

Creating a Business Login

Welcome to Occupational License Online

To get started, you will first need to create a login. Once your login is created, you will be able to start the registration process to get your login linked to your business or apply for a new license. If you already have a login, click the Login button to login.

Create Login

Login

Participating Locations

[City of Winnfield](#)

[Claiborne Parish](#)

All businesses will go to <https://munilicense.com/> in order to create an account with their parish or login with an existing account.

Creating an account is very simple. You will need an Email, First Name, Last Name, and a Password.

Create a Login

Passwords must be:

- at least 6 characters
- at least one non alphanumeric character
- at least one digit
- at least one lowercase
- at least one uppercase

Email *

Ex. michael@dundermifflin.com

Email is required

First Name *

Last Name *

Password *

Confirm Password *

Create

Already have an account? [Login](#)

If you already have an account, simply click Login and enter your email and password. If you forget your password there is an option that will send an email to your in order to reset.

Login

Email *

Password *

 

[Login](#) [Forgot Password?](#) [Create Account](#)

Once you are logged in, you can select the participating location that you need to pay your license for.

If you already are an existing business in that parish, you will select the "Link Existing Business"

If you are a new business that needs to register you will select "Register New Business"

Please select which option you will be performing

[Link Existing Business](#)

[Register New Business](#)

If you click on "Link Existing Business", it will require your Jurisdictions, Last Year's Gross Sales, and Last 4 Owner's SSN or FEIN#"

Link Existing Business

Please fill in the information below to submit a request to link your business to your online login.

Jurisdiction
Bossier City ▼

Last Year's Gross Sales

Last 4 Owner's SSN or FIEN#

Submit Cancel

Once linked, you will see your business up under the jurisdiction you are assigned to.

My Businesses

Link Another Account Register New Business

Bossier

Dream Team

215 Sand Beach Blvd SHREVEPORT, LA 71105

Licenses Business Info People Return History License History Document/Attachment History

Occupational License - Bossier City Pay Initial Fee
Start Date 1/1/22 - End Date 12/31/22

If you are to click Register New Business, you will walk through 4 steps including Business Info, Address, Applicant, and License

Register New Business Application

If your business is operated at more than one address, a new business application must be completed for each location.

Progress: **Business Info** | Address | Applicant | License

Select Jurisdiction * | Fed Tax ID | State Tax ID

Name of Business/Trade Na... | Type of Organization | Select Account

Business Start Date * | Copy

Nature of Business (Description of Sales and/or Activities) *

Next

The first 3 steps are self explanatory. The 4th step will require you to upload the pdf that the business owner filled out regarding their registration.

Register New Business Application

If your business is operated at more than one address, a new business application must be completed for each location.

Progress: **Business Info** | Address | Applicant | License

New

Type | Actions

Please download form and fill out | Please Upload Completed Form(s) (PDF)

Upload

Back | Submit

For first year MuniLicense clients that have existing businesses that want to pay online, they will need the Business Owner's email that they used to create the account and will Link it under Linked Logins in the account info screen.

MuniLicense Search Business

Account Info | People | License Types | Approvals | Associations | License History | Audit | **Linked Logins**

Link another login

Email	Name	
brock.leonard@softwareservices.net	Brock	

Navigating My Businesses

My Businesses

[Link Another Account](#) [Register New Business](#)

Bossier

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Occupational License - Bossier City [Pay Initial Fee](#)
Start Date 1/1/22 - End Date 12/31/22

- From the My Businesses page you can link another account and register a new business. You will also see the Jurisdiction you are under with your business name and address.
- For Licenses, this is where they can pay online for their renewal or the initial fee for a new business.

Licenses **Business Info** People Return History License History Document/Attachment History

Owner Name
Leonard Sr, Joseph Brock

Location Start Date
1/1/22

Business Phone
3187896940

Business Address
215 Sand Beach Blvd SHREVEPORT, LA 71105

Business Mailing Address
215 Sand Beach Blvd SHREVEPORT, LA 71105

[Close Business](#) [Show Tax Ids](#)

- Business info will show the Owner Name, the Start Date, the Business Phone, Address, and Mailing Address.
- You can also Show Federal and State Tax ID's with the button on the right
- This will also give the business an option to Close the Business which would notify the office of the closing.

Licenses Business Info **People** Return History License History Document/Attachment History

Leonard Sr, Joseph Brock - Owner ^

Contact Info Personal Details

Address **Phone**

Email
brock.leonard@softwareservices.net

- People's tab will list all the owners, financial advisors, clerks, anyone else that they added when creating the business. There will also be a personal details tab for more specific info like SSN, DOB, and DL#
- Return History is going to show any returns filed with the dates and taxes paid
- License History is going to show the license number, the type they applied for, the start and end date, and an option to view the license
- Document/Attachment History is going to show anything related to the account. A copy of the license, NSF letters, Refunds, etc.