

This Start a Business Wizard document will assist you in understanding and navigating the interactive “Start a Business” wizard.

Review the sections below to help you understand how to use the online system for Starting a Business Wizard.

### Starting a Wizard

This wizard is a dynamic questionnaire that will ask you questions based upon your previous answers. You will be assigned a unique Wizard ID number. This number is required to resume your wizard at a later time.

The wizard does not include a number of licenses, which are mentioned under the **NOT** included list.

Start a Business Wizard

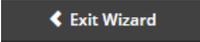
Welcome to the “Start a Business” wizard for prospective business owners in the District of Columbia! Based on your responses to questions, this wizard will produce a personalized checklist of the appropriate Basic Business Licenses and supporting documents required by the Department of Consumer and Regulatory Affairs (DCRA) to start your business. Your personalized checklist provides details on each step of the process and lists them in the order they must be completed.

The wizard focuses on the Basic Business Licenses most frequently issued by DCRA. **NOT** included in this wizard are:

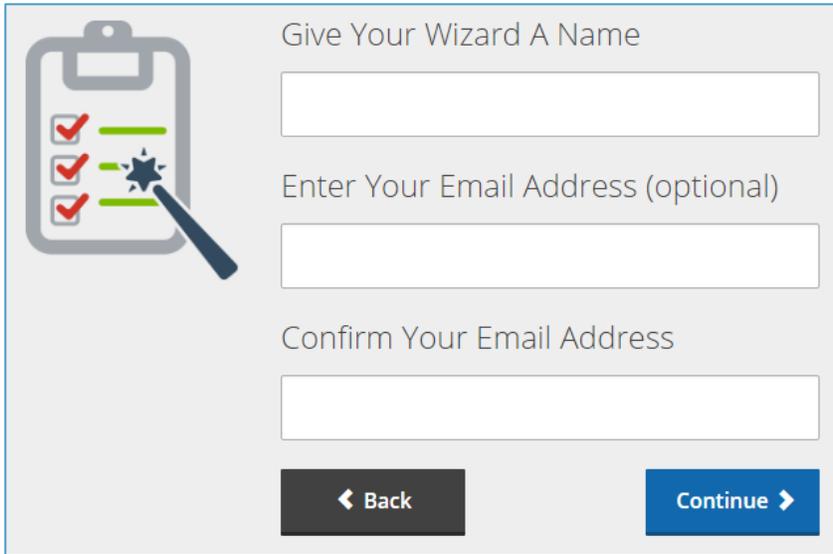
- Highly specialized Basic Business Licenses
- Special Events and Vending Licenses
- Licenses issued by agencies other than DCRA (such as DOH, DDOT, or ABRA)
- Occupational and Professional Licenses (CPA, lawyer, doctor, plumber, etc.)
- Permits of any kind

Our goal is to help aspiring entrepreneurs understand and comply with relevant DC Government business regulations. Please stay tuned for more - we will be featuring new releases and functionality in the coming weeks as we expand and enhance the DC Business Center to better serve you!

Exit Wizard Continue Wizard

Click on the  icon to begin the wizard, and the  icon to go back to the Home Page.

To begin a new wizard click on the  icon to start the page.



The form is titled "Give Your Wizard A Name" and features a checklist icon on the left. It contains three input fields: "Give Your Wizard A Name", "Enter Your Email Address (optional)", and "Confirm Your Email Address". At the bottom, there are two buttons: "Back" and "Continue".

**Give Your Wizard A Name:** Enter a short name of the business you are starting. This field is optional.

**Enter Your Email Address:** Enter and confirm a valid email address where your wizard questions or personalized checklist may be sent. This field is optional.

Click the  icon to advance to the next page. The following message will be displayed:

Please write down your Wizard ID number. This will allow you to resume this wizard at any time without losing information. The answers you provide are automatically saved so that you can stop at any time and then return to this Wizard to complete or review it.

Since you chose not to provide an Email Address, we will not be able to send you the Wizard ID number via Email.

OK

Write down the eight-digit Wizard ID number that appears on the page. This number uniquely identifies your wizard responses and the resulting personalized checklist. You may interrupt the entry of the wizard at any time. The wizard automatically saves your answers when you move from page to page so that you will not lose any information. When you return to the wizard to

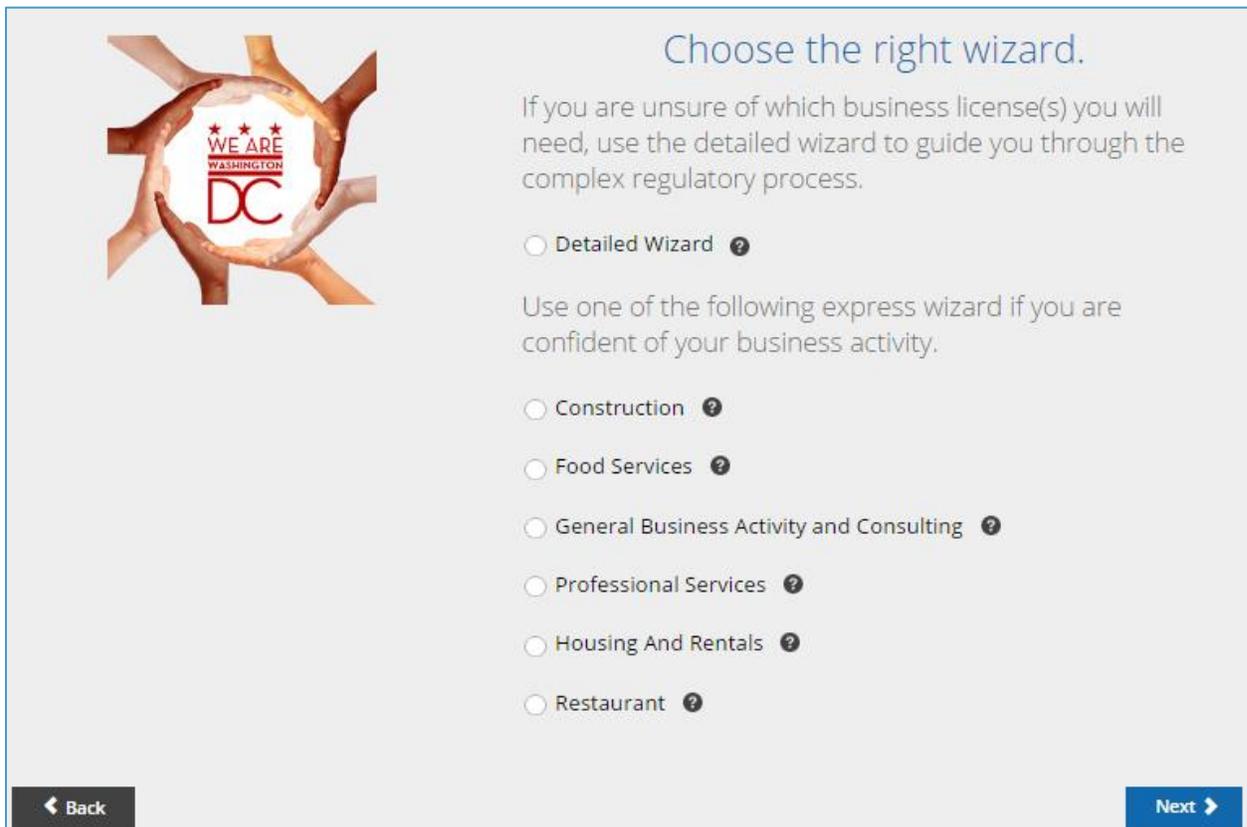
resume answering questions or to review your checklist, you must enter the Wizard ID number assigned.

**\*NOTE\*** Your wizard will stay in the system for 90 days before the information is removed.

Click the  icon or the 'X' to continue.

### Steps for Express Wizard:

Select any of the 6 Express Wizards Icons from “business activity” section, for a faster and more streamlined result. Select Detailed Wizard to run the complex “Regulatory Wizard Process” which helps the user to answer questions for each wizard step in order to derive a personalized checklist.



**Choose the right wizard.**

If you are unsure of which business license(s) you will need, use the detailed wizard to guide you through the complex regulatory process.

- Detailed Wizard ?

Use one of the following express wizard if you are confident of your business activity.

- Construction ?
- Food Services ?
- General Business Activity and Consulting ?
- Professional Services ?
- Housing And Rentals ?
- Restaurant ?

[Back](#) [Next](#)

The Express Wizard essentially has 3 steps with questions displayed in “checkboxes” or “radio buttons” format in a list view enabling the user to reduce their wizard processing time to derive their personalized checklist much faster than a regular wizard.

Proceed through each screen of the wizard, answering the questions as they are presented.

As you progress through the wizard, you will see the  icon on the page.

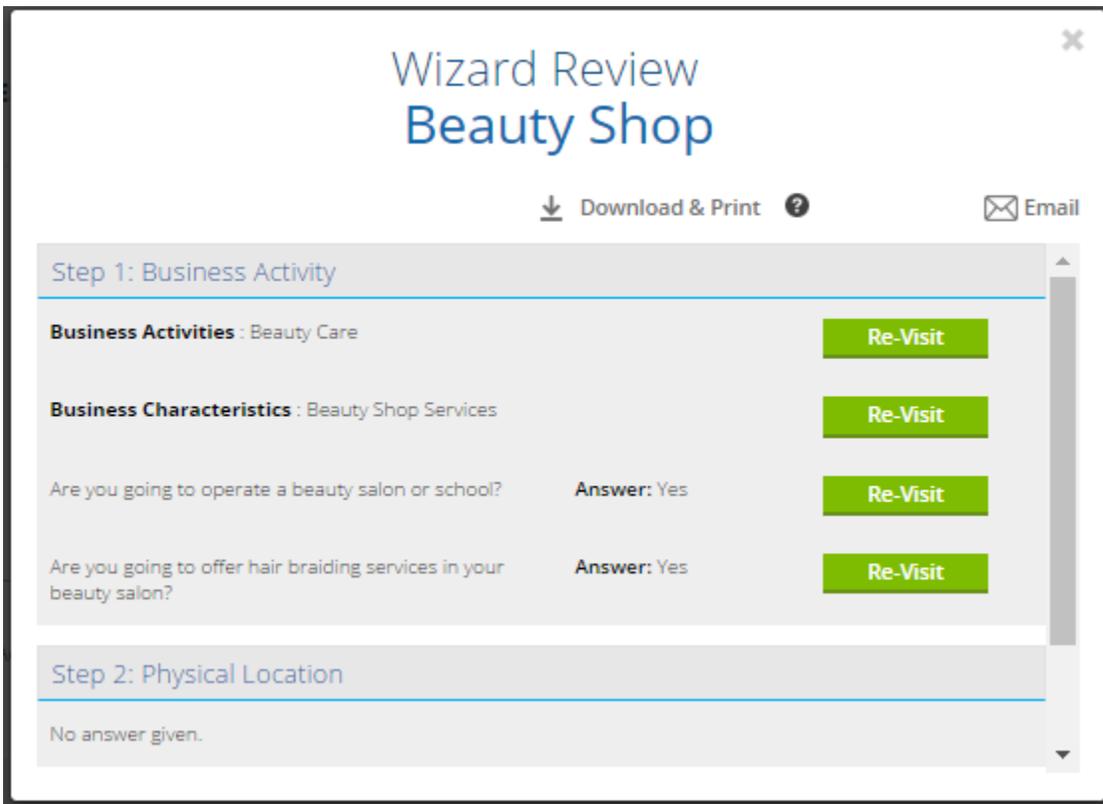
## Start a Business Wizard : Beauty Shop

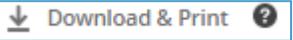
You are now executing the Detailed Wizard Wizard.

Your Wizard ID: 67993534

 Review

Click this icon to review the questions and answers you have provided thus far as you move through the wizard. This information may be downloaded as a PDF document for printing or storage on your local computer. You can also email the information to any valid email address.



Click the  icon to download, view, and print these questions/answers, you will need Adobe Acrobat reader. If this software is not already loaded on your device, click the  icon for information on how to obtain this free Reader. You can also email the information to any valid email address by clicking on the  icon.

To exit this review, click on the X in the upper right hand corner or simply click somewhere else on the page outside of the box.

If you want to re-visit a particular question, perhaps to change your answer, just click on the **Re-Visit** icon. This will reposition the wizard to the selected question. This feature allows you to “jump” from question to question throughout the wizard.

## Personalized Checklist

Once you have completed all the questions asked by the wizard, you will be presented with a results page, showing your personalized checklist of items to be accomplished in the order as mentioned.

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1. Corporate Structure [Quick Start Guide](#) ▼
2. Verify Clean Hands with OTR [Quick Start Guide](#) ▼
3. Obtain a Certificate of Occupancy [Quick Start Guide](#) ▼
4. Obtain an Inspection from the Department of Health (DOH) [Quick Start Guide](#) ▼
5. Get a Basic Business License(s) [Quick Start Guide](#) ▼
6. Weights and Measures [Quick Start Guide](#) ▼

You can review your wizard questions and answers by clicking here.

[Review](#)

DISCLAIMER : The Department of Consumer and Regulatory Affairs (DCRA) has used every effort to ensure that the information provided on this checklist is accurate and up to date. The information provided using this checklist is only intended to be general summary information to the public. It is not intended to take the place of either the written law or regulations. It shall not serve as the substitute for seeking legal advice from corporate attorney or certified public accountant.

To close the “expanded” view of a step, click on the icon. To expand all items on your Checklist, click on the “Expand All” link. To Collapse all items, click on the link “Collapse All

The “expanded” view will provide specific information related to this step in the process of setting up your business. The information includes the street address (with map), phone number, and web address of the applicable agency involved. You can also email the checklist to any valid email address by clicking on the icon.

## Returning to a Previously Started Wizard

Once you have completed your wizard or if you left the wizard without completing all the

questions, you may return at any time.



**Use our wizard to receive a personalized checklist of what is needed to get your business started in DC.**

The wizard will take approximately 30 minutes and can be saved and restarted at any time.

[START WIZARD](#) [CONTINUE WIZARD](#) [HOW TO USE THIS WIZARD](#)

To review or complete a wizard click the [CONTINUE WIZARD](#) icon on the Start Page and you will be prompted to enter your personal Wizard ID number.



Enter your Wizard ID:

[CONTINUE](#)

Enter your number and click the [CONTINUE](#) icon to resume the wizard.