



Momentum's Business License Application User Manual





Business License Application

Momentum's Business License module is specifically designed for ease in processing business licenses online. As a new user of Momentum, please find the following user guide to help in navigating the Business Licensing Application process.

Step 1 — Visit the website <https://momentum.princegeorgescountymd.gov>

Step 2 — Login

Step 3 — Select "I want to..."



Lookup Record



Step 4 — Start an application, Click **I want to apply for a business license**. Click **Next**.

Step 5 — Do you have a registration #? Click **Yes or No**. (If No, you must apply for a registration.)

Step 6 — Do you know the type of license you want to apply for?

Step 6a — If "Yes," click **Yes** and Click **Next**.

Please select the type of Business License from the drop-down menu. Click **Next**.

Step 6b — If "No," click **No** and Click **Next**.

Are you applying for?

Select the type of business license you are applying for and Click **Next**.

Step 7 — Follow the questions and Click **Next**.

Review Documents /Attestations required for your project. You will need all required documents for your application to be approved. Click **Apply**.

Name this Project. Select a name for your project. Click **Save and Continue**.

Step 8 — Add Primary Site (is not required for all applications).



Click **Save and Continue** if not required.

If required, click **Add Primary Site**.

Search for your address by entering street number and/or street name. Click **Search**.

Select your address from the results and click **Add Site**. (If you do not find your address in the search results, contact dpiebusinesslicenses@co.pg.md.us.)

Click **Save and Continue**.

The screenshot shows the 'Add Primary Site' form. The 'Number' field contains '9400' and the 'Street Name' field contains 'peppercorn'. The 'Dir' and 'Suffix' dropdown menus are set to 'Select'. The 'City' and 'Postal Code' fields are empty. A red box highlights the 'Number' and 'Street Name' fields, with an arrow pointing to the 'Number' field. Another red box highlights the 'Search' button, with an arrow pointing to it. A third red box highlights the 'Add Site' button, with an arrow pointing to it. Below the search results, a red box highlights the 'Add Site' button, with an arrow pointing to it. The 'Results' section shows a single result: '9400 PEPPERCORN PL UPPER MARLBORO 20774'.

Step 9 — Follow and answer all questions pertaining to your application type. (you will need your registration number at this time) Click **Save and Continue**.

Attest to the checklist items and type your full name. Click **Save and Continue**.

The screenshot shows the license application form. The 'Submit the License fee' checkbox is checked. The text reads: 'I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.' The 'Signature (Please type your full name)' field contains 'Marty Momentum'. A red box highlights the 'Save & Continue' button, with an arrow pointing to it.



Step 10 — You have received your business license number Lxxx-2020-00 (example) and email instructions to upload required documents. Click on [Lxxx-2020-00](#) link and that will take you to the Business License record.

Step 11 — You will be asked to pay fees online (Credit Card or Check) .

Application will not be reviewed until all outstanding fees are paid. Please note that fees are **NON REFUNDABLE**. You have 5 days from submittal date to pay before the application is abandoned.

Click the **Pay Balance** link and follow the instructions.

Business License

L0001-2020-CRN

MY FEES	
Total (paid and unpaid)	\$288.75 PAYMENT HISTORY
Unpaid Balance	\$288.75 PAY BALANCE

Step 12 — Please follow the instructions found on the business license record.

You will be asked to **upload** required documents and **confirm** that you have submitted them.

Required document(s) must be attached to proceed.

- 1) To see a list of document(s) required, please click [HERE](#)
- 2) To attach a document, please go to Attachment section below and click on Add Attachment button.
- 3) Once requested document is attached, return [HERE](#), click Edit (pencil icon) and check 'Submitted' checkbox and click on 'Save Row'. The application will be forwarded for review.

Request for Info

Problem Description	Reviewer Comments
 All required documents have been uploaded.	To attach a document, please go to Attachment section below and click on Add Attachment button. Once requested document is attached, return HI

Cancel Save



Update Row

Problem Description

All required documents have been uploaded.

458 characters left

Reviewer Comments

To attach a document, please go to Attachment section below and click on Add Attachment button. Once requested document is attached, return HERE, click Edit (pencil icon) and check Submitted checkbox and click on Save Row. The application will

731 characters left

Submitted

Not Submitted

Cancel Save Row

Step 13 — Once complete, your information will be reviewed by DPIE.

You may receive an email requesting **additional information or documents**.

Once your application is reviewed your license will be **Issued** or **Denied**.

