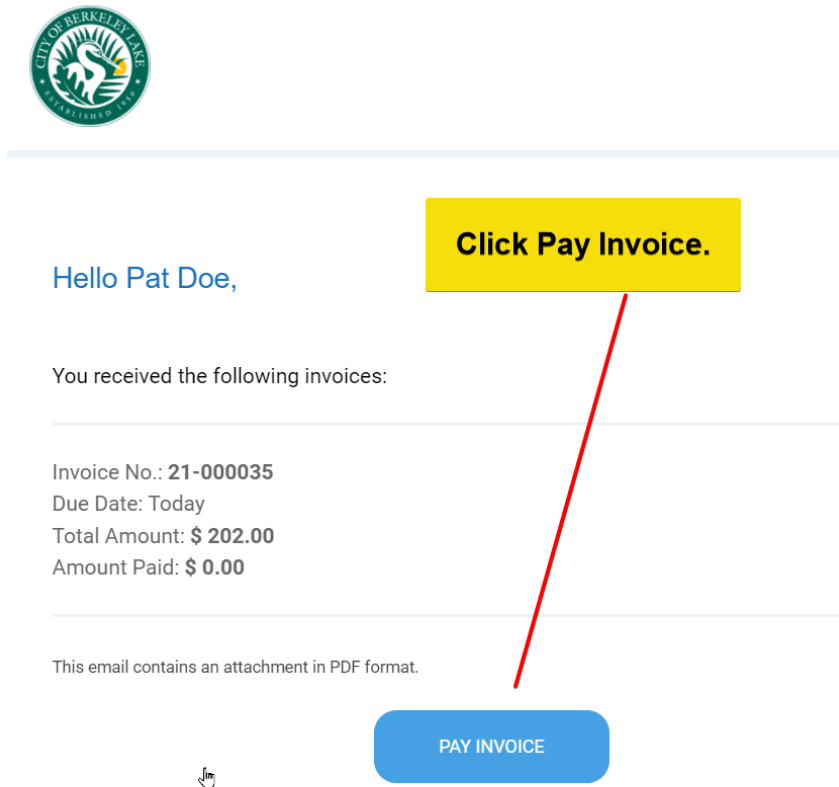
- 8) Repeat Steps 5 through 7 until you have resolved all remaining Required Items.  
9) City staff will review your responses and evaluate them as to whether each response satisfies the associated Required Item.  
10) Monitor your E-mail inbox for further communication from the City of Berkeley Lake.

## 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.

The screenshot shows the 'All Invoices' page in the City of Berkeley Lake system. A yellow callout box at the top center contains the following instructions:

1) Click Gear icon to print the invoice for paying by check.  
or  
2) Click the Pay to pay by Credit Card online.

Another yellow callout box on the left side of the dashboard points to the 'All' subfolder under the 'INVOICES' menu, with the text: 'You will land in the All Invoices subfolder of the Invoices folder of the Dashboard.'

The main content area shows a table of invoices. The first invoice is highlighted:

Invoice No.	Due Date	Contact	Details	Address	Total Amount	Status
21-000035	Today	Pat Doe	Occupation Tax Certificate 21-000296, All Departments and Requests	4040 South Berkeley Lake Rd, Berkeley Lake, GA USA 30096 <a href="#">View Map</a>	\$ 202.00	Pending <a href="#">Pay</a> <a href="#">Gear</a>

Red arrows point from the callout boxes to the 'All' subfolder and the gear icon in the invoice table.

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.

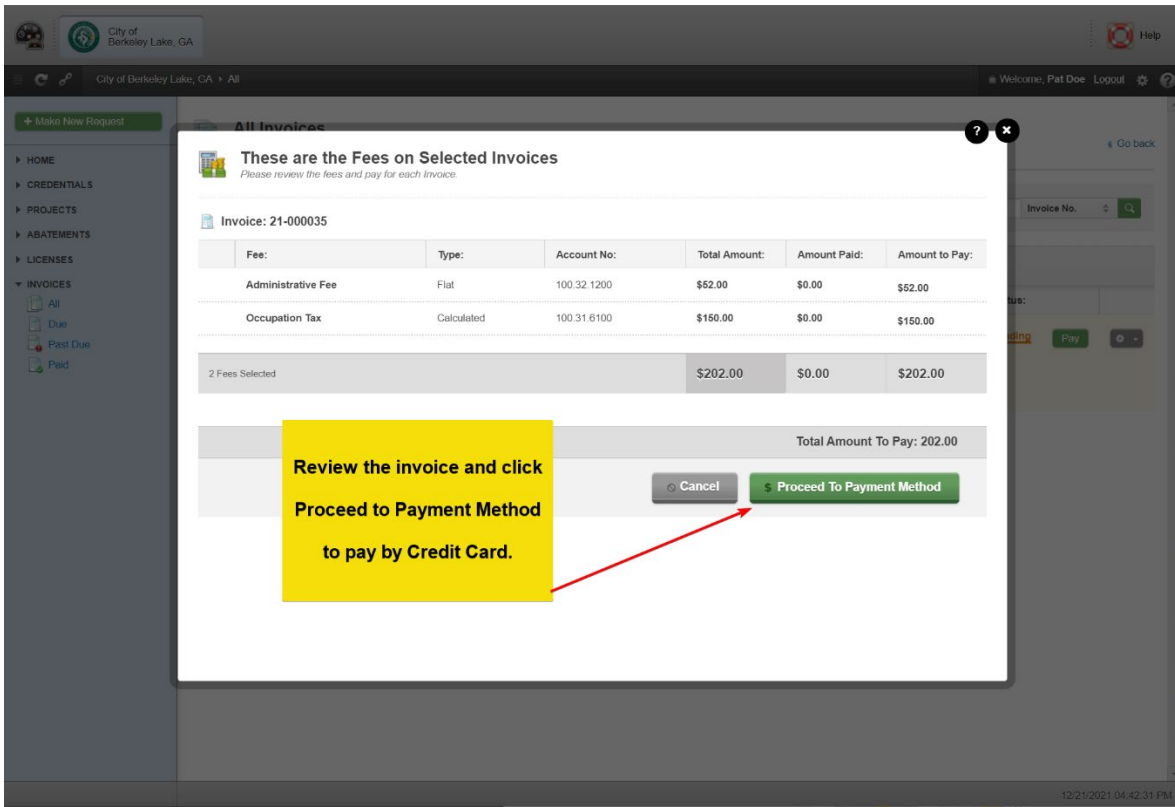
Make the check payable to City of Berkeley Lake.

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 form for entering business and contact information. At the top, there are fields for 'Pat' and 'Doe'. Below that is the 'Business Name' field containing 'Upscale Shoes LLC'. A yellow callout box with the text 'Click + Add Payment Method to add a credit card.' points to a yellow button labeled '+ Add Payment Method' located below the 'PAYMENT INFORMATION' section. The form includes fields for 'Address' (4040 S Berkeley Lake Rd Nw), 'Address Cont.' (Apartment, suite, unit, building, floor, etc.), 'City' (Berkeley Lake), 'State' (Georgia), 'Country' (United States), 'Phone' (4045551234), and 'Email' (shoemore@gmail.com). At the bottom right, there are 'Cancel' and 'Make Payment' buttons.

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

The screenshot shows a form for entering credit card details. Fields include '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 'Card Type' field. A scrollbar on the right indicates that there are more fields below.

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.**