



Getting Started Checklist



Please use this form to check off the items you have completed as you progress through this early phase of the licensing process.

Step 1 - Create an individual account on the DCR Licensing Portal

- Create an individual licensing portal account.** To do so, you will need to: Go to the licensing portal [here](#). Select Create an account. Please follow the prompts. Once you register for an individual account, you will be issued an **ACA Reference Identification number**. Please keep this number for future reference.

Step 2 - Apply for a Business Tax Registration Certificate

- To obtain a Business Tax Registration Certificate (BTRC) from the Office of Finance, you will need to fill out this [form](#) and submit it to dcrlicensing@lacity.org**

DCR will forward the BTRC application to the Office of Finance and provide the BTRC number to the applicant.

The form requires the following:

- Must obtain a [Federal Employee Identification Number \(FEIN\)](#) from the Internal Revenue Service (IRS).
- [California Secretary of State Entity Number](#). Sole Proprietorships do not need to meet this requirement.
- [California Department of Tax and Fee Administration \(CDTFA\) seller's permit](#)

Step 3 - Create a Licensing Portal Account for your Business

- Go to the [licensing portal](#) and create an account for your business.**

An applicant will need:

- Name of Business
- Email (different than for your individual account)
- Phone
- Federal Employee Identification Number
- Mailing Address

Step 4 - Create a Legal Business Entity Record (LBER)

- Create an LBER by logging into your business's [licensing portal account](#) to complete this step.**

Once logged in, select the Activities tab, and then select Apply for a License. Accept the terms of service and select continue. Select Legal Business Entity Record. Follow the prompts.

The LBER requires the following 3 items:

- 9-digit ACA Reference ID for your business entity
- 10-digit BTRC Master account number from the Office of Finance
- State of Information number assigned by the State of California.

The LBER will act as a parent record for all applications and licenses owned by the same entity.

Step 5 - Pre-Application Review

Please use this form to check off the items you have completed and submitted as you progress through this phase of the licensing process.

Please review the following:

- [Pre-Application Review Workflow](#)
- [Pre-Application Review Information & Procedure Bulletin](#)

Please review, complete and submit via the licensing portal the following:

- [Landowner Attestation: Location Eligibility](#)