



# Managing Landscape Licenses

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[www.bsaonline.com](http://www.bsaonline.com)



**Landscaping Professionals are required to apply for a Landscape License in order to conduct business in Lake Forest. The City will distribute electronic notification to current License Holders in advance of the annual license period. This will allow you to access and manage your account and pay through an Online Business Portal. Follow these steps to complete this process.**

## **STEP 1: Set-up and Access your Business Account...**

First time applicants will need to set-up an online business account at <https://bit.ly/2tjD4oj> by selecting "**Click Here to create an account**" below the "I Have an Account" login section. First time applicants will need to create an online account first, and then contact the Office of the City Manager at 847-810-3675 to initiate the Landscape business registration process and obtain a unique Business PIN.

### **Link a Business to your Business Account**

Once you have obtained a Business PIN, you will need to link a business to your account. To link a Business, click on "**License Application & Business Management**" on the left column and enter your unique PIN in the prompt under the "Business Search" section. Businesses licensed during the previous year will be provided their PIN in an electronic annual notification letter. If you cannot locate your PIN, please contact City Hall at 847-810-3675.

The screenshot shows the BSSA Online portal interface. On the left, a sidebar lists various services, with "License Application & Business Management" highlighted by an orange arrow. The main content area is titled "Manage Businesses" and includes a "Business Search" section. A text box in the "Business Search" section contains the prompt "Business PIN:" followed by an input field and a "Search" button, both highlighted with orange arrows. A red message box above the search section states: "There are currently no businesses linked to your account. If you have a PIN please use it to locate your business below." A disclaimer at the bottom of the search section reads: "\*\*Disclaimer: BSSA Software provides BSSA Online as a way for municipalities to display information online and is not responsible for the data there are errors in the data."

## STEP 2: Verify your Business Information...

When you login, you have the option to view licenses, apply for a new license, or edit business information. Prior to applying for a license, please review, verify and update your business information by clicking on “**Edit Business Information**”. Please ensure all required fields are complete. If changes are needed, edit the information, and hit “**Submit Changes**”. Note that the City will review updates within two (2) business days.

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Schedule an Inspection

**Manage Businesses**  
Select a business to start a License Application, edit business information, or view business licenses.

**My Linked Businesses**  
Businesses which you have linked to your account with their unique PIN

**CITY OF LAKE FOREST (TEST)**  
220 E DEERPATH -- (Business Address)

- View Business Licenses...
- Apply for a new Business License...
- Edit Business Information...**

**Business Search**  
Search for your business using the unique PIN given to you.

Business PIN:

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**ONLINE SERVICES**

- Internet Services
- Online Payments
- Building Department
- Employee Self Service
- Financials
- Business Licensing
  - License Application & Business Management
  - View My Activity
- Citizens' Requests
  - Work Order
  - View Work Order Schedule

**Edit Business**  
Make any necessary changes to your Business Information

**Business Information**  
Business ID: 227  
Business Name: Surplus Supplies

**Required Fields**

**Business Address**

Prefix:  # 4,215.00 Unit/Apt:   
Dir:  Name: MT OLIVET  
Suffix:  City: KALAMAZOO  
State: Michigan Zip: 49004

**Billing Address**



*Be advised, the City of Lake Forest must approve any Change Request Details you submitted in **STEP 2** prior to your ability to apply for a new license. You will receive an email notification from the City once we approve your changes.*

## STEP 3: Apply for a new Business License...

Once your Business Information is complete and accurate, you can begin applying for a new business license by selecting “**Apply for a new Business License...**” Under the “Manage Businesses” screen.

## (STEP 3 CONTINUED...)

**Apply for a License**  
Submit a Business application online.

1 Verify Business Information   2 License Type Selection   3 Estimate Fees   4 Attach Documents   5 Submit Application

**Step 1: Verify Business Information**

Please confirm that the below information is correct. Click [edit](#) to edit or add information.

Business Information

Business Name	CITY OF LAKE FOREST (TEST)	Business ID	404
Business Category	No Data to Display	Business Address	220 E. DEERPATH
Business Type	LANDSCAPE LICENSE		LAKE FOREST, IL 60045

Billing Information

Contact Name	MIKE STRONG	Billing Address	220 E. DEERPATH
	No Data to Display		LAKE FOREST, IL 60045

[Next](#)

**Navigation Menu:**

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  - View My Activity
  - Link Account
- Business Licensing
  - License Application & Business Management**
  - View My Activity

Complete each tab, in order:

1. Verify your Business Information.
2. Select "LANDSCAPE LICENSE" in License Type Selection.
3. Select "Next" on the "Estimate Fees" tab (Fee for Landscape License will appear; \$100 prior to June 1, \$25 additional fee applies for applications submitted after June 1).
4. Attach your application documents, which include current certificates of insurance for Auto and General Liability, Workers Compensation (if applicable), list of business vehicles, and photograph of one business vehicle displaying logo and phone number.
5. Lastly, "Submit Application" which will distribute your information and attachments to the City.

The City will review all submitted materials within five (5) business days. You will receive an email once the City processes and accepts your application request. Your license will then be ready for payment.

## STEP 4: Complete Payment...

Once your application is accepted, you will receive an email notifying you that the license is ready for payment. See Online Payments section (next page).

You may also pay for your license via cash, check or credit card at City Hall, 220 E. Deerpath, Lake Forest, IL 60045.

## (STEP 4 CONTINUED...)

From your BS&A Online Business Licensing view, access your Business License invoice by selecting “**Business Licensing Payments**”, then search for your invoice by Name of Business or License Number. Follow the online prompts to complete your payment online.

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**Business Licensing Online Payment Service**  
City of Lake Forest, Lake County

**Step 1: Search**  
Use the search criteria below to begin searching for your record.

**Step 2: Select Record**

**Business Licensing Online Payment Service.** This service allows you to search for a specific record within the **Business Licensing** database.

**Search by License Number**  
Enter the **License Number** for the record you are attempting to search on.

License Number

**Search by Name**  
Last name only is the preferred search method. For a more refined search by including the first name (i.e. Last Name, First Name).

Name

**Search by Address**  
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main

Address

## STEP 5: View and Print your License...

Once you complete your payment, you will receive an email within 72 hours with your new landscape license. You will then be able to make copies for each of your vehicles. To view and print your license through the online portal, first, click on “**License Application & Business Management**” and select “**View Business Licenses...**” Under the “Manage Businesses” screen.

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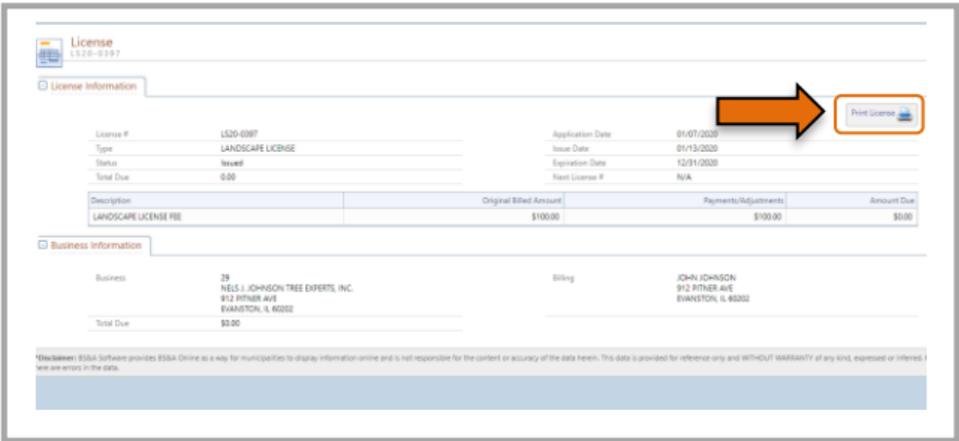
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## (STEP 5 CONTINUED...)

Navigate to your approved license under the “License Information” section. Your current license details and information will display on the screen. Select the “**Print License**” button to open a PDF document of your current license.



The screenshot shows a web interface for license management. The 'License Information' section is active, displaying details for a 'LANDSCAPE LICENSE'. An orange arrow points to a 'Print License' button in the top right corner.

Description	Original Billed Amount	Payments/Adjustments	Amount Due
LANDSCAPE LICENSE FEE	\$100.00	\$100.00	\$0.00

**Business Information**

Business	29 NELS J. JOHNSON TREE EXPERTS, INC. 912 PITHUR AVE EVANSTON, IL 60202	Billing	JOHN JOHNSON 912 PITHUR AVE EVANSTON, IL 60202
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Total Due: \$0.00

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Please print a copy of the license and place in each vehicle you have registered with the City.

### FOR MORE INFORMATION PLEASE CONTACT

City of Lake Forest City Hall  
220 E. Deerpath  
Lake Forest, IL 60045

847-810-3675 or 847-810-3676

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Developed by

