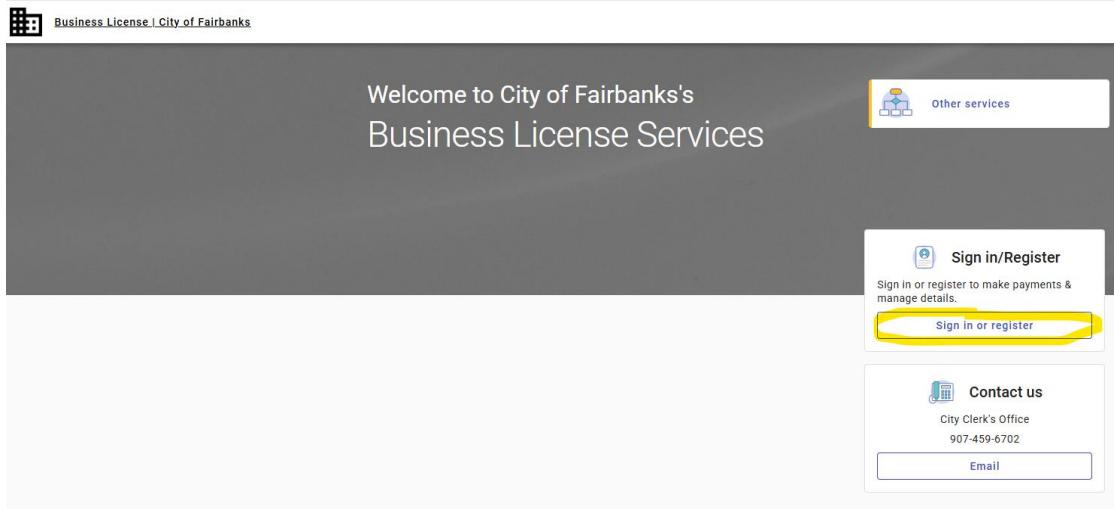


Creating an Online Account or Signing in to Existing Account

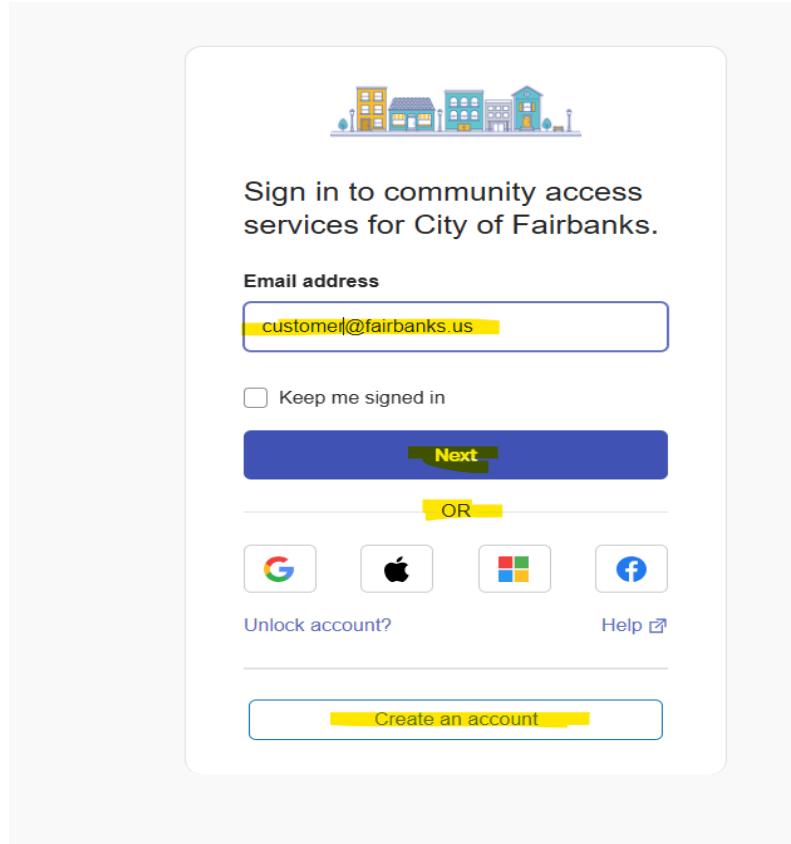
Go to the Business License Login Page, which can be access through the City website or by clicking this link: <https://cityoffairbanksak.tylerportico.com/css/citizen-selfservice-bl/business-license/home>

Click Sign in or register



NOTE: if you have already created an account for garbage billing you will not need to create an account to renew your business license. Use your garbage billing account username and password to log in.

If you do not already have an account as a garbage billing customer, click create an account.



Enter the required information and click sign up.



Create an account

Email

First name

Last name

Mobile phone Optional

Password

• • • •

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Sign up

A verification email will be sent to the email address you entered. The email will come from Community Access Identity (Check your spam folders)

One-time verification code



Community Access Identity <noreply@identity.tylerportico.com>

To [REDACTED]

(i) If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content.



Hi [REDACTED]

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

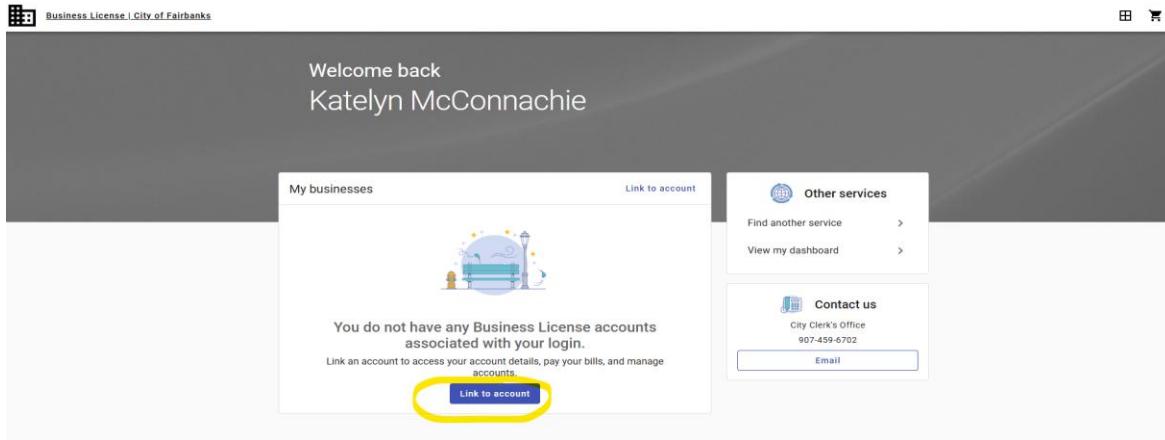
[REDACTED] 212435 [REDACTED]

If you believe you have received this email in error, please disregard.

You will need to enter this email verification code and select continue. Once the verification code has been accepted you will be in your account and able to start linking your business license account to your online profile.

Linking Account to Your Online Profile

Once an account has been created and you are logged in, you can link accounts to your online profile by clicking link to account.



You will need to enter your Account ID/Business ID and your owner name exactly as it appears on your renewal form.

2026 Business License Renewal Form

<input type="checkbox"/> CHANGE	<input type="checkbox"/> CHECK IF YOU ARE NO LONGER IN BUSINESS AND RETURN TO THE CLERK'S OFFICE		
IF 2025 GROSS RECEIPTS ARE	THEN LICENSE FEE IS:	IF 2025 GROSS RECEIPTS ARE	THEN LICENSE FEE IS:
Place an "X" in the correct box		\$10,000,000 - \$19,999,999	<input type="checkbox"/> \$2,200
\$0 - \$49,999	<input type="checkbox"/> \$50	\$20,000,000 - \$39,999,999	<input type="checkbox"/> \$3,350
\$50,000 - \$249,999	<input type="checkbox"/> \$120	\$40,000,000 - \$59,999,999	<input type="checkbox"/> \$4,500
\$250,000 - \$999,999	<input type="checkbox"/> \$350	\$60,000,000 - \$79,999,999	<input type="checkbox"/> \$5,900
\$1,000,000 - \$2,999,999	<input type="checkbox"/> \$580	\$80,000,000 - \$99,999,999	<input type="checkbox"/> \$11,500
\$3,000,000 - \$9,999,999	<input type="checkbox"/> \$1,125	\$100,000,000 - \$119,999,999	<input type="checkbox"/> \$16,000
(Amounts Continued)		\$120,000,000 - and Above	<input type="checkbox"/> \$25,000

PLEASE UPDATE INCOMPLETE OR INCORRECT INFORMATION

BUSINESS INFORMATION	Business Name DBA*: TEST BUSINESS LICENSE		Account ID#: 109614
	*Issuance of a business license by the City of Fairbanks confers no rights to the applicant as to any business name. The right to a business name is a matter of state and federal law.		
	Mailing Address: (Principal Place of Business) IMA TEST 123 MAIN STREET ANYWHERE, AK 12345		Business License #: 15073
	Physical Address: (Principal Place of Business - List Others on Reverse Side) 123 MAIN STREET ANYWHERE, AK 12345		
	Phone Number: 123-456-7890	Contact Name: IMA TEST	<input type="checkbox"/> Please check here if you would like future renewals correspondence via EMAIL (Whenever Possible)
Email Address: IMATEST@NOBODY.COM			
OWNER INFORMATION	AS STATED ON STATE OF ALASKA BUSINESS LICENSE		
	Business License Number: 9876543	Line of Business / NAICS Code (2 Digit)	11
	Nature of Business: AGRICULTURE, FORESTRY, FISHING, AND HUNTING		
	Owner's Full Name and Mailing Address:	IMA TEST 123 MAIN STREET ANYWHERE, AK 12345	

Let's find your account

* Business ID
103526

* Owner name
FAIRBANKS BUSINESS

[Cancel](#) [Search](#)

! No results found, please try again with different parameters.

Click search. If the information is entered correctly, the system will find the account to link to your profile.



We found your account!

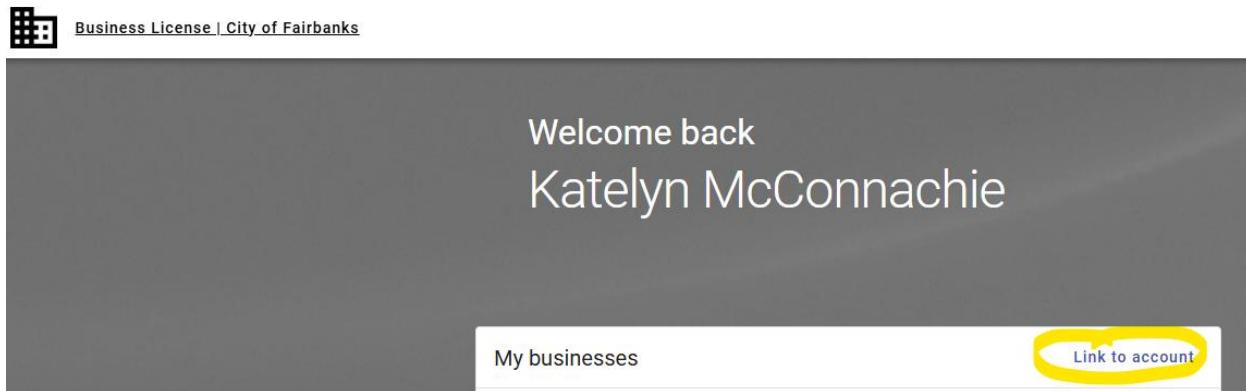
ANY, INC.

[Finish & view account](#)

Click Finish & view account

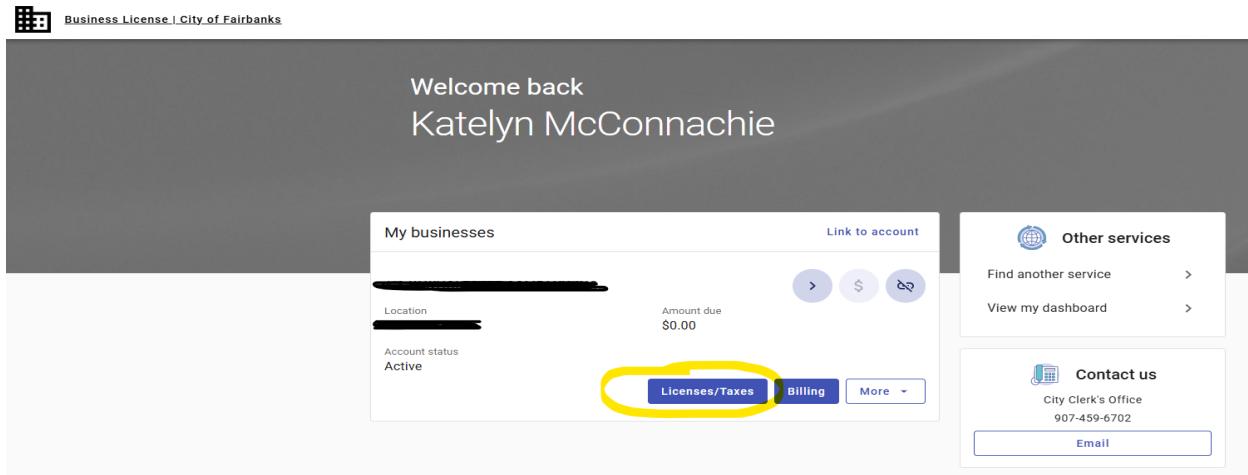
Adding Additional Accounts

To add additional accounts to your online account, click link to account and repeat the steps above.



Renewing Your Business License Online

Once you have an online account and your account has been linked, you may renew your City business license. Click licenses/taxes.



Welcome back
Katelyn McConnachie

My businesses

Link to account

Location [REDACTED]

Amount due
\$0.00

Account status
Active

Licenses/Taxes (highlighted with a yellow circle)

Billing

More

Other services

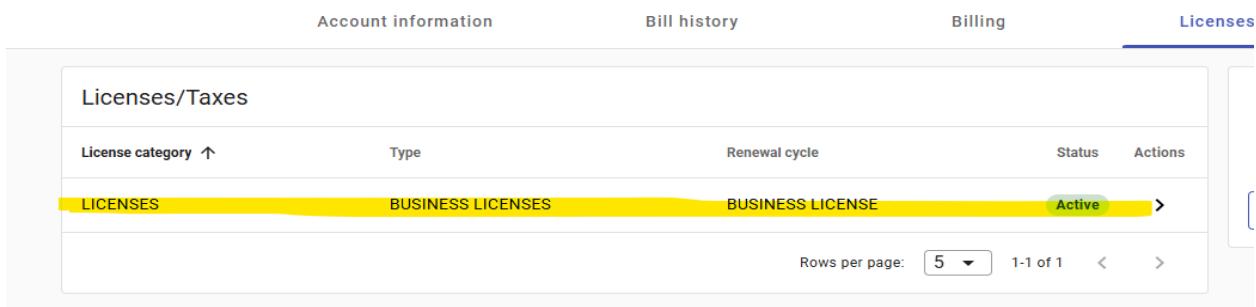
- Find another service
- View my dashboard

Contact us

City Clerk's Office
907-459-6702

Email

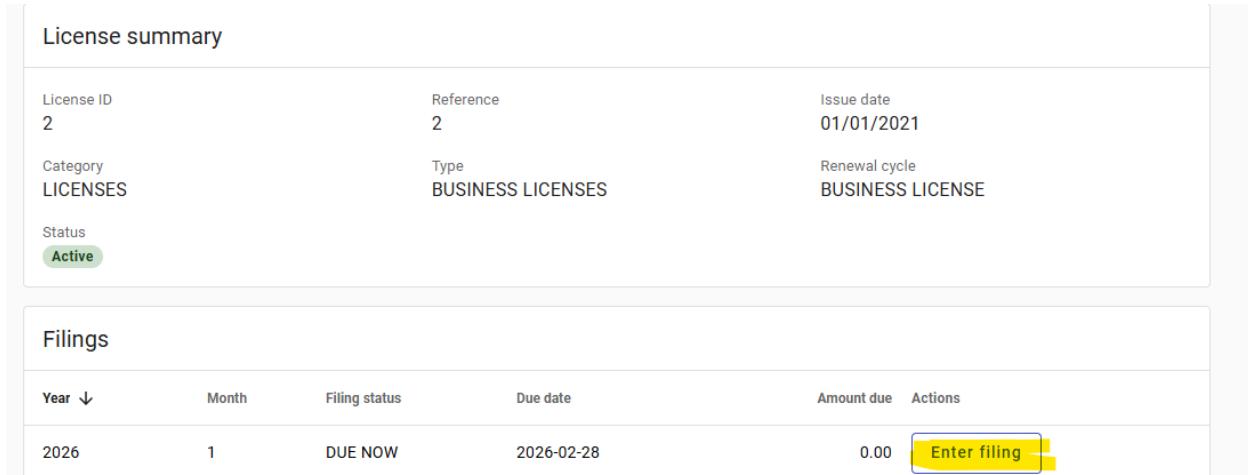
Select the filing you would like to pay.



License category ↑	Type	Renewal cycle	Status	Actions
LICENSES	BUSINESS LICENSES	BUSINESS LICENSE	Active	>

Rows per page: 5 1-1 of 1 < >

Click enter filing.



License summary

License ID 2	Reference 2	Issue date 01/01/2021
Category LICENSES	Type BUSINESS LICENSES	Renewal cycle BUSINESS LICENSE
Status Active		

Filings

Year ↓	Month	Filing status	Due date	Amount due	Actions
2026	1	DUE NOW	2026-02-28	0.00	Enter filing (highlighted with a yellow circle)

Enter the gross receipts amount from the prior year and attach the renewal form by hitting select files and attaching your completed business license renewal form to the filing.

Next hit review and file.

LICENSES, BUSINESS LICENSES

Period
01/2026 BUSINESS LICENSE

BUSINESS LICENSES

Estimated **Gross Receipts:** 500000.00
Gross taxable receipts amount

Deductions: 0
Deduction amount

Review and file

Cancel

Drag files here or
Select files

Please review the information entered, if everything appears to be correct hit File

LICENSES, BUSINESS LICENSES

Review and submit

BUSINESS LICENSES

Gross Receipts \$500,000.00	Taxable Sales \$500,000.00	Calculated Amount \$350.00
Net Due \$350.00		

Summary

Calculated Amount Due \$350.00	Total Due \$350.00	**The amount due shown does not include any potential interest that may be added for late filings.
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Amount due on filing
\$350.00

Total due
\$350.00

Any payments received will appear on your balance summary.

File

Cancel

Previous