

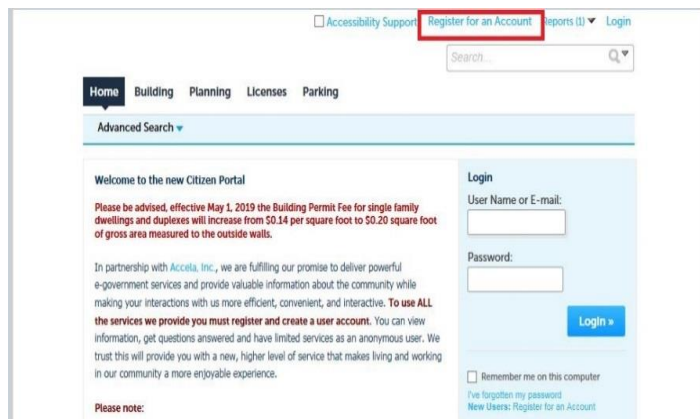
City of Las Cruces -Online Process for Business Registrations

Tip: Have a copy of your NM CRS certificate available for reference. ****Note:** A copy of the CRS certificate must be uploaded for verification for a new business. This also applies for existing businesses, if there is a change in physical location, change in business, DBA name or taxpayer type (Individual, corporation, partnership, etc.)

Requirements: An active, valid e-mail account. **For best results:** Use a desktop or laptop device, Windows operating system -Internet Explorer 11; Mac operating system- Safari 10.

Part I: Register for an Account

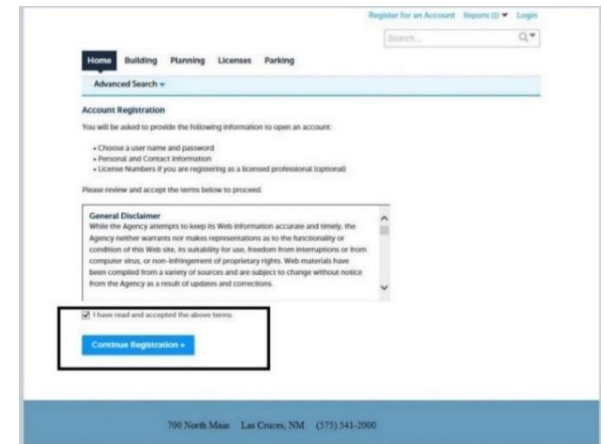
Visit the City of Las Cruces Citizen Portal at <https://aca.accela.com/LASCRUCES> Click **Register for an Account**



Review information and the **General Disclaimer**.

Check the box at the bottom of the page to accept terms and Click **Continue Registration**.

Proceed to **Account Registration Step 2**.



Account Registration Step 2: Complete required fields (marked with *)

User name: Create user name here

E-mail address: Enter e-mail address here

Password: Create a password

Type Password again: Enter the password just created here

Enter Security Question: Enter a security question to which you know the answer and will remember

Answer: Enter the answer to the Security Question above

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

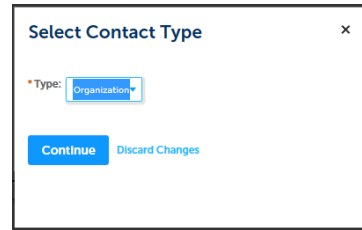
Contact Information

Choose how to fill in your contact information.

Select Contact Type pop-up window-

Select **Organization** (you are entering your business information) from the Type drop down arrow and click **Continue**.

Contact Information pop-up window will appear.



Complete the required fields (marked with *) of the **Contact Information** section.

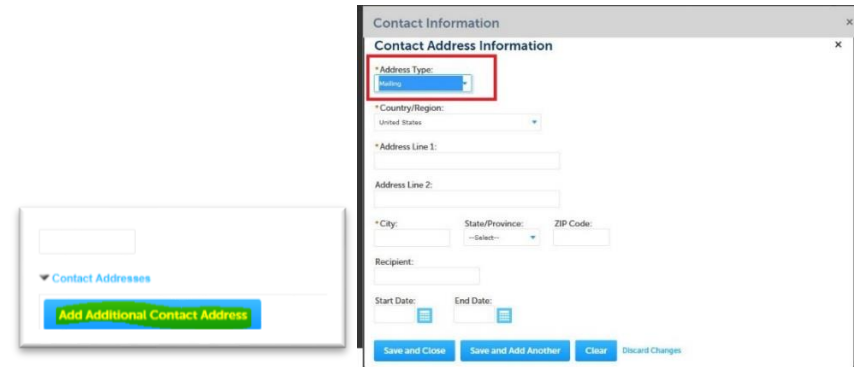
- **Individual/Organization** drop down arrow - Organization
- **Name of Business** - Enter the tax payer name
- **DBA** - Enter the firm name
- Enter **Address, City, State, Zip** and **Work Phone** number for the contact
- **Preferred Channel** - Email
- **Email** - Enter email of contact

Click on **Add Additional Address. Contact Information/Contact Address Information** pop-up window will appear. **A mailing address must be added.**

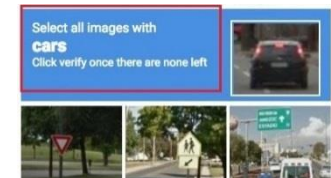
Contact Information/Contact Address Information- Complete the required fields (marked with *)

For the **Address Type** drop down arrow select **Mailing (Contact with mailing address is required for submittal.)**

Complete remaining address information fields. Click **Save and Close** and click **Continue** (2 times)

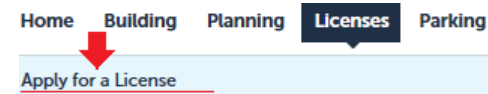


- Check the box next to **“I’m not a robot”**
- If additional verification is needed, follow instructions to complete
- Once complete, click Continue Registration. Message will appear: **“Your account has been created successfully.”**



Section II: Apply for a License/Certificate for Business Registration (Renew and New)

Log in to account with the username/e-mail and password used to register for an account. Select **Licenses** from the top menu. Next, select **Apply for a License** → redirects to **Online License Application** page



- **Online License Application** – All required documents, code information and general disclaimer are available on this landing page.
- Review the **General Disclaimer**. Check the box to accept terms. Click **Continue Application** redirects to **Select a License Record Type** section.
- **Select a License Record Type** – Click the button in front of the appropriate license type, click **Continue Application** → page will redirect to **Step 1: Project Location > Project Location**

Step 1: Project Location > Project Location Complete the required fields (marked with *)

- **Detail Information** section- **Doing Business As (DBA) Name:** → enter DBA name here
- **Address-** **Search tip:** search by street number only.

The screenshot shows the 'ADDRESS' search form. The 'Street No.' field contains '700' and is highlighted with a red box. A green checkmark is overlaid on the form, indicating a successful search. The form includes fields for Street No., Direction, Street Name, Street Type, Unit No., Unit Type, City, State, Zip, and Country. Search and Clear buttons are at the bottom.

The screenshot shows the 'ADDRESS' search form with all fields filled: Street No. (700), Direction (N), Street Name (Main), Street Type (St), City (Las Cruces), State (NM), and Zip (88001). A large red X is overlaid on the form, indicating an unsuccessful search. Search and Clear buttons are at the bottom.

- A list of addresses will populate, select the button in front of the appropriate address, this will populate the parcel number and owner information. Click **Select**, this will redirect back to the previous page. Click **Continue Application** → Step 2 section displays.

Step 2: Contacts>Contacts

- **Applicant** -Click on **Select from Account** → **Select Contact from Account** pop-up → click on the button in front of the Associated Contact and click continue. The contact mailing address created in Section I, will be listed. Check the box in front of the **Mailing** address in the next pop-up page. Click **Continue** → Redirects back to Step 2 section. “Contact added successfully” message will display. Click **Continue Application** → Step 3 section displays. **Reminder: A mailing address is required for submittal.**

Step 3: Project Details > Project Details- Complete the required fields (marked with *) for each section.

Custom fields: This is where all your business information will be recorded.

- **License information/City Certificate Number** – This is to identify if there is an existing business.
- **General information-** Must match the CRS certificate, verify that the correct business category is selected
- **Required documents-** the box next to all required documents will be checked. **** Note: A copy of the CRS certificate must be uploaded for verification for a new business. Also, for existing businesses if there is a change in physical location, change in business, DBA name or taxpayer type (Individual, corporation, partnership, etc.)**

- **Days and hours of operation** -Enter appropriate information in each field
- **Business location information**- Click the button for the appropriate answer to each question.
- **Acknowledgments**- Check the box next to the **Acknowledgements** statement. Click **continue application** → Step 4 section displays

Step 4: Documents >Documents Upload documents (marked with* in Step 3 **REQUIRED DOCUMENTS** section)

- Click **Add** → click **Add** again. Select the documents from file location → Click **Open**. When the download reaches 100% click **Continue**.
- From the **Type** drop-down arrow select the attachment type. Complete the **Description** field. Click **Save**. Repeat these steps to submit additional documents. Click **Continue Application** when done→ Step 5 section displays.

Step 5: Review

- Verify information is correct and/or make any changes by clicking **Edit**
- Read perjury disclaimer and check box
- Click **Continue Application**

Step 6: Pay Fees- This page will list fee(s). Click **Continue Application** to enter payment information. Click **Submit Payment**

- Accepted credit cards are Visa and Mastercard
- If you wish to pay with cash or check, click **Save and Resume** to save your work. Please visit our office in person at 700 N Main St., Ste. 1100 Las Cruces, New Mexico. Business hours are Monday through Thursday 7:00 a.m. to 6:00 p.m. and Friday 7:00 a.m. to 11:00 a.m.

Step 7: Record Issuance - The following message will display: *“Your application has been successfully submitted”* Make note of **Your Record Number**.

- **Renewals**- please allow for staff to verify all the information. **New businesses** – the issuance of your business registration will be complete based on the anticipated start date.
- Update any junk filters to receive automated emails regarding your project from autosender@agency.com or autosender@account.com
- Notifications about the progress of the application will be sent to the e-mail address provided during registration.
- Log back in to the Citizen Portal and select **Licenses**

Check the box in front of the appropriate **Record Number**→ Click on highlighted **Record Number**→ will redirect to a new page

<input type="checkbox"/> Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input checked="" type="checkbox"/> 20190-19	Business Registration License	Business Registration License	700 N MAIN St, Las Cruces NM	01/31/2020		

Click on the drop-down arrow of the **Record Info** option → Select **Attachments**
The new license will display in the list of Attachments

The screenshot shows a sidebar menu on the left with the following items: Record Info (with a dropdown arrow), Payments (with a dropdown arrow), Custom Component, License Details, Processing Status, Related Records, Attachments (highlighted with a red arrow), and Inspections. The main content area on the right is partially visible, showing a header with 'Record Info', 'Payments', and 'Custom Component' tabs.