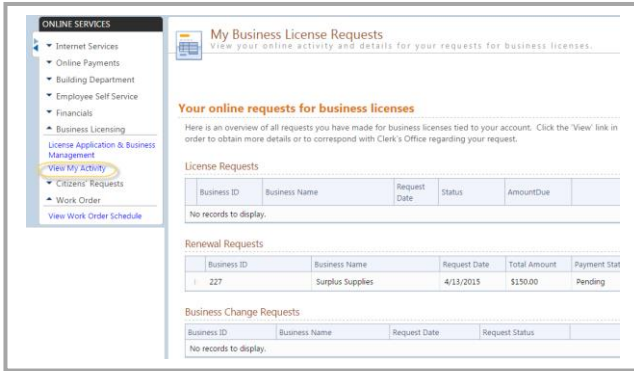


VIEW MY ACTIVITY

From your AMG Business Licensing view, you can also use View My Activity to see the activity of your linked Businesses and their corresponding licenses.

Use this section to track the status of business information change requests



FOR MORE INFORMATION CONTACT:

Joe Henderson, Zoning Administrator

Phone Number: 843-883-5731

Email: jhenderson@sullivansisland-sc.com

Randy Robinson, CFM Building Administrator

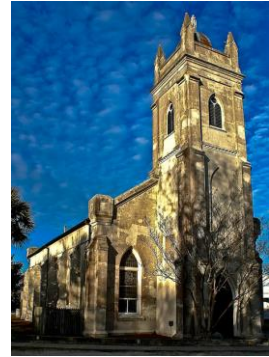
Phone Number: 843-883-5732

Email: rrobinson@sullivansisland-sc.com

Jessi Gress, License and Permit Technician

Phone Number: 843-883-5727

Email: jgress@sullivansisland-sc.com



Managing Business Licenses

FOR BUSINESS OWNERS AND CONTRACTORS



Developed by



FOR ANY QUESTIONS REGARDING BS&A SOFTWARE:

Toll free: 855-272-7638

Phone: 517-641-8900

Fax: 517-641-8960

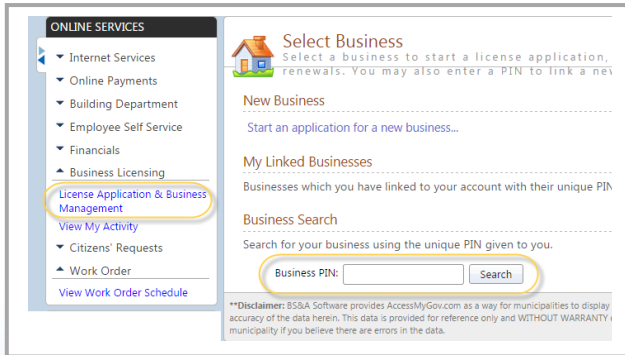


The municipality will start the renewal process before your current license expires. You will receive a notification (either in the form of a letter or email) when your new license is ready for review. From there, it can be managed and paid online using AMG...

STEP 1: Linking to your Business

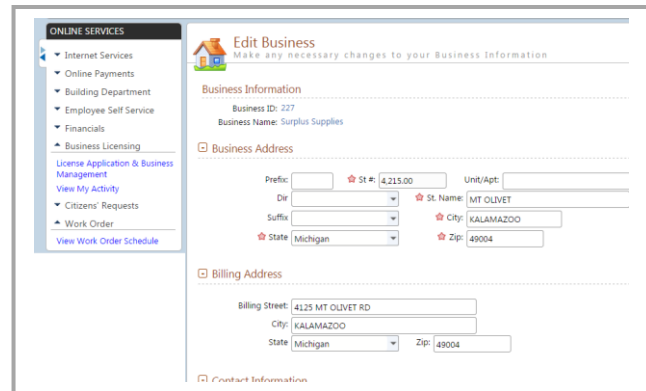
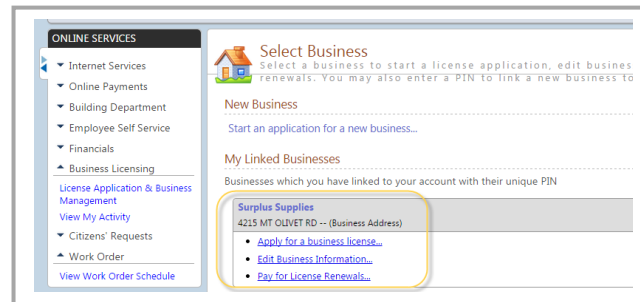
Go to AccessMyGov.com and log in with your AMG user name (if you do not have an AMG account, create one by going to “Currently not signed in” in the top right hand corner and find “Register”).

Navigate to your municipality's website and find “License Application & Business Management” under the Business Licensing section on the left. Enter your unique PIN number at the bottom to link to your Business (this pin will be given to you by the municipality, usually with the renewal packet)



STEP 2: Edit Business Information

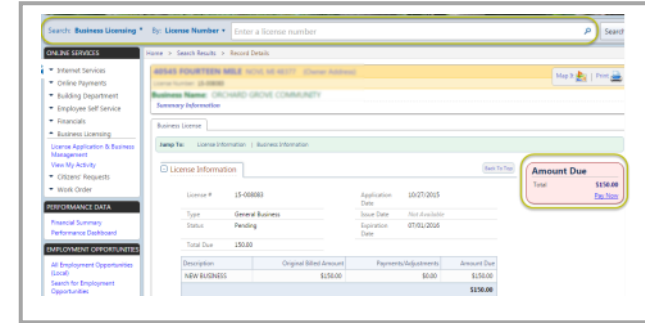
Use this option to view or edit your business information. Note that any edits are submitted as a change request and will be processed by the municipality before they are saved



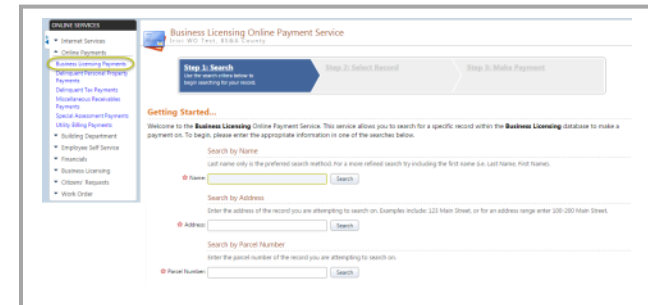
STEP 4: Find your license

First you must find the license you are looking to pay for. This can be done in two places...

- 1) Under the *Business Licensing* search, look-up your business name, address, parcel number of License number. Once found, review the information and click *Pay Now* under the Amount Due section



- 1) Go to *Business Licensing Payments* under the Online Payments section on the left. Search for the license by the owner name, or business address/parcel



STEP 5: Complete Payment

Upon confirmation you will be redirected to either **Point and Pay** or **Official Payments**, depending on the municipality's online payment partner

Once the invoice(s) is paid in full, the license will be processed. You will receive an email with the license to print and use for your records