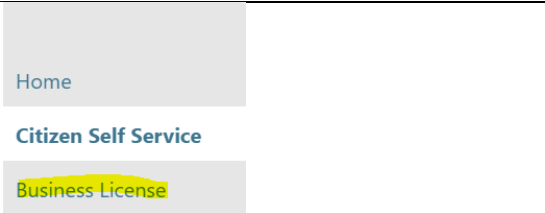
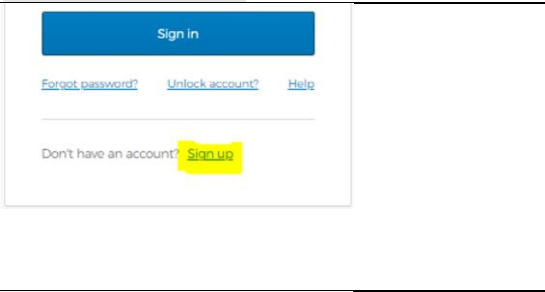
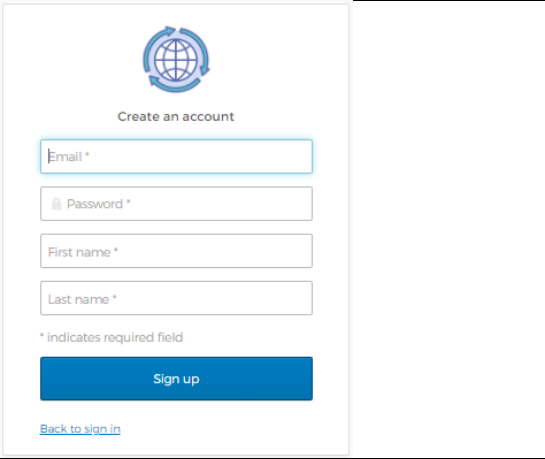

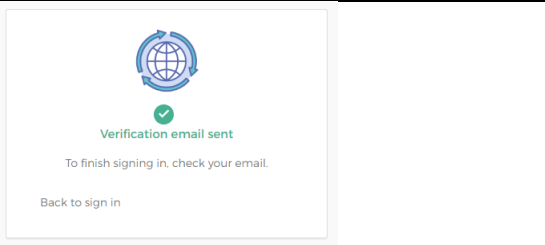


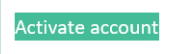


Signing up for Business License Account Online

<p>1. Navigate to the Self Service site: https://services.ci.staunton.va.us/mss/citizens/default.aspx</p>	
<p>2. Click on Business License on the right side of the page.</p>	 <p>Home</p> <p>Citizen Self Service</p> <p>Business License</p>
<p>3. Click on the “Sign Up” link at the bottom of the page</p> <p>*Note: if you have Google, Apple, Microsoft or Facebook account you may use that to log in, instead of creating a new account. You will have to remember which account you used when you return in the future.</p>	 <p>Sign in</p> <p>Forgot password? Unlock account? Help</p> <p>Don't have an account? Sign up</p>
<p>4. Fill out the Sign up form with Email address, password, first name and last name.</p> <p>5. Click “Sign up”</p>	 <p></p> <p>Create an account</p> <p>Email *</p> <p>Password *</p> <p>First name *</p> <p>Last name *</p> <p>* Indicates required field</p> <p>Sign up</p> <p>Back to sign in</p>
<p>6. Check your email to verify your account</p>	 <p></p> <p></p> <p>Verification email sent</p> <p>To finish signing in, check your email.</p> <p>Back to sign in</p>

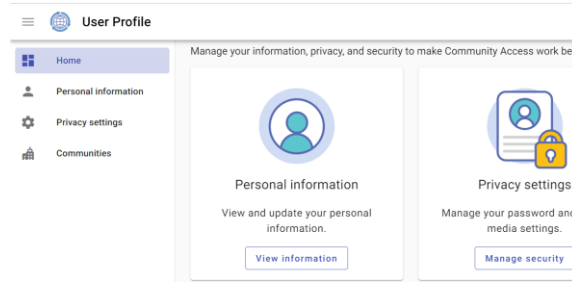
7. In the email you received, click the “Activate account” button.

To verify your email address and activate your account, please click the following link:



This link expires in 7 days.

8. The link will direct you to the identity management page. If you can log in here, then your account is set up successfully.



9. Go to the self-service page: <https://services.ci.staunton.va.us/mss/default.aspx> to view your self-service account. You will need to complete steps 10 & 11 to link your self-service account to your Business License Account(s).



10. Contact the Commissioner of Revenue office and provide them with the email address of your account, and the business license account numbers that you wish to manage online.

Commissioner of Revenue
 Email: revenue@ci.staunton.va.us
 Phone: 540-332-3829

11. Once the Commissioner of Revenue has linked your account to your business accounts. They will notify you that it is set up, and you must log out and log back into the self-service website to be able to see the linked accounts.



12. When you log back in you will see your account information under the **Business License Accounts** section.

