

# New Business Registration Process

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This guide will walkthrough your new profile creation for Business Registration within Adams County. The registration system is supported by Salesforce.

The Business Registration is a voluntary system created by Adams County to foster a stronger communication channel with our business community and better understand its needs. By signing up to the system, the County will also send you periodic updates about County activities or changing regulations. The system will also provide regular updates to businesses on events, trainings, or grant funding opportunities directed towards businesses.

If your business has any questions or issues. Please, contact the Adams County Community & Economic Development Department at 720.523.6800 or [economicdevelopment@adcogov.org](mailto:economicdevelopment@adcogov.org).

### To start:

1. Visit <https://adamscountyco.force.com/businessregistration/s/login/>

## New Registration

2. If you have not already created an account within the system, please click the “New Registration” link in the lower right-hand corner.

The screenshot shows a web browser window with the URL <https://adamscountycolorado.com/businessregistration/s/login/>. The page features the Adams County Colorado logo at the top center, with the text "Business Registration" below it. There are two input fields: "Username" and "Password". Below these fields is a green "Login" button. To the left of the "Login" button is a link that says "Forgot your password?". To the right of the "Login" button is a link that says "New Registration".

Annotations on the page:

- A box on the left says "Enter your username and password if you have already registered." with an arrow pointing to the Username and Password fields.
- A box on the right says "Select new registration if first time using system." with an arrow pointing to the "New Registration" link.

--- or ---

If you have already registered on the system, use your username and password to login, your username will be the contact email address for the account. (Skip to the **Summary and Confirmation** section to see your available editing options for your profile.)

- If you have forgotten your password, use the “Forgot Password” link in lower left-hand corner to get a new one. You will need to enter in your username. This will be the email address you supplied during the initial registration. Once this is submitted, instructions will be sent to that email on how to recover or change your password.

Forgot Password

https://adamscountyco.force.com/businessregistration/s/login/ForgotPassword

Enter your username/primary email address.

### PASSWORD RESET

To reset your password, we'll need your username.

We'll send password reset instructions to the email address associated with your account.

Reset Password

Cancel

Select reset password after you have entered your username/primary email address.

Check Password

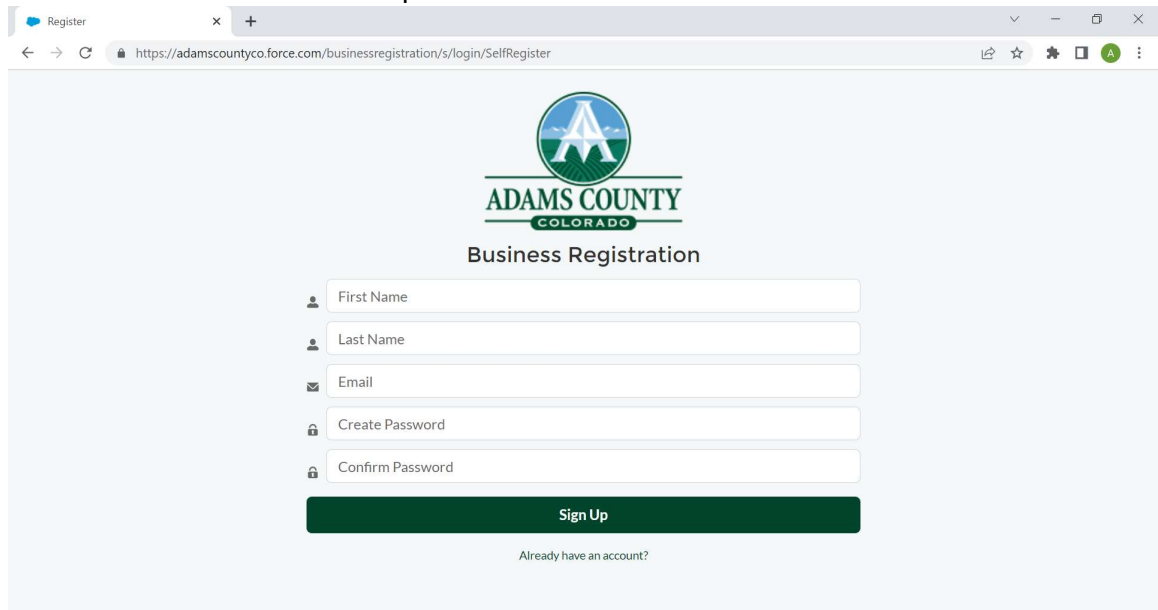
https://adamscountyco.force.com/businessregistration/s/login/CheckPasswordResetEmail

### NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)

3. Within New Registration, enter in your first name, last name, and best email address. You will then need to create a password for this account.

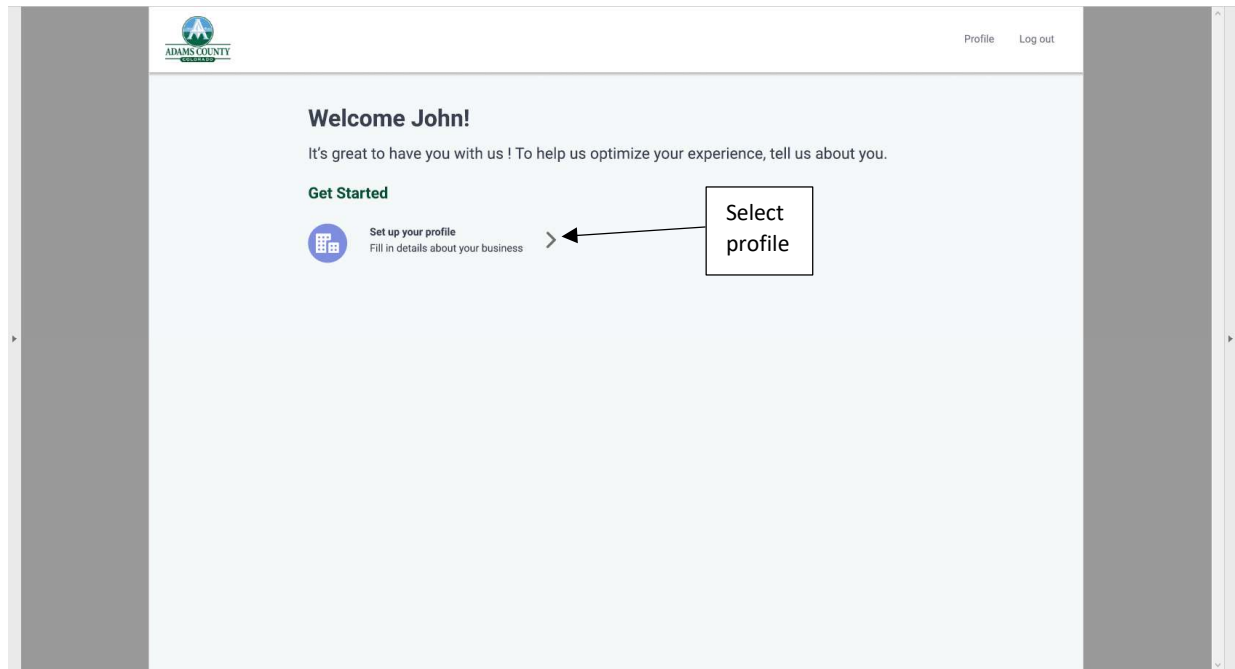


The screenshot shows a web browser window with the URL <https://adamscountyco.force.com/businessregistration/s/login/SelfRegister>. The page features the Adams County Colorado logo at the top, which consists of a green circular emblem with a white 'A' and the text 'ADAMS COUNTY COLORADO' below it. Underneath the logo is the heading 'Business Registration'. The form contains five input fields, each with a small icon to its left: a person icon for 'First Name', a person icon for 'Last Name', an envelope icon for 'Email', a padlock icon for 'Create Password', and a padlock icon for 'Confirm Password'. Below these fields is a dark green 'Sign Up' button. At the bottom of the form, there is a link that says 'Already have an account?'.

4. Once complete after this initial registration this information will be used to login into the system. Your username will be the contact email address.

## Business Information

5. Select, “Set up your profile” and then provide the requested business information on the next screen.



6. Complete the profile and provide the requested information for your business.

A screenshot of a web browser showing the 'business-profile' page. The address bar shows the URL 'https://adamscountycolorado.com/businessregistration/s/business-profile'. The page has a header with the Adams County logo and 'Log out' link. The main content area is titled 'Business Profile' and includes a back button. Below the title is a message about the county's commitment to service. There are four tabs: 'BUSINESS INFORMATION', 'ADDRESS INFORMATION', 'OWNER INFORMATION', and 'SUMMARY'. The 'BUSINESS INFORMATION' tab is active. It contains a 'Business Information' section with fields for Business Name, Phone, Business Email, and Website. Below this is a 'CLASSIFICATION' section with dropdowns for Business Incorporation and Industry, a link to find the NAICS code, and radio buttons for Minority Business Enterprise, Veteran Owned, and Women Business Enterprise. At the bottom is an 'EMPLOYEES' section with fields for Number of full-time employees and Number of part-time employees. A green 'Next' button is at the bottom right.

You will provide information on the business, including email business name and business specific contact information.

The screenshot shows a web browser window with the URL <https://adamscountycoco.force.com/businessregistration/s/business-profile>. The page is titled "business-profile". The "CLASSIFICATION" section contains a "Business Incorporation" dropdown menu with "--None--" selected. A callout box with the text "Select Business Incorporation" has an arrow pointing to this dropdown. Below it is an "Industry" dropdown menu, also with "--None--" selected, and a red border around it with the text "Complete this field." below it. There is a link "Click here to find your NAICS code" and a "NAICS Code" input field. Below these are three radio buttons: "Minority Business Enterprise", "Veteran Owned", and "Woman Business Enterprise". The "EMPLOYEES" section has two input fields: "\* Number of full time employees" and "\* Number of part time Employees". A green "Next" button is at the bottom right.

You will then provide the ownership structure and industry classification for the business. If you are unsure of your industry type, please click "Other". You can also supply your NAICS Code if you know it. Click the provided link to look up your NAICS code. Supplying your NAICS Code is not required for registration.

This screenshot shows the same "CLASSIFICATION" section as the previous one, but the "Business Incorporation" dropdown menu is open, displaying a list of options: "--None--", "C-Corp", "Limited Partnership", "LLC", "LLP", "Other", "S-Corp", and "Sole Proprietorship". The "EMPLOYEES" section and the "Next" button are also visible.

The screenshot shows a web browser window with the URL <https://adamscountyco.force.com/businessregistration/s/business-profile>. The page is titled "business-profile" and contains a form with two main sections: "CLASSIFICATION" and "EMPLOYEES".

In the "CLASSIFICATION" section, there is a "Business Incorporation" dropdown menu set to "--None--". Below it is an "Industry" dropdown menu, also set to "--None--". A callout box labeled "Select Industry" points to the "Industry" dropdown. The "Industry" dropdown is open, showing a list of industries: Agriculture, Apparel, Banking, Biotechnology, Chemicals, Communications, and Construction. A callout box labeled "Add the number of employees full-time and part-time" points to the "Number of full time employees" and "Number of part time Employees" input fields.

In the "EMPLOYEES" section, there are two input fields: "Number of full time employees" and "Number of part time Employees". A "Next" button is located at the bottom right of the form.

You will also designate if your business has a special classification under the State of Colorado.

Please provide the number of full-time and part-time employees your company has at its location or combined across all locations if applicable.

# Address Information

The screenshot shows a web browser window with the URL <https://adamscountycolorado.com/businessregistration/s/business-profile>. The page title is "Business Profile". The form is divided into four sections: 1. BUSINESS INFORMATION, 2. ADDRESS INFORMATION, 3. OWNER INFORMATION, and 4. SUMMARY. The "ADDRESS INFORMATION" section is active. It contains fields for "Primary Address Street", "Primary Address City", "Primary Address State/Province", and "Primary Address Zip/Postal Code". There is a checkbox for "Use Primary Address" which is checked. Below these fields is a "MAILING ADDRESS" section with a "Use Primary Address" checkbox, which is also checked. The form is titled "Business Profile" and includes a "Back to home" link.

This information will include physical and mailing address(es) for your business location(s).

The screenshot shows the same "Business Profile" form, but with a callout box pointing to the "Primary Address Street" field. The callout box contains the text "Complete these sections". The form is titled "Business Profile" and includes a "Back to home" link. The "ADDRESS INFORMATION" section is active. It contains fields for "Primary Address Street", "Primary Address City", "Primary Address State/Province", and "Primary Address Zip/Postal Code". There is a checkbox for "Use Primary Address" which is checked. Below these fields is a "MAILING ADDRESS" section with a "Use Primary Address" checkbox, which is also checked. The form is titled "Business Profile" and includes a "Back to home" link.



Be sure to add additional business locations if applicable. Multiple business locations would be other sites within Adams County operating under the same overall management and similar business name. If you own multiple different businesses under unique names, industries, and operations, please register them separately.

ADDITIONAL LOCATIONS

**Information**  
Additional physical locations of your business

Business Na... Search...

Rows per page 25

1 of 1 pages (0 items)

**Add business locations**

**Add location**

BUSINESS NAME	STREET	CITY	POSTAL CODE
<p><b>Hmm...</b></p> <p>No data to display</p>			

Rows per page 25

1 of 1 pages (0 items)

Previous Next

60601

MAILING ADDRESS

Use Primary Address☒

ADDITIONAL LOCATIONS

Information

Add Location

\* Business Name

Complete this field.

\* Street

\* City

\* Postal Code

Cancel

Save

Add location

(items) |< < > >|

Postal Code

Rows per page 25

1 of 1 pages (0 items) |< < > >|

Previous

Next

10

## Owner Information

Enter in the business owner information. You may click “Use registration information” if the same. This will serve as the primary business contact who will information and resource emails. This contact will also serve as the first outreach point for County engagement with the business if needed.

**Business Profile**

ADAMS COUNTY BUSINESS

Business Profile Log out

1 2 ADDRESS INFORMATION 3 OWNER INFORMATION 4 SUMMARY

OWNER

Use registration information ☐

\* First Name

\* Last Name

\* Phone

\* Contact Email

Use Business Primary Address ☐

\* Mailing Street

\* Mailing City

\* Mailing State/Province

\* Mailing Zip/Postal Code

Select this box if the owner information is the same as previous registration information.

Place owner information or main contact for business information.

You may add additional businesses contacts to receive information and resource emails. These contacts may serve as secondary points of contact if the owner is unavailable.

ADDITIONAL

Add Contact

ADDITIONAL

Add Contact

Previous Next

ADDITIONAL

\* First Name

\* Last Name

\* Phone

\* Contact Email

\* Title

Remove Contact

ADDITIONAL

Add Contact

Previous

Next

## Summary and Confirmation

- Once complete the final screen will allow for review of provided information. You the pencil icon next to each section to edit that section if needed. Once complete, hit the green "Submit" button in the lower right-hand corner.

Business Profile Log out

[← Back to home](#)

Business Profile

As part of Adams County's commitment to providing an increased level of service to our business community, we are requesting general information about your business. Please complete the fields below to help us better understand your business profile so that we can communicate with you on opportunities for financial or technical assistance, or in the case of a widespread emergency response.

1 BUSINESS INFORMATION

2 ADDRESS INFORMATION

3 OWNER INFORMATION

4 SUMMARY

Summary

Business Information

Business Name

Adams County Economic Development

Business Email

erouse@adco.gov.org

Business Incorporation

Other

NAICS Code

Number of full time employees

1

Primary Contact Phone

(555) 555-5555

Website

Industry

Other

State Business Classification

Number of part time Employees

1

Address Information

Primary Address

4430 S. Adams County Parkway

Brighton, CO 80601

Additional Locations

Mailing Address

Same as Primary Address

Once submitted, you will see the following screen to show that the system has received your application. Please allow three business days for review and profile approval. Once approved you may login and make changes to your profile at your convenience.

The screenshot displays the Adams County Economic Development website. At the top, a green notification bar states "Information submitted successfully" with a close button. The header includes the Adams County logo, a "Business Profile" link, and a "Log out" link. Below the header, an "Information" box notes that business information is under review for up to 3 business days. The main section is titled "Business Profile" with a "Back to home" link. The profile is for "Adams County Economic Development" and includes contact details: phone (555) 555-5555, email erouse@adcogov.org, 2 employees, and a creation date of Mar 29, 2022. There are three tabs: "Business Information" (active), "Address Information", and "Owner Information". The "Business Information" tab contains a form with the following fields and values:

Business Information	
Business Name	Adams County Economic Development
Primary Contact Phone	(555) 555-5555
Business Email	erouse@adcogov.org
Website	
Business Incorporation	Other
Industry	Other
NAICS Code	State Business Classification
Number of full time employees	1
Number of part time Employees	1

If your business has any questions or issues. Please, contact the Adams County Community & Economic Development Department at 720.523.6800 or [economicdevelopment@adcogov.org](mailto:economicdevelopment@adcogov.org).