

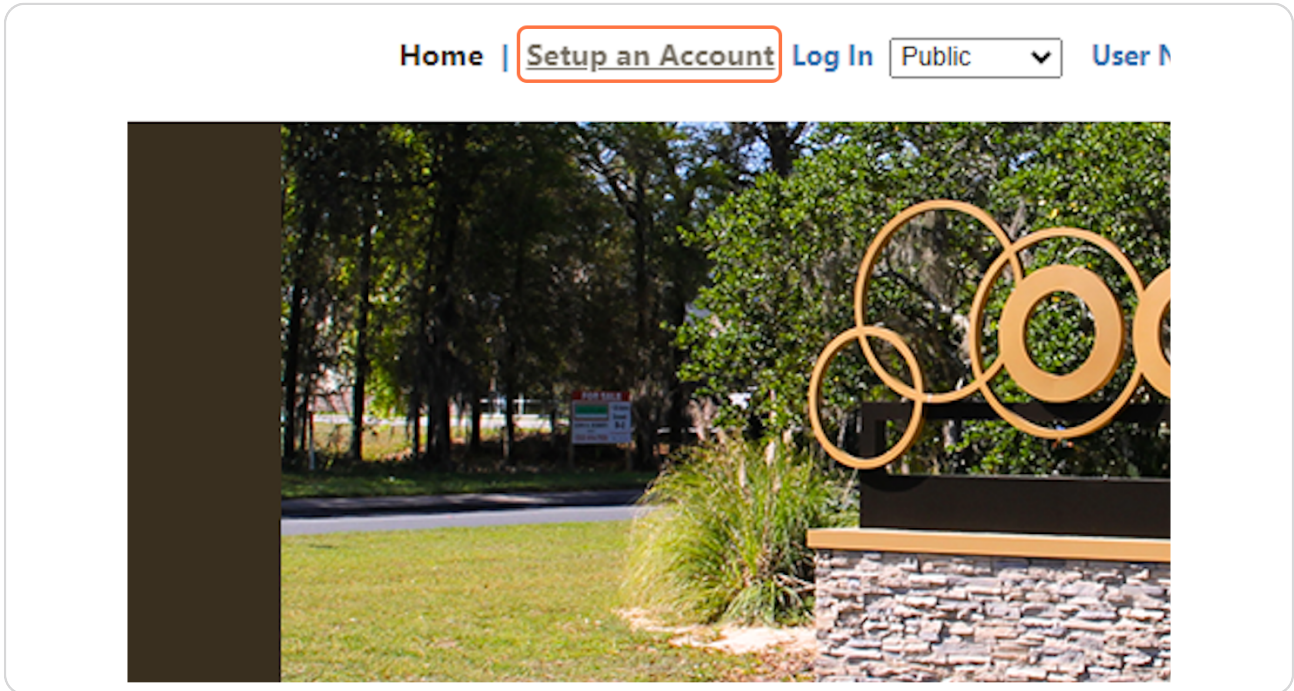
How To Apply For A Business Tax Receipt

12 Steps [↗](#)

Go to ocal.csqrcloud.com

STEP 1

Click on Setup an Account



STEP 2

Complete All the Required Fields Then Click on Create Account

Security Question:

* Secret Answer:

* Re-enter Secret Answer:

CREATE ACCOUNT


STEP 3

Click on DASHBOARD

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW MY ACCOUNT

Hello Michelle M
Below is a Dashboard of your current account

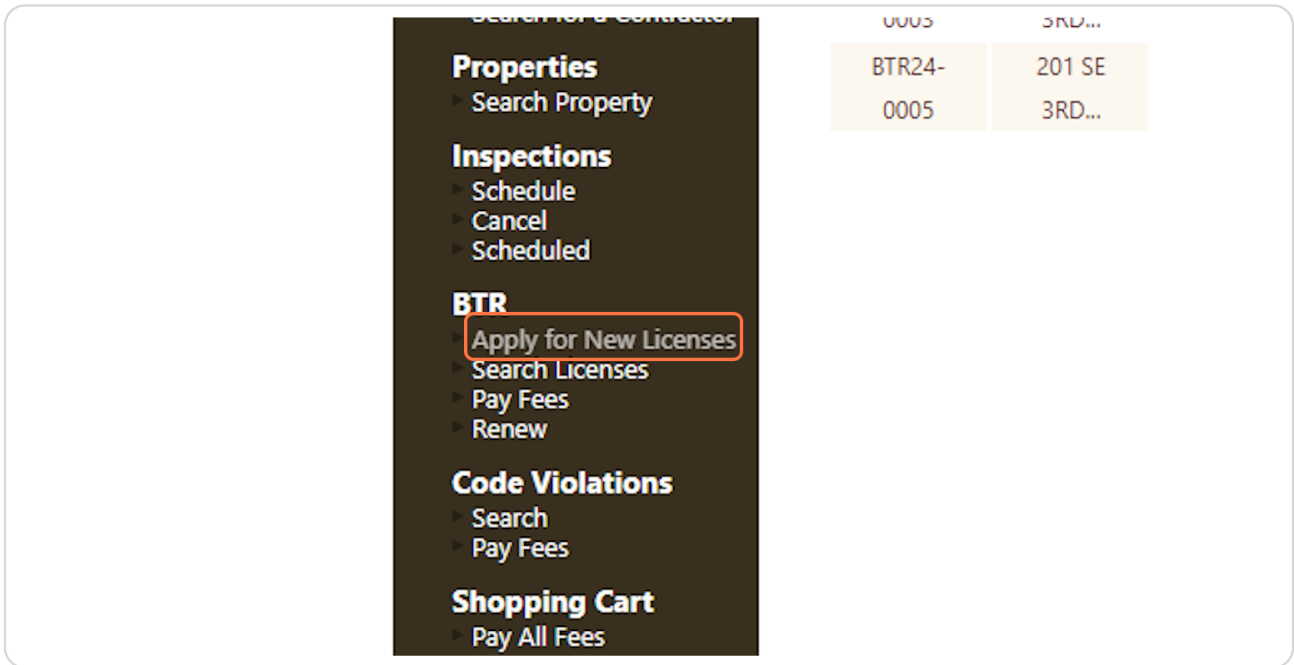
LINK TO PERMITS, PROJECTS, AND LICENSES

 *My Active Licenses*

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE
BTR24-	201 SE	GENERAL	PENDING	\$0.00

STEP 4

Click on Apply for New Licenses



A dark navigation menu is shown with several categories: Properties, Inspections, BTR, Code Violations, and Shopping Cart. The 'Apply for New Licenses' option under the BTR category is highlighted with a red box. To the right of the menu, a table displays two rows of data:

0005	3RD...
BTR24-0005	201 SE 3RD...

STEP 5

Select Your Business Type and Subtype From the Dropdown Boxes



The screenshot shows a 'License Application' form with a progress indicator at the top showing 'Step 1 LICENSE INFORMATION', 'Step 2', and 'Step 3'. The title 'License Application' is in red. Below the progress bar, the section title 'License Information' is also in red. The form contains the following fields:

- *Type: A dropdown menu with 'AMUSEMENTS' selected and highlighted by a red box.
- Licensee Name: A text input field.
- TYPE OF OWNERSHIP: A dropdown menu.
- *DBA: A text input field.
- *BUSINESS NAME: A text input field.

STEP 6

Complete the Rest of the Form

Please enter your business name in the "Licensee Name" field

The screenshot shows a web application interface for a license application. At the top, there is a progress bar with four steps: Step 1 (LICENSE INFORMATION), Step 2, Step 3, and Step 4. The current step, Step 1, is highlighted in a dark grey arrow. On the left side, there is a vertical navigation menu with options: 'New Permit', 'Permit Report', 'Project', 'Contractor', 'by', and 'Licenses'. The main form area is titled 'License Information' in red. It contains several fields: '*Type' (dropdown menu with 'AMUSEMENTS' selected), 'SubType' (dropdown menu with 'BINGO' selected), 'Licensee Name' (text input field containing 'Test Business Number 6', which is highlighted with a red border), 'TYPE OF OWNERSHIP' (dropdown menu), '*DBA' (text input field), '*BUSINESS NAME' (text input field), 'HISTORIC DISTRICT' (dropdown menu), and 'STATE LICENSE NUMBER' (text input field).

STEP 7

Upload Your Sunbiz Report and, If Applicable, Your State License Based on the Requirements of Your Field.

The screenshot shows a web application interface for uploading documents. At the top, there is a disclaimer: 'I, the City of Ocala and to comply with all City of Ocala Ordinances whether specified or not. All information supplied shall become public record. I swear and affirm that the information in this application is true and correct to the best of my knowledge.' Below this, the section is titled 'Attachments' in red. It contains the following text: 'Please upload all required documents needed for your BTR application. Documents can be uploaded at any time using this portal. Failure to upload required documents may result in unnecessary delays to your BTR application.' There is a file upload area with a 'Filename' field containing 'Sunbiz Report.pdf' and a 'Select' button. Below the filename field is a 'Description' field. At the bottom of the upload area is an 'UPLOAD' button. At the very bottom of the screen are 'CANCEL' and 'NEXT STEP' buttons.

STEP 8

Click on Upload

📄 Sunbiz Report.pdf ✖ Remove

Sunbiz Report.pdf
Description:

State License.pdf
Description:

UPLOAD

CANCEL

STEP 9

Click on Next Step

CANCEL **NEXT STEP**

STEP 10

Select ADDRESS from Search By and Enter Your Business Address in the Field Below

ermit
it
port
ject
actor

Application for a AMUSEMENTS License

License Address

Enter all or part of the address and press search

Search By ADDRESS

Search Value

SEARCH

Print Name As

Email

STEP 11

Complete All the Required Fields Then Click on Next Step

Zip

CANCEL PREVIOUS STEP NEXT STEP

STEP 12

Click on View License

Upon completion of the application review, you will receive an email notification informing you that your invoice is ready for payment.

The screenshot shows a web application interface. On the left is a dark navigation menu with white text. The menu items are: **Contractors** (with sub-item 'Search for a Contractor'), **Properties** (with sub-item 'Search Property'), **Inspections** (with sub-items 'Schedule', 'Cancel', and 'Scheduled'), **STR** (with sub-items 'Apply for New Licenses', 'Search Licenses', 'Pay Fees', and 'Renew'), and **Code Violations** (with sub-item 'Search'). On the right, the word 'Confirmation' is written in red. Below it, a message reads: 'Thank you for your submission. Your application will be processed and assigned for review.' At the bottom of the confirmation area are two buttons: 'VIEW LICENSE' (with a red border) and 'PRINT SUMMARY'.