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 720.523.6946 or economicdevelopment@adcogov.org.

To start:

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.

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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.
Enter your username/primary email address.

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

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

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.
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

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

Complete these sections
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.
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.

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.

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

Place owner information or main contact for business information.
Summary and Confirmation

7. 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.
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.

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