

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.

To start:

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

New Registration

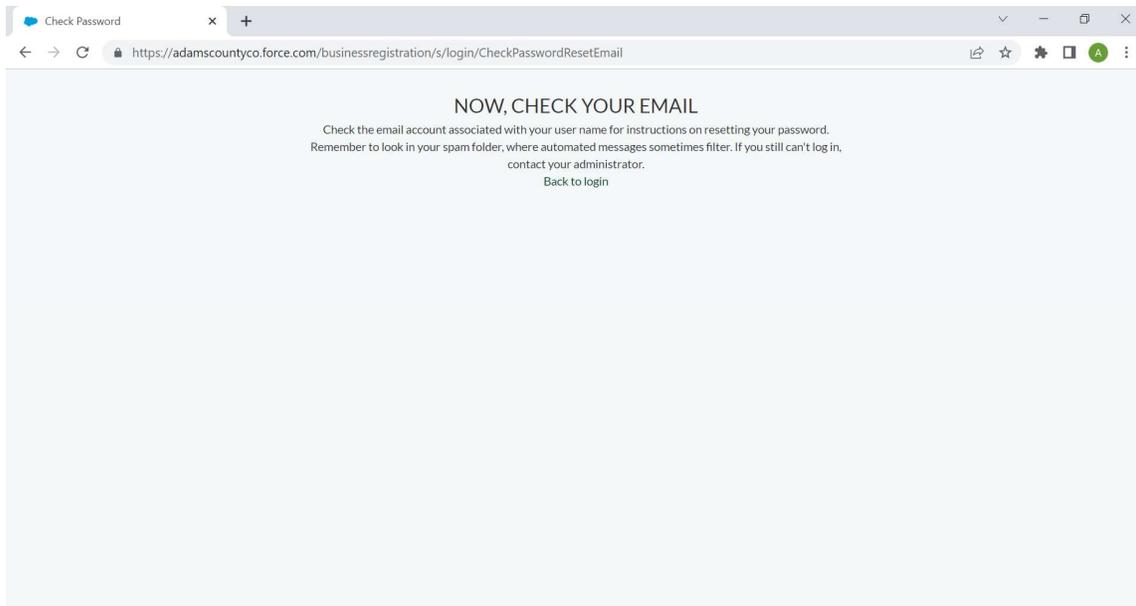
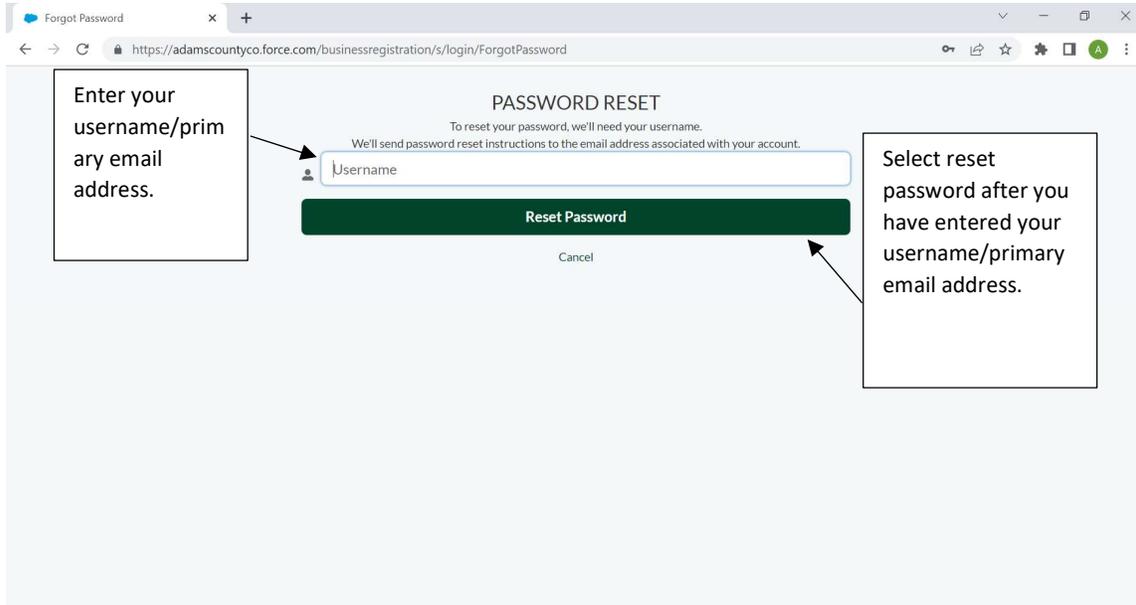
2. If you have not already created an account within the system, please click the “New Registration” link in the lower right-hand corner.

The screenshot shows a web browser window with the URL <https://adamscountyco.force.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 dark green "Login" button. At the bottom left, there is a link "Forgot your password?". At the bottom right, there is a link "New Registration". Two callout boxes are present: one on the left pointing to the Username and Password fields with the text "Enter your username and password if you have already registered.", and one on the right pointing to the "New Registration" link with the text "Select new registration if first time using system."

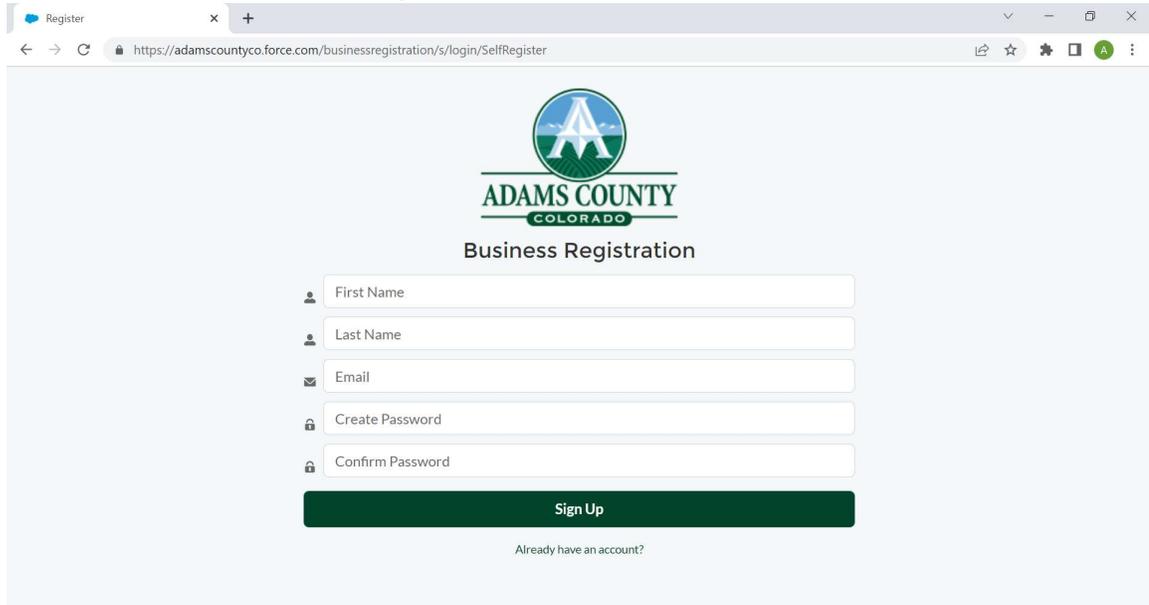
--- or ---

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.



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.

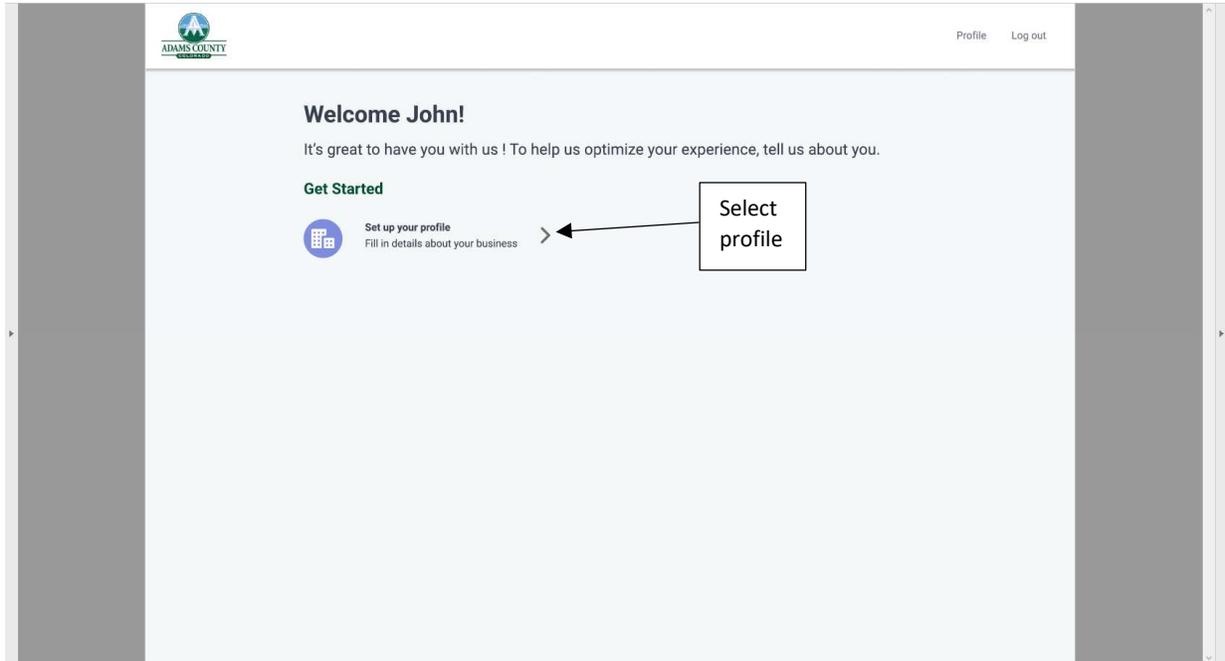


The screenshot shows a web browser window with the URL <https://adamscountycolorado.com/businessregistration/s/login/SelfRegister>. The page features the Adams County Colorado logo at the top, which consists of a stylized 'A' inside a circle with a mountain and river scene, and the text 'ADAMS COUNTY COLORADO' below it. Underneath the logo is the heading 'Business Registration'. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Create Password', and 'Confirm Password'. Each field has a small icon to its left: a person for names, an envelope for email, and a lock for passwords. Below the 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.

The screenshot shows a web browser window with the URL <https://adamscountycolorado.com/businessregistration/s/business-profile>. The page title is 'Business Profile'. Below the title is a progress indicator with four steps: 1. BUSINESS INFORMATION (active), 2. ADDRESS INFORMATION, 3. OWNER INFORMATION, and 4. SUMMARY. The 'Business Information' section contains the following fields:

- DETAILS:**
 - *Business Name:
 - *Phone:
 - *Business Email:
 - Website:
- CLASSIFICATION:**
 - Business Incorporation:
 - Industry:
 - Click here to find your NAICS code:
 - NAICS Code:
 - Is your business classified in the State of Colorado as one of the following:
 - Minority Business Enterprise
 - Veteran Owned
 - Women Business Enterprise
- EMPLOYEES:**
 - *Number of full-time employees:
 - *Number of part-time employees:

A 'Next' button is located at the bottom right of the form.

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

business-profile x +

https://adamscountycolorado.com/businessregistration/s/business-profile

CLASSIFICATION

Business Incorporation

--None--

* Industry

--None--

Complete this field.

Click here to find your NAICS code

NAICS Code

Is your business classified in the State of Colorado as one of the following:

Minority Business Enterprise

Veteran Owned

Woman Business Enterprise

EMPLOYEES

* Number of full time employees

* Number of part time Employees

Next

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.

business-profile x +

https://adamscountycolorado.com/businessregistration/s/business-profile

CLASSIFICATION

Business Incorporation

--None--

✓ --None--

C-Corp

Limited Partnership

LLC

LLP

Other

S-Corp

Sole Proprietorship

EMPLOYEES

* Number of full time employees

* Number of part time Employees

Next

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

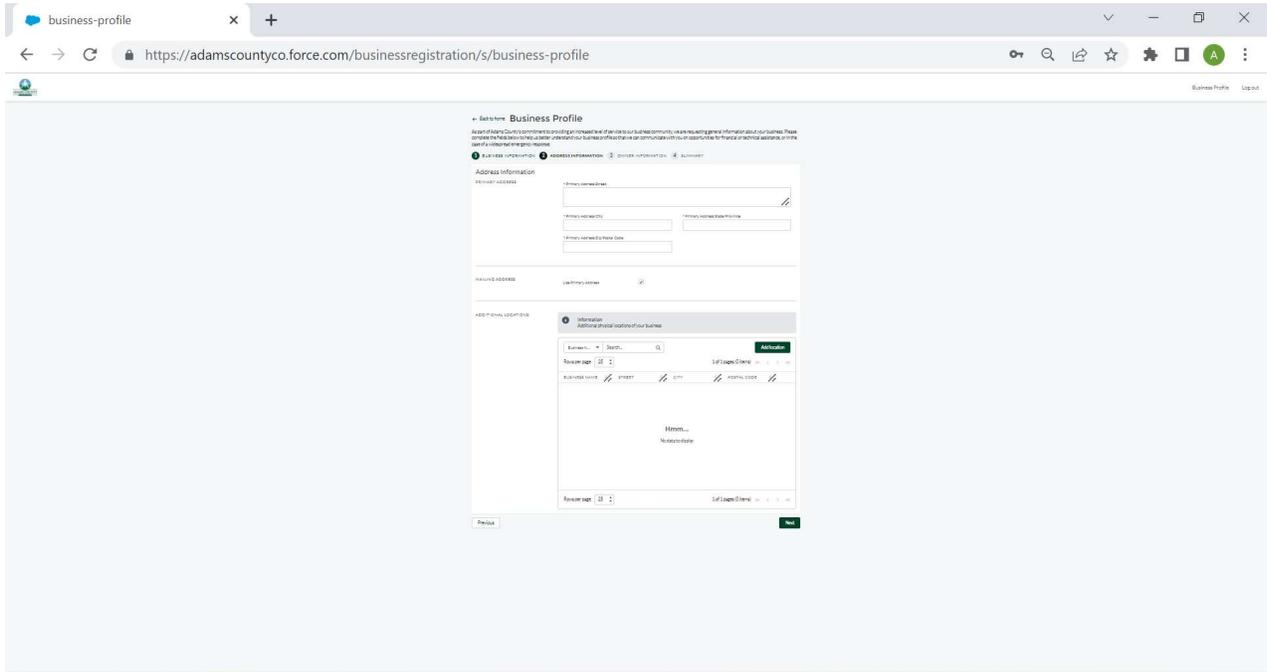
In the "CLASSIFICATION" section, there is a "Business Incorporation" dropdown menu with "--None--" selected. Below it is an "Industry" dropdown menu, also with "--None--" selected. A callout box labeled "Select Industry" has an arrow pointing to the "Industry" dropdown. The "Industry" dropdown is open, showing a list of industry options: --None-- (checked), Agriculture, Apparel, Banking, Biotechnology, Chemicals, Communications, and Construction.

In the "EMPLOYEES" section, there are two input fields: "Number of full time employees" and "Number of part time Employees". A callout box labeled "Add the number of employees full-time and part-time" has arrows pointing to both of these input fields. A "Next" button is located at the bottom right of the form.

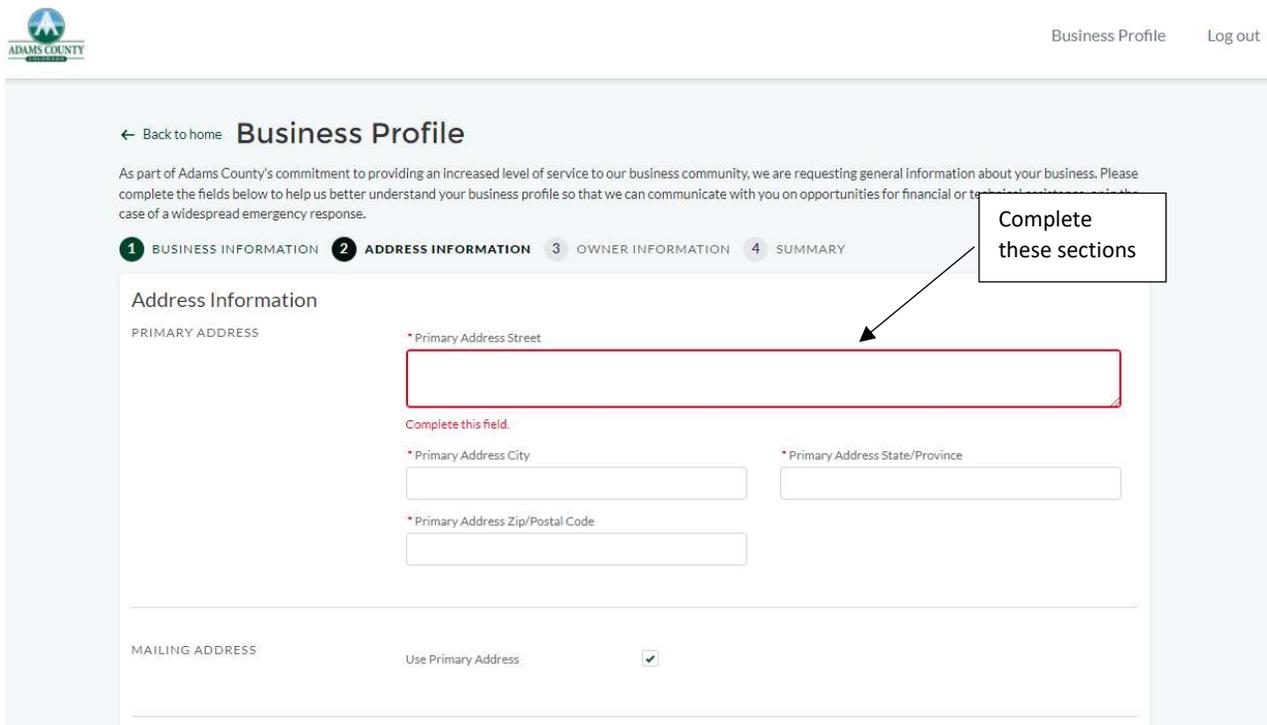
You will also designate if your business has a special classification under the State of Colorado.

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



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



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

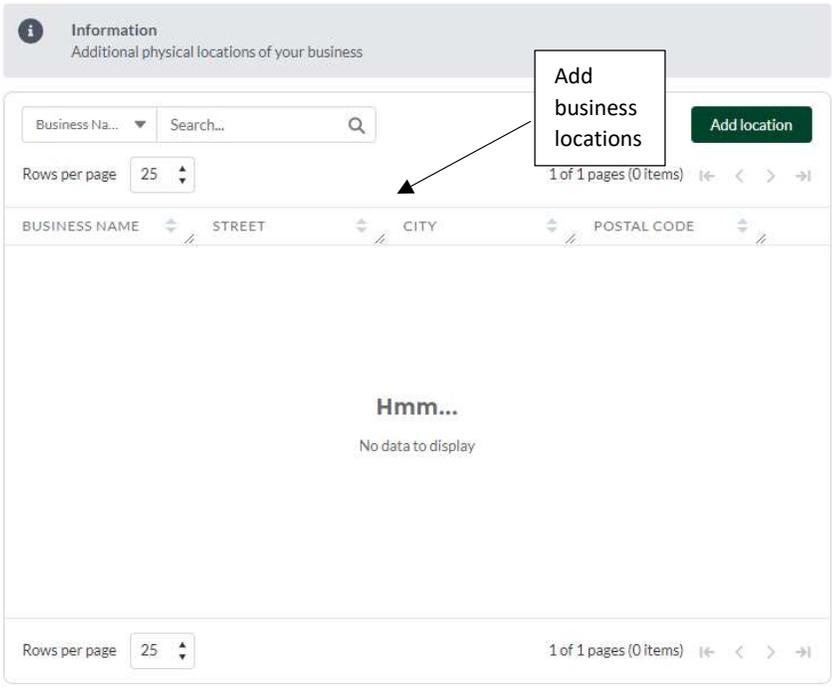
1 of 1 pages (0 items) |< < > >|

BUSINESS NAME	STREET	CITY	POSTAL CODE
Hmm... No data to display			

Rows per page 25

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

Previous Next



60601

MAILING ADDRESS Use Primary Address

ADDITIONAL LOCATIONS

Add Location

* Business Name
Complete this field.

* Street

* City * Postal Code

Cancel Save

Rows per page 25 1 of 1 pages (0 items) Previous Next

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.

ADAMS COUNTY

Business Profile Log out

Business Profile

Commitment to providing an increased level of service to our business community, we are requesting general information about your business to help us better understand your business profile so that we can communicate with you on opportunities for financial or technical assistance. Your response is confidential.

1 BUSINESS INFORMATION 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 Remove Contact

* First Name

* Last Name

* Phone

* Contact Email

* Title

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 ✎

<p>Business Name Adams County Economic Development</p> <p>Business Email erouse@adco.gov.org</p> <p>Business Incorporation Other</p> <p>NAICS Code</p> <p>Number of full time employees 1</p>	<p>Primary Contact Phone ❏ (555) 555-5555</p> <p>Website</p> <p>Industry Other</p> <p>State Business Classification</p> <p>Number of part time Employees 1</p>
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Address Information ✎

<p>Primary Address 4430 S. Adams County Parkway Brighton, CO 80601</p> <p>Additional Locations</p>	<p>Mailing Address Same as Primary Address</p>
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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 shows a web interface for Adams County Economic Development. At the top left is the Adams County logo. A green notification banner at the top center reads "Information submitted successfully" with a close button. On the top right, there are links for "Business Profile" and "Log out". Below the notification is an "Information" section with a speaker icon and the text: "Your business information is under review. Please allow up to 3 business days to complete registration." The main heading is "Business Profile" with a "Back to home" link. The business name is "Adams County Economic Development". Below the name are four items: a phone icon with "(555) 555-5555", an email icon with "erouse@adcogov.org", a person icon with "2 employees(s)", and a calendar icon with "Created at Mar 29, 2022". There are three tabs: "Business Information" (selected), "Address Information", and "Owner Information". Under "Business Information", there are several fields: "Business Name" (Adams County Economic Development), "Business Email" (erouse@adcogov.org), "Business Incorporation" (Other), "NAICS Code", "Primary Contact Phone" ((555) 555-5555), "Website", "Industry" (Other), "State Business Classification", "Number of full time employees" (1), and "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.