

Completing a Business License Review

You will receive an email when a review is assigned to you similar to the one below. Make note of the License Number.

M1900001 - Review Assigned: ATF Review (Submittal Documents: #1 Submittal) [Template](#)

To: [REDACTED]

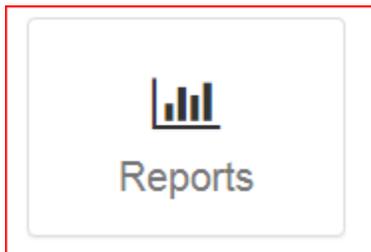
Review Assigned: ATF Review

License Number: M1900001
Date Due: 2019-06-27 00:00:00
Applicant Name: bob owner
Business Name: Test
Business Address: 3160-3170 S 7945 W
MAGNA, UT 84044
Business Description: stuff goes here

A review has been assigned to you for the project referenced above. Please review the Business License application and upload your review comments.

Log in. <https://saltlake.co.ut.eprocess360.com>

If you have not Pinned the review report to your home page select the Reports button.



Search for the Reviews report. Select Pin to add it to your home bar so you do not have to search for it again.

review

« 1 » Displaying 1-2 of 2

Title ^	Description	Home Report	Pinned
Reviews	Shows and filters outstanding or completed reviews by user, all users, and unassigned.	<input type="button" value="Set to Home"/>	<input type="button" value="Pin"/> <input type="checkbox"/>

Select the reviews tab. Those assigned to you will appear.

[Home](#)
[Reports](#)
[Reviews](#)

Reviews

Shows and filters outstanding or completed reviews by user, all users, and unassigned.

Due to

« **1** » Displaying 1-1 of 1

Due ^	Permit #	Address	Description	Project Status
06/27/2019	M1900001	Test	New: Commercial License	<input type="button" value="Open"/>

Selecting the link of the file you wish to work on. It will take you to the review page.

ATF Unassigned Under Review Action ▾

#1 Submittal / Reviews / ATF

Assigned To ATF Reviewers: Unassigned
 In 06/06/2019
 Due 06/27/2019
 Complete --/--/----
 Out --/--/----

Incomplete Review This review is incomplete and can only be viewed by users with the ability to modify it.

Documents Under Review

Document Type	Description / Filename	Size
Sales Tax Number (STC) JPG	section-detail-of-stained-glass-windows-in-sainte-chapelle-paris-france-e94j09.jpg	148 KB
Proof of Name Registration with Department of Commerce JPG	Chartres_-_cathédrale_-_rosace_nord.jpg	325 KB

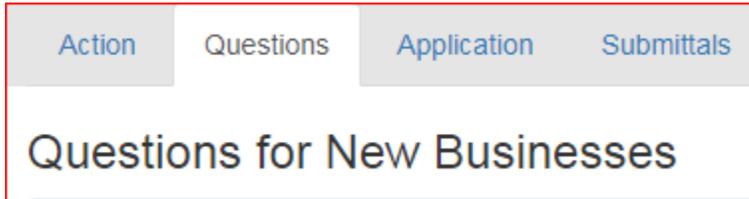
Review Decision/Comments

Recommend Denial
 Recommend Denial Until Conditions Are Met
 Recommend Approval as Proposed

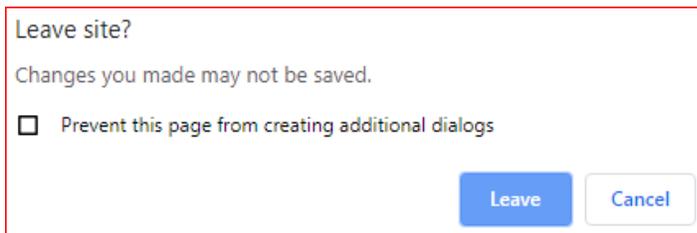
Drag and drop files here, or use 'Add File', to add files to this review. The review is not completed until a result has been selected and the 'Complete Review' button is clicked, note that you may be required to upload a file (such as a comment letter) depending on the selected result of the review. Completing the review prevents further file additions.

The top shows who the review is assigned to. Next it shows the date the review was created and when it is due. Next you can see and select the documents that were added by the applicant. Next is where you select your decision.

If you wish to see how the application questions were answered, select the questions tab. The look of this page will change based on the license application type selected.



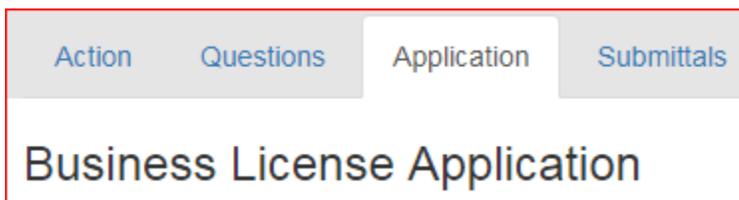
When you leave the Questions tab you may be asked to verify. Select leave.



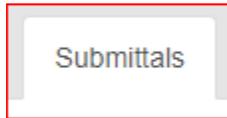
The Action tab shows what type of license was applied for.



The Application tab shows the address and applicant information. This layout will change based on the application type selected.



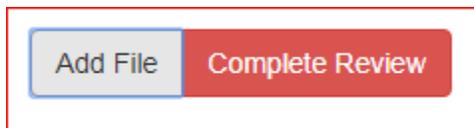
When you are finished reviewing the application information select the Submittals tab



Select your review to return to it.



If you are satisfied with the application as is select **Recommend Approval as Proposed**. The complete review button becomes available.



When all the reviews are finished the applicant is sent an email like the one below.

Review Comments Accepted: Health Review

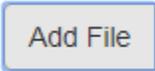
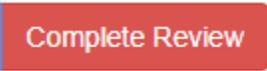
License Number: M1900029
Date: 2019-06-03 13:02:47
Business Address: 2763 S 8400 W
MAGNA, UT 84044
Business Description: dog services
Scope: Submittal Documents: #1 Submittal

A review has accepted the submittal uploaded for the project referenced above. Click on the link below to view review comments.

If your **Recommend Denial** or **Recommend Denial Until Conditions Are Met** a file must be added before the complete review is ready. This is for you to add a document stating your reason(s). Select the Add File button and browse to the file you wish to add. Select the document type as comments. From the drop down.

Download	Document Type
 Download	Comments 

Select Complete review when you are finished.

	
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Your actions are recorded.

ATF Review	#1 Recommend Denial Until Conditions Are Met		06/06/2019	06/27/2019	06/06/2019	--/--/----	Download
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The applicant then has an opportunity to make any requested changes. You will need to follow up with the applicant until your agencies' requirements are met. The process repeats until all agencies are satisfied.

You are finished with this license.