

# Alabama Online Filing Instructions To Remit Payment:



1. Go to <https://rds.bizlicenseonline.com>.

2. Sign in.



- Returning users should sign in with the username/password that was created previously. Once logged in, click “File application/return.”
- First time online users should click on “Sign up: Business Account.” username/password. Store in a secure place. Click on “File application/return.”

3. Select State, Return, Filing Period, and Location. Click Next.

A screenshot of a web form with four dropdown menus. The first is labeled '1. Select a State \*', the second '2. Select a Municipality/Return \*', the third '3. Select a Filing Period \*', and the fourth '4. Select a Business Location \*'. Below the second dropdown is a link: 'Is your municipality/return not listed? Click here to add the municipality/return.' Below the fourth dropdown is a link: 'Does your company have multiple locations? Click here to add another business location.' At the bottom are two buttons: 'Cancel' and 'Next'.

4. Review your business information. All items with an asterisk (\*) are required. Then press Next.

5. Select your municipality from the drop down. Select if you are renewing or filing a new business. Select the best description(s) for your business. Full fee schedules are located at [www.avenuinsights.com](http://www.avenuinsights.com).

A screenshot of a web form showing a dropdown menu with '[Select City/Town]' and a downward arrow. Below it are two radio buttons: 'Renewal' (selected) and 'New License'. Below that is another dropdown menu with '[Select Business License]' and a downward arrow.

6. Click next. Enter your payment information. Submit your Filing.

7. Print your confirmation, if desired. This form can always be accessed from the Filing History option on the home page.

8. If your license requires Board Certifications/Permits, please email to [businesslicensesupport@avenuinsights.com](mailto:businesslicensesupport@avenuinsights.com) or fax to (844) 528-6529. Please include your account number on all correspondence. Failure to do so will delay the issuance of your license.

9. The official license will be mailed to you at the mailing address you have provided.