Important tips:
You will always know that you have completely filled out the information on the entire page when a blue button appears at the bottom of the screen directing you to continue to the next page or submit filing to complete your filing. If you do not see the blue button, then information is missing or has been entered incorrectly.

Red boxes will appear over an area with further instruction if there is an error.

The online system does not allow dashes in tax ID numbers or phone numbers.

The online system requires any dollar amount to be reported in a decimal format with dollars and cents. For example: 25.00 is correct but 25 will not be accepted.
You will arrive at the New Accounts Page.

Choose a business type.

Enter your information as prompted. **Do not include dashes.** Sole Proprietorships and Single Member LLC’s will enter the owner’s Social Security Number. All other businesses will enter a Federal Employer Identification Number (FEIN). If the system states that you already have an account, it may be that you have a vehicle registered under your tax identifier (FEIN or SSN). In this case, log into your vehicle account and select, “Register New Business” on the first page that appears.

If you typed a wrong number, the system will ask you to re-enter the numbers.
Enter contact information. Boxes with an asterisk (*) require an entry.

Finish filling out your information and click to submit your information.

The screen will confirm that you have successfully created an account. At this point, an account number is generated and emailed to the email address you entered during registration.

To continue the account registration, enter the information that you used to create the account. If the entered information does not match your original entries, you will get an error message like the one below.

Once the correct information is entered, click Continue Account Registration.
You will arrive at the Account Billable Items page.

Click [Apply for New Business License]

Fill out the information for your business. If you have registered a specific trading name (DBA-Doing Business As) with the Clerk of the Court, then enter that name. If you will be operating under the Account name, you may enter that name for the Business License Trading Name. For the business location, enter the first 5 characters of your address and a list of address options will appear. Select your address when it appears and click [Continue >]

If your address does not appear, you will be given the option to manually enter your information.

To choose your business activity, click on the small arrow at the right side of the box and a drop down list will appear with a variety of business activities. Scroll through the list to find the description that best matches your business. Once you locate your activity, click on the description to highlight it and click [Add Activity].

Check out the Business Tax tab on the Loudoun County website for information on business activities and corresponding tax rates. [https://www.loudoun.gov/1570/Business-Tax-Rates]
Enter a detailed description of your business activity.

Click Continue >

Enter the original start date for your business.

Enter the date the business opened in Loudoun County.

The business items have now been created and you will be directed to the Account Billable Items page where you will file your returns as well as update any information.

Rows with alert you to required filings. Click on the drop down arrow in the actions column.

Click on the Actions drop down arrow to see what actions are available. Choose File/View.

The item information will open. The Status column will reflect the current status of the item.

Click View Filing.
The item filing area will open. Fill in all the required information and check the box certifying that all your information is true and correct.

**Important TIPS**
A red box will appear around any information that is not entered correctly or is incomplete.

All numeric entries require a decimal point.
Example:
Correct: 73000.00
Incorrect: 73000

Phone number should only include digits. **Do not** include dashes.
Example:
Correct: 7032418989
Incorrect: 703-241-8989

If you would like to attach a document to your filing, click **Add a File**, and the folders from your computer will appear and you may choose the file you would like to attach.

Be sure you have entered the email correctly in both boxes.

Once all information is entered correctly, the **Submit Filing** button will appear at the bottom of the screen. If it does not appear, then some entry needs to be corrected. Look over the page for the red boxes alerting you to errors.

After you have submitted your information, the circle icon will appear as the system is processing your filing. Once the account is created successfully, you will be re-directed to the Treasurer’s portal if an invoice has been generated by your filing or you will return to the Billable Items page to continue with other required filings. Log out of your account when you have completed all the necessary required actions.

**Congratulations! You have successfully registered your business with Loudoun County!**

In the future, you will access your account at: [www.loudoun.gov/efile](http://www.loudoun.gov/efile) and enter your new six digit business account number, your employer tax ID# and the zip code of your mailing address. If you need to locate your account number, you may visit the Treasurer’s portal at [www.loudounportal.com/taxes](http://www.loudounportal.com/taxes) and enter your employer ID# and zip code.

Please note that depending on the nature of your business activity, you may be required to carry permits and/or have inspections performed before you may open your business to the public. For more information on starting a business, go to: [https://www.loudoun.gov/1583/Starting-a-Business-in-Loudoun-County](https://www.loudoun.gov/1583/Starting-a-Business-in-Loudoun-County)