

Follow This Easy 5-Step Registration to Sign Up for Your Online Filing Account

Begin by clicking the link to **Sign Up Now** on the homepage of www.BizLicenseOnline.com.

1. **Sign Up:** Begin by entering User Account Information, Business/Corporate Information, and Mailing Address. Create a User Name and Password. Read the Agreement, click the checkbox to agree to the terms, and click the **Next** button to continue. Be sure to store your username and password in a safe place.
2. **Security Question:** Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click the **Next** button to save and continue. If you forget your password, we will ask you the answer to your secret question and email you a new password.
3. **Location Information:** This screen allows you add multiple Business Locations, if necessary. Click the **Yes** button at the top of the screen to continue past this page or when you are finished adding Business Locations.
4. **Return Setup:** This is the step where you will set up the returns you want to file with their corresponding account numbers. Select options from the drop-down menus. Click the **Add Return** button. The return appears in a table at the bottom of the screen with the account number that you typed in. Click the **Yes** button at the top of the screen when you are finished setting up your returns to continue to your account.
5. **Congratulations!** Your Online Filing account is complete. You are ready to begin filing.

Any questions? You can reach Technical Support at **1-877-693-4435** (toll-free)
BL Support at **1-800-556-7274** or California Support at **1-866-240-3665**.

