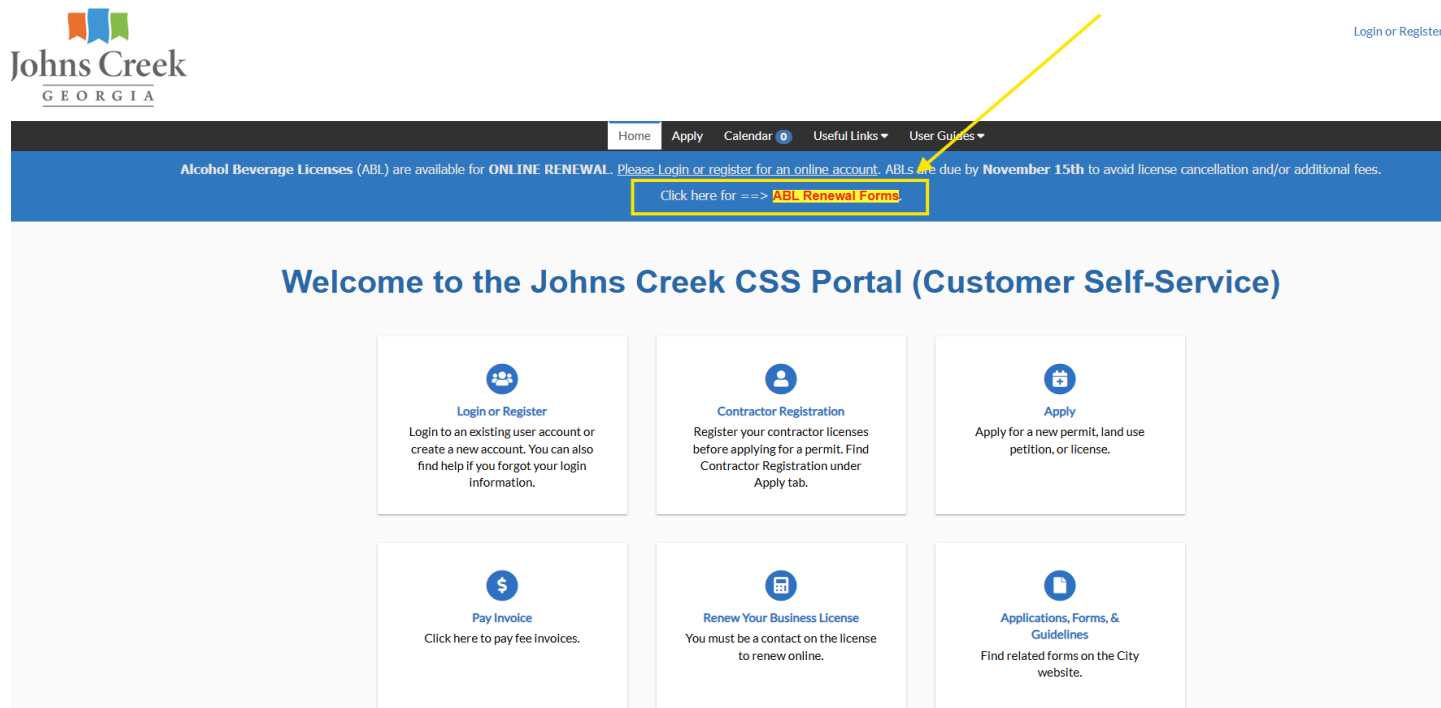


Customer Self-Service (CSS) aka Civic Access Business License (ABL) Renewal

1 Let's Get Started

Click the following link: [https:// selfservice.johnscreekga.gov/energov_prod/selfservice#/home](https://selfservice.johnscreekga.gov/energov_prod/selfservice#/home). This link will take you to the CSS (Civic Access home page). **Click the ABL Renewal forms link** to download the forms. You are to ***FIRST complete these forms, sign and have them notarized before you login or register.***



Johns Creek
GEORGIA

Login or Register

Home Apply Calendar Useful Links User Guides

Alcohol Beverage Licenses (ABL) are available for **ONLINE RENEWAL**. Please **Login or register** for an online account. ABLs are due by **November 15th** to avoid license cancellation and/or additional fees.

Click here for ==> **ABL Renewal Forms**

Welcome to the Johns Creek CSS Portal (Customer Self-Service)

Login or Register

Login to an existing user account or create a new account. You can also find help if you forgot your login information.

Contractor Registration

Register your contractor licenses before applying for a permit. Find Contractor Registration under Apply tab.

Apply

Apply for a new permit, land use petition, or license.

Pay Invoice

Click here to pay fee invoices.

Renew Your Business License

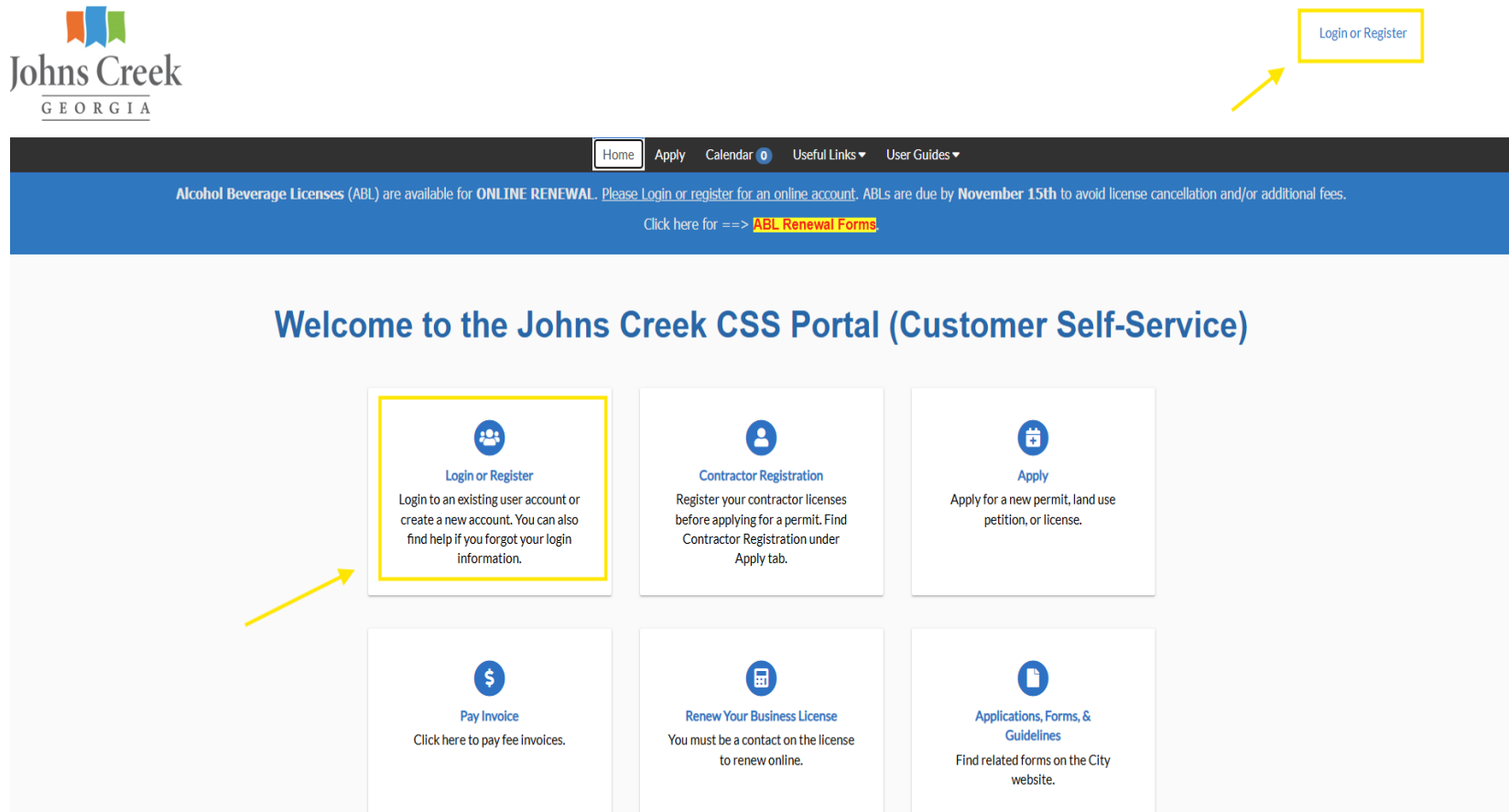
You must be a contact on the license to renew online.

Applications, Forms, & Guidelines

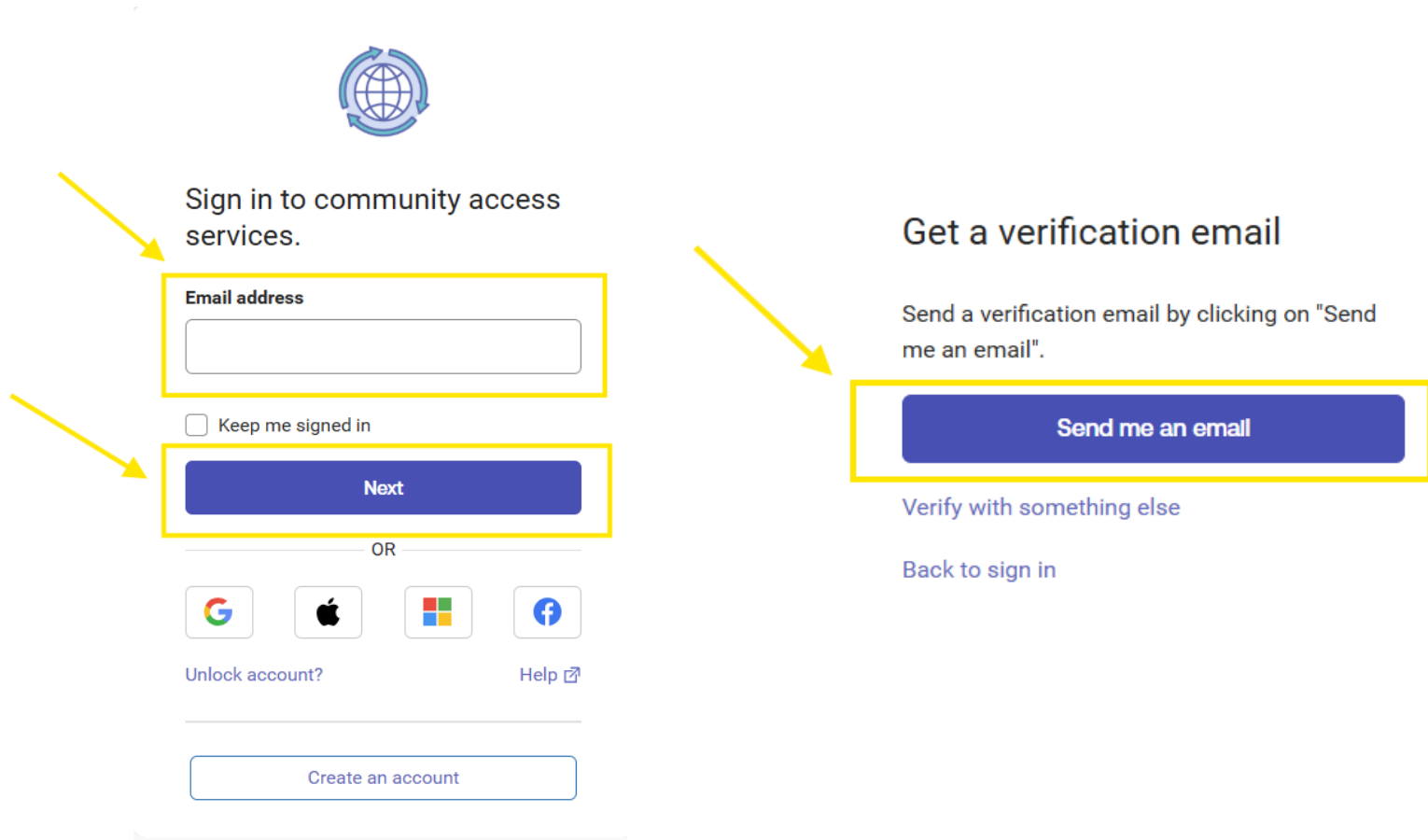
Find related forms on the City website.

2 Login or Register

- **After you have completed your forms, Click the Login or Register icon as seen in the image below.**



- When prompted... **Enter your email address and password, then click next.** (If you have an email and password, you will receive a prompt to verify your email address on another screen – as seen below). **Click “Send me an email.”**





Sign in to community access services.

Email address

☐ Keep me signed in

Next

OR

[Unlock account?](#) [Help](#)

Create an account

Get a verification email

Send a verification email by clicking on "Send me an email".

Send me an email

[Verify with something else](#)

[Back to sign in](#)

- **Check your email for the code**, enter the code, then click verify.

Verify with your email



Haven't received an email?

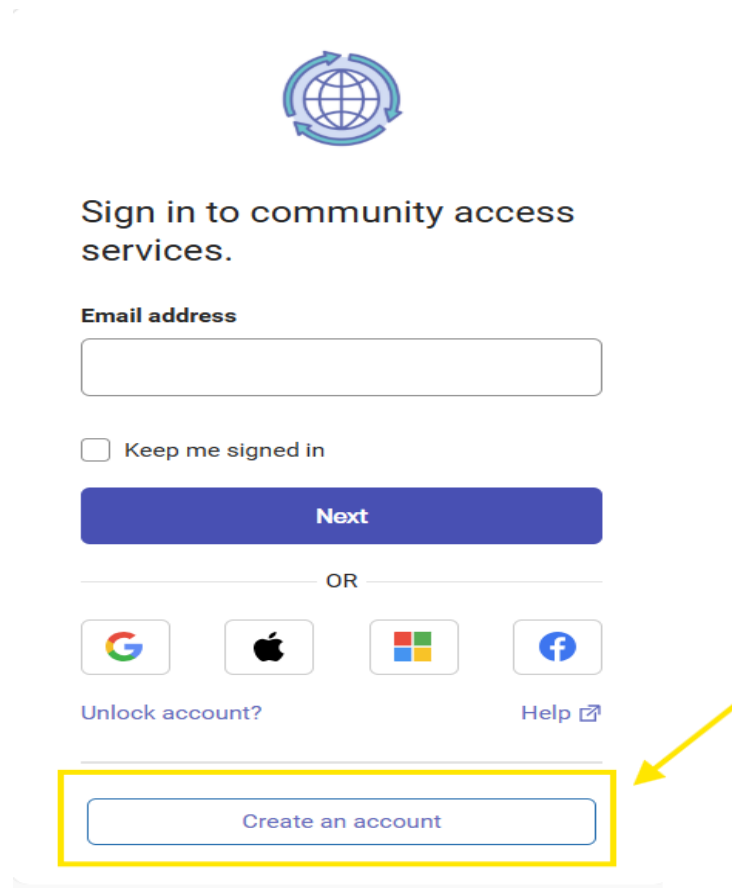
[Send again](#)

We sent you a verification email. Enter the verification code in the text box.

Enter Code

Verify

- **If you do not** have an email address and password registered with CSS, **click on Create an Account** and follow the directions to register for an account.

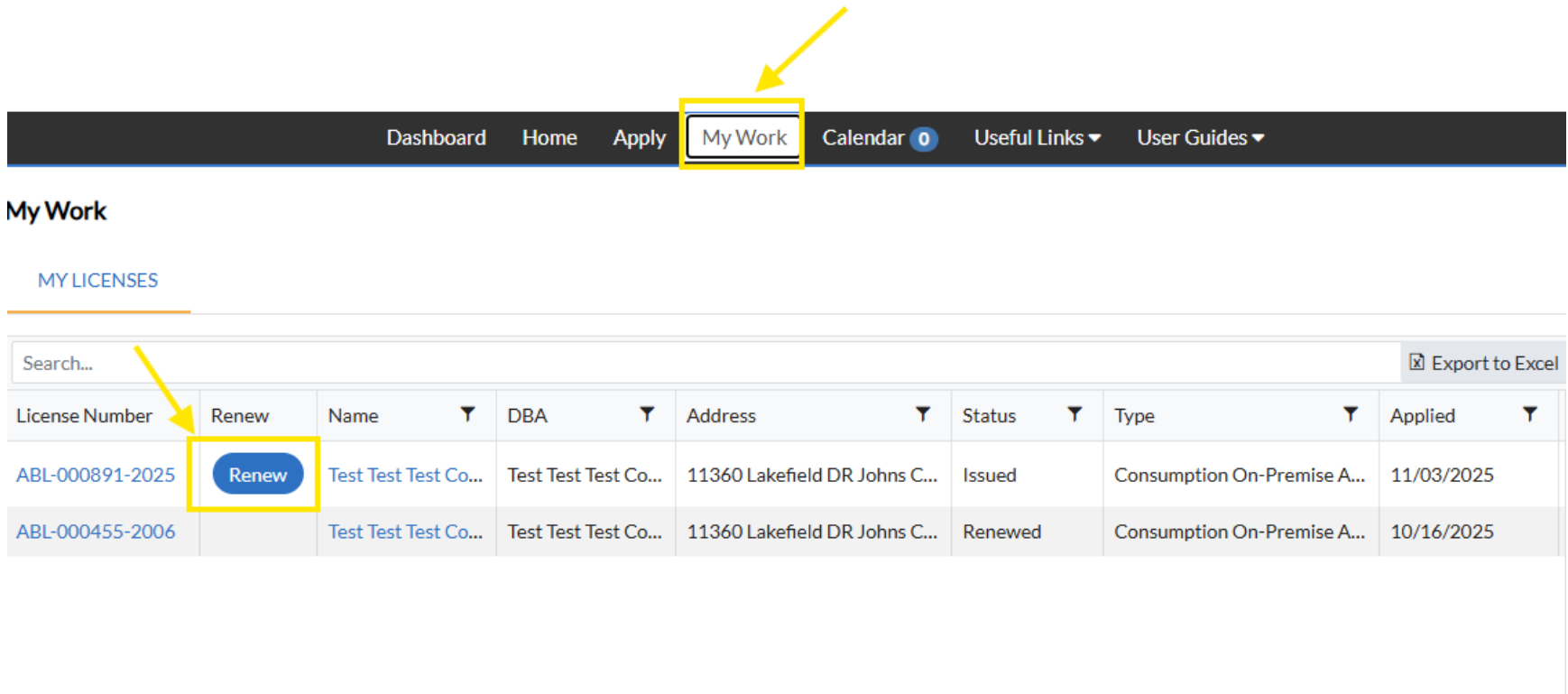


The image shows a web form for signing in to community access services. At the top is a blue circular icon with a globe and arrows. Below it is the text "Sign in to community access services." followed by an "Email address" label and a text input field. Under the input field is a checkbox labeled "Keep me signed in". Below that is a blue "Next" button. A horizontal line with "OR" in the center separates this from the social login options. There are four icons for Google, Apple, Microsoft, and Facebook. Below the Google icon is a link "Unlock account?". Below the Facebook icon is a link "Help" with an external link icon. At the bottom, a "Create an account" button is highlighted with a yellow rectangle, and a yellow arrow points to it from the right.

- After creating your account, you'll receive an email from Community Access Identity (noreply@identity.tylerportico.com). Please follow the instructions in your email to complete the process.

3 Locate your ABL Renewal

- Once logged in... From the Dashboard, go to **My Work** locate your ABL License number for renewal, then **click Renew**.
- If your ABL license is not displayed, please email Revenue@JohnsCreekGA.gov and include your business name, license number and contact phone number.



The screenshot shows the 'My Work' section of the Johns Creek Georgia website. The navigation bar at the top includes links for Dashboard, Home, Apply, My Work (highlighted with a yellow box and arrow), Calendar, Useful Links, and User Guides. Below the navigation bar, the 'My Work' section is titled, followed by a link to 'MY LICENSES'. A table of licenses is displayed with columns: License Number, Renew, Name, DBA, Address, Status, Type, and Applied. The first license, ABL-000891-2025, has a 'Renew' button highlighted with a yellow box and arrow. The second license, ABL-000455-2006, is also listed. An 'Export to Excel' button is located at the top right of the table.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
ABL-000891-2025	Renew	Test Test Test Co...	Test Test Test Co...	11360 Lakefield DR Johns C...	Issued	Consumption On-Premise A...	11/03/2025
ABL-000455-2006		Test Test Test Co...	Test Test Test Co...	11360 Lakefield DR Johns C...	Renewed	Consumption On-Premise A...	10/16/2025

4 Review your License Type

- Review your License Type then click next.

Renew License - Consumption On-Premise Alcohol Beverage License

*REQUIRED



LICENSE DETAILS

All businesses that sell or serve alcohol at their establishments are required to renew their license on or before **November 15** as per the rules set by the City of Johns Creek code. A business is required to always keep the license clearly visible at the business location and follow all city, state, and federal laws related to alcohol.

License Type	Consumption On-Premise Alcohol Bev ▾
Description	11/3 MA & Marshelle created for Civic Access testing



Next

5 Select Alcohol Types

- Next, **select (all that apply) alcohol types** for the renewal period, then click next:

Renew License - Consumption On-Premise Alcohol Beverage License

*REQUIRED

✓

2

3

4

TypeMore InfoAttachmentsReview and Submit

MORE INFO

Please check the boxes below for all alcohol types for this renewal period:

*License Type (Select all that apply)

☐ Liquor

☐ Wine

☐ Malt Beverages

☐ Sunday Sales

☐ Brew Pub

☐ Restaurant Package Sales

Number of additional bars

Back

Next

6 Attach & Upload Forms

- Click **Add (plus button)** to upload your required documents.
 - Navigate the location of your file on your computer
 - Select your file
 - Click **Open**
- After all documents have been uploaded, **click Next**.

Attachments

Please provide the following required attachments <https://johnscreekga.gov/app/uploads/2025/10/beverage-license-renewal.pdf>

- Registered Agent Information Form (notarized)
- Food and Alcoholic Beverage Sales Affidavit (notarized)
- Authorization for Background Investigation
- Affidavit Verifying Lawful Presence within the United States (notarized)
- Private Employer Affidavit (notarized)
- GA Criminal History Record Information Request and Consent Form



The screenshot shows a grid of seven attachment upload buttons. Each button is blue with a white plus sign and the text 'Add Attachment'. Below each button, it lists supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf. The first six buttons are labeled 'REQUIRED' at the bottom. The seventh button, 'Registered Agent Information Form...', has a 'Select Type' dropdown menu above it. Yellow arrows point to the plus signs on the 'Food and Alcoholic Beverage Sales...' and 'Registered Agent Information Form...' buttons. A yellow box highlights the 'Next' button at the bottom right.

Affidavit Verifying Lawful Presence... Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Authorization for Background... Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Copy of Driver's License Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Food and Alcoholic Beverage Sales... Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED
GA Criminal History Record Information... Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Private Employer Affidavit (notarized) Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Registered Agent Information Form... Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf REQUIRED	Select Type Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, csv, rtf

Back Next

7 Review & Submit

- Review your renewal application.
- If any corrections are required, **click the Back** button. If no corrections are needed, **click Submit**.

Dashboard Home Apply My Work Calendar Useful Links User Guides

Renew License - Consumption On-Premise Alcohol Beverage License *REQUIRED

Progress: 1. Type 2. More Info 3. Attachments 4. Review and Submit

Submit

Locations

Location	11360 Lakefield DR, Johns Creek, GA, USA, 30097
Parcel Number	11 107003820297

Basic Info

Type	Consumption On-Premise Alcohol Beverage License
Description	11/3 MA & Marshall created for Civic Access testing
Applied Date	11/04/2025

Contacts

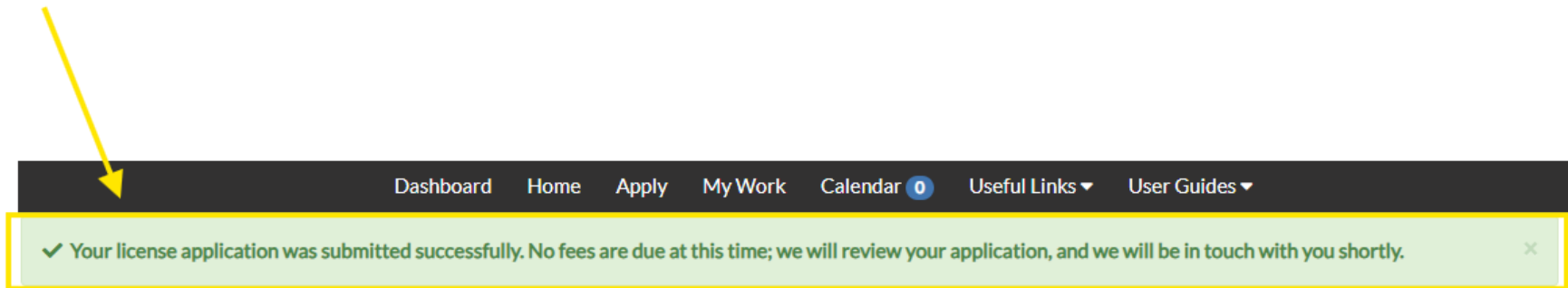
Applicant	Lauren ester 11360 lakefield dr.
Corporate Officer	Michelle McAdory City of Johns Creek 11360 Lakefield DR, Johns Creek, GA, USA, 30097

Private Employer Affidavit (notarized) cdr_2025_10_22_11_42_26.csv

Registered Agent Information Form (notarized) PPA - Customer #4139095 (E. Pace) 10.3.25 (1).pdf

Back **Submit**

After clicking Submit, you will receive a message similar to the one below.



License Number: ABL-000891-2025

Add to Cart

Test Test Test Company DBA

- You will receive an email from DoNotReply@JohnsCreekGA.gov to let you know when your invoice is ready to pay.
- You will receive another email after your ABL license has been issued and your certificate is available to print.
- If you have any questions, please email Revenue@JohnsCreekGA.gov.
- Check your spam/junk folder for any missing communication.