



## CHICAGO BUSINESS DIRECT

Chicago Business Direct is an online tool to access business license services.

### CHICAGO BUSINESS DIRECT ALLOWS YOU TO:

- View your business account licenses
- View your business account tax history
- View your business account alerts
- Create new business location applications
- Add new business locations to your existing business account
- Move an existing business location
- Update your business assumed/DBA name
- Update your business ownership/officers
- Close a business location
- Renew existing business licenses or weighing/measuring device certifications

To access Chicago Business Direct, visit [www.chicagobusinessdirect.org](http://www.chicagobusinessdirect.org)

### STEPS:

- 1) The first step requires you to create a User Profile.  
Every individual who requires access to Chicago Business Direct, must establish a User Profile.
- 2) Click on the "register today" link on the Welcome page.  
Please follow the instructions to create a User Profile.
- 3) Once you have established and activated your User Profile, you may begin using Chicago Business Direct.

For troubleshooting, please call 312-74-GOBIZ (312-744-6249).

