

## Pawnbroker How To Guide

1. To apply for a Pawnbroker License, either login to your Accela account or create a new account to get started.

User Name or E-mail:  Password:  [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Enter your username and password to log into an existing

**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Click "register now" to create a new account in Accela

2. To create a new Pawnbroker License application, select the "create application" option located under the "business licensing" tab. IF YOU ARE RENEWING A LICENSE, STOP HERE AND CALL THE CITY CLERK'S OFFICE AT 719-385-5901 SO WE CAN LINK YOUR LICENSE TO YOUR ACCOUNT.

Home Police Records Public Works **Business Licensing** Stormwater

[Create an Application](#) Search Applications

Business licensing tab

Create a new application

**Records**

Showing 0-0 of 0

Date	Record Number	Record Type	Business Name	Expiration Date	Status	License Type
No records found.						

3. Read the General Disclaimer and check the box below to acknowledge you read the General Disclaimer.

The screenshot shows the 'Business Licensing' section of a website. At the top, there is a navigation bar with links for 'Home', 'Police Records', 'Public Works', 'Business Licensing' (highlighted), and 'Stormwater'. Below this is a light blue bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Online Application' and contains a welcome message and instructions. A red box highlights a 'General Disclaimer' section, which states that the agency does not warrant the accuracy of its website information. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms', which is currently unchecked. A blue button labeled 'Continue Application »' is positioned below the checkbox. Two callout boxes with arrows point to the disclaimer text and the checkbox, respectively.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application Search Applications

Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update information, pay fees, and track the status of your application.

If you are applying for a renewal application, please make sure you have worked with the City Clerk's office to link your accounts PRIOR to creating an application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms

Continue Application »

The box containing the General Disclaimer

Check the box to state you have read the General Disclaimer

4. Select "General Business" from the drop-down menu. Then proceed with the application.

The screenshot shows the 'Select a Record Type' section of the application. At the top, there is a navigation bar with links for 'Home', 'Police Records', 'Public Works', 'Business Licensing' (highlighted), and 'Stormwater'. Below this is a light blue bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Select a Record Type' and contains a message: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this message is a search input field with a dropdown arrow and a blue 'Search' button. A red box highlights a dropdown menu labeled 'Business' which is expanded to show four options: 'Contractor Application', 'General Business Application' (selected with a blue radio button), 'Pedal Cab Application', and 'Security License Application'. A blue button labeled 'Continue Application »' is positioned below the dropdown menu. A callout box with an arrow points to the 'General Business Application' option.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Business

- Contractor Application
- General Business Application
- Pedal Cab Application
- Security License Application

Continue Application »

Select General Business Application. You will choose the specific business license type later in the application

5. Provide the name business trade name in the “Business/Applicant Name” box. If your business does not use a trade name, just provide the entity name. If you are applying as a sole proprietor, provide the name of the sole proprietor. LEAVE THE GENERAL DISCRPTION BOX BLANK

**Detail Information**

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

**Business/Applicant Name:**

Put the business' trade name in this box or entity name if you aren't using a tradename. If a sole proprietor, put the name of the proprietor.

**General Description:**

Leave this box BLANK

6. The next step is adding contacts to the business license. Each license requires at a minimum an “Applicant” (this will be the business if an entity. Provide business information) and a “Resident Agent for Service” (this is who would accept legal service on behalf of the business. The individual or entity listed as the Resident Agent MUST be located in the State of Colorado).

**Required Contact Type**    **Minimum**

⚠ Applicant	1
⚠ Resident Agent for Service	1

Shows the required contacts. One Applicant and one Resident Agent for Service.

**Select from Account**    **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type
No records found.		

You can select contacts that were previously created on the account, or you will “Add New” to create new contacts.

- When adding a new contact, follow the prompts and complete all sections with a red asterisk. The "CC Address, City, State, and Zip Code" all reference the City, State, and Zip Code associated with the credit card that will be used to pay. When you scroll down to the bottom of the "Contact information screen" you will see an "Add Additional Contact Address" option. That is where you will put the either mailing/physical address for the business or the residential address for individuals. INFORMATION LISTED FOR CONTACTS ON THE BUSINESS LICENSE MUST BE PERSONAL INFORMATION TO COMPLY WITH CITY CODE.

**Contact Information** [X]

\*First: John Middle: Last: Doe

Provide the name of who this contact is for

Name of Business: John Doe Enterprises

Country: United States

\*CC Address: 123 Main Street

\*CC City: Colorado Springs

\*CC State: CO

\*CC Zip: 80903

Provide the Street, City, State, and Zip Code of the credit card that will be used to pay for the application

Home Phone: (719) 555-5555 Work Phone: Mobile (or Primary) Phone:

Fax:

### Contact Information

Country/Region:  
United States

Address Type:  
Business

Address Line 1:  
123 Main Steet

Address Line 2:

Address Line 3:

City:  
Colorado Springs

State:  
CO

ZIP Code:  
80903

Save and Close Save and Add Another Clear Discard Changes

You will want to provide a physical and mailing address (if different for the business)

Provide the Street, Unit Number, City, and Zip Code for the address type being completed

8. Your created contacts will populate. Once you've met the minimum requirements for contacts on the license, a green checkmark will appear next to the contact type. Once all of the required contacts are made, you can proceed with the application. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

The green checkmarks show that the minimum number of required contacts have been created. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Required Contact Type	Minimum
✓ Applicant	1
✓ Resident Agent for Service 1	

Select from Account   Add New

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe	John Doe Enterprises	Applicant			johndoe@email.com	Edit Delete
Jane Doe		Resident Agent for Service			janedoe@email.com	Edit Delete

This is where your created contacts will appear.

9. In this section, you will choose which type of general business license you are applying for.

**LICENSE INFORMATION**

\* Type of License: Select Pawnbroker as the license type

Business Phone: [Empty Input Field]

\* Colorado SOS Entity ID: Provide the ID number assigned to the business from the Colorado Secretary of State

Pawnbroker

0000000000

10. The next step is providing the physical address of the pawn shop and the parcel number assigned to the pawnshop

## Address

For Pawnbroker applications only.  
Please provide the physical address of the Pawnshop below.

Country:  
United States ▼

Street No.:

Direction: --Select-- ▼

Street Name:

Street Type: --Select-- ▼

Unit Type: --Select-- ▼

Unit No.:

City:

State: --Select-- ▼

Zip:

Complete the above fields to provide the physical address for the pawnshop that is to be licensed

## Parcel

\* Parcel Number:

Provide the parcel number assigned to the pawnshop

Lot:

Block:

Subdivision:

Book:

Page:

Tract:



Legal Description:

[spell check](#)

Parcel Area:

[spell check](#)

Land Value:

Improved Value:

Exemption Value:

Search

Clear

If you know the above requested information, please fill in the appropriate fields. If not, we will only require the parcel number



11. Next step is to upload the required documents. All the required documents for each license type can be found on our website [coloradosprings.gov/license](http://coloradosprings.gov/license). For a Pawnbroker License, we will require: Completed Department Review Form, \$2000 dollar Surety Bond, and Certificate of Good Standing and Trade Name Certificate (if applicable) from the Colorado Secretary of State.

**Attachment**

Please attach the applicable general liability insurance Acord document, lawful presence affidavit (if sole proprietor), secretary of state certificate, and City bond form. Please reference the City Clerk's website to obtain required documents.

The maximum file size allowed is 20 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;php;pif;scr;scf;shb;sys;vbs;vbe;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

Click "add" to find a document on your computer to upload

Documents will automatically populate once uploaded in this area

12. You will want to click "add" to search for a file on your computer to upload.

**File Upload** ×

The maximum file size allowed is 20 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Click here to search for a file to upload

**Continue** **Add** **Remove All**

13. Select the file you would like to upload. You will get to distinguish the type of file being uploaded and provide a brief description

The screenshot shows a web form for uploading a file. At the top, there is a dropdown menu labeled '\* Type:' with 'Department Review Form' selected. A callout box points to this dropdown with the text: 'This is where you will select what type of file you attached.' Below the dropdown, the file name 'CrystalViewer.pdf' is displayed, along with a progress indicator at '100%'. A large text area labeled '\* Description:' contains the text 'Department Review Form'. A callout box points to this area with the text: 'Provide a brief description of the uploaded document.' At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Remove All'. A callout box points to the 'Save' button with the text: 'Click "save" once you provide an attachment type and description.' A 'spell check' link is visible below the description text area.

14. The next screen will be a review of the application. Look over the screen to confirm the information presented is accurate. At the bottom of the screen, you will see an affirmation. Please read what is in the box and then check the required box.

The screenshot shows a review screen with a large text box containing a certification statement. The text reads: 'By submitting this application, you understand and acknowledge that the City Clerk's Office may request other relevant information from you in connection with this application. Failure to provide the requested information may result in denial of this application. You also acknowledge and understand the City Clerk's Office cannot accept an application unless it is accompanied by the required fees. The failure to pay the required fees or provide other required information may result in denial of this application. By signing below, I affirm under penalty of perjury that the statements contained in this application and any attachments hereto are true, correct and complete.' Below this text is a checkbox with the text: 'By checking this box, I agree to the above certification.' A callout box points to this checkbox with the text: 'The box that you will check to state you have read the affirmation and agree'. To the right of the checkbox is a 'Date:' label. Another callout box points to the certification text with the text: 'The required affirmation stating that was is included in the application is true, correct, and complete'.

15. The final step will be to pay the associated fees for the application. Follow the prompts throughout to add a credit/debit card and to pay for the application. Once paid, you will receive a confirmation and the Clerk's Office will begin to review the application. If any corrections are needed to the application, the Clerk's Office will reach out via email to the email addresses listed for the business.

### Contractor Application



### Step 4: Pay Fees

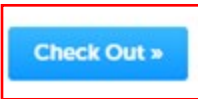
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees	Qty.	Amount
Concrete Contractor License Fee	1	\$110.00

TOTAL FEES: \$110.00

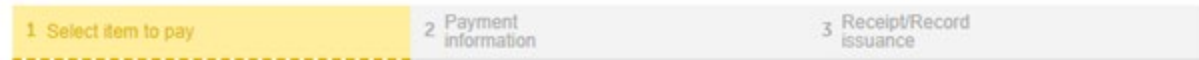
Note: This does not include additional inspection fees which may be assessed later.

Here will list the application(s) that you will make payment for. Fees will vary based on the application being applied for.



Click "check out" to start the payment process.

### Cart



### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

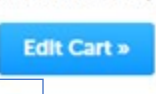
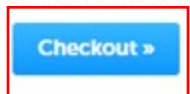


No Address  
**1 Application(s) | \$110.00**  
 ▶ Contractor Application  
 22TMP-004420

Your application will be listed here.

**Total amount to be paid: \$110.00**  
 Note: This does not include additional inspection fees which may be assessed later.

The cost of the application will be listed here. The fee depends on the type of license being applied for.



Click the "checkout" button to proceed with payment.

Payment Options

\* Indicates a required field

Amount to be charged: \$110.00

Pay with Credit Card

**Credit Card Information:**

\* Card Type:  \* Card Number:  \* Security Code:  ⓘ

--Select--

\* Name on Card:  \* Exp. Date:  01\* 2022\*

**Credit Card Holder Information:**

Auto-fill with Peter Clark\*

Country:  United States

\* Street Address:

\* City:  \* State:  --Select-- \* Zip:

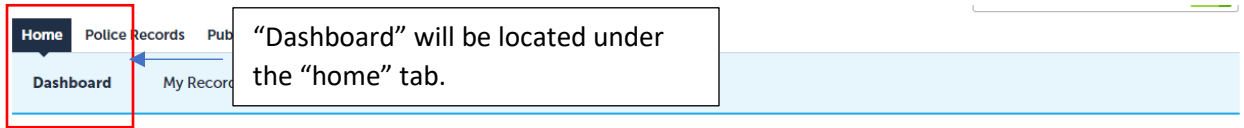
\* Phone:

E-mail:

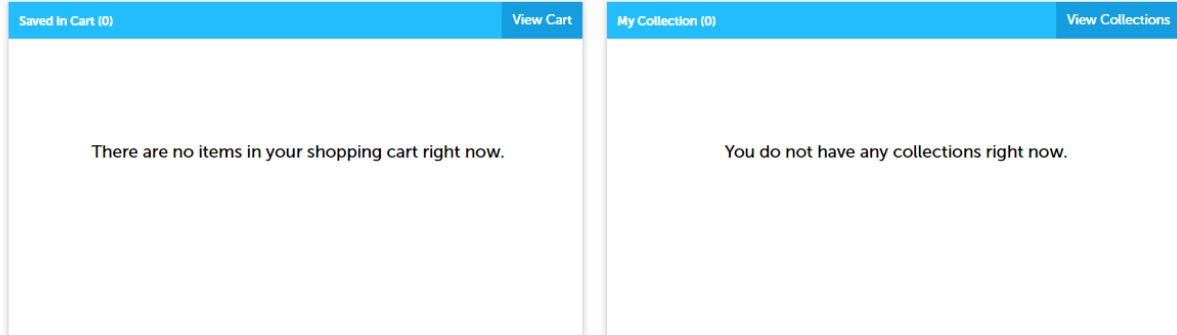
Provide the asked for card information.

"Submit payment" will submit the application which will be reviewed by the City Clerk's Office.

16. If you save an application to continue later, it will appear in the “Work in Progress” section on your dashboard. “Resume Application” will get you back in the application right where you left off.



Hello, Peter Clark



A section titled 'Work in progress' with a 'View All Records' link. It contains a table with one row of data.

Record Name	Record ID	Module	Creation Date	Action
Contractor Application	22TMP-009034	Licensing	3/28/2022	<a href="#">Resume Application</a>

Your applications saved for later will be in this section titled “Work in Progress.”