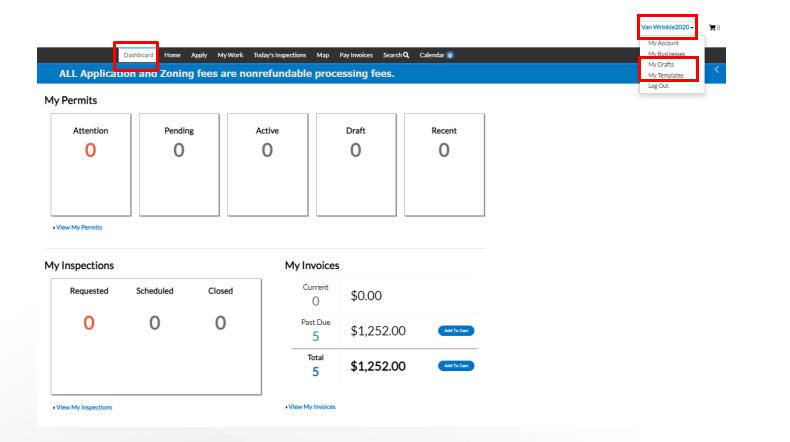
USING DRAFTS AND MY TEMPLATES

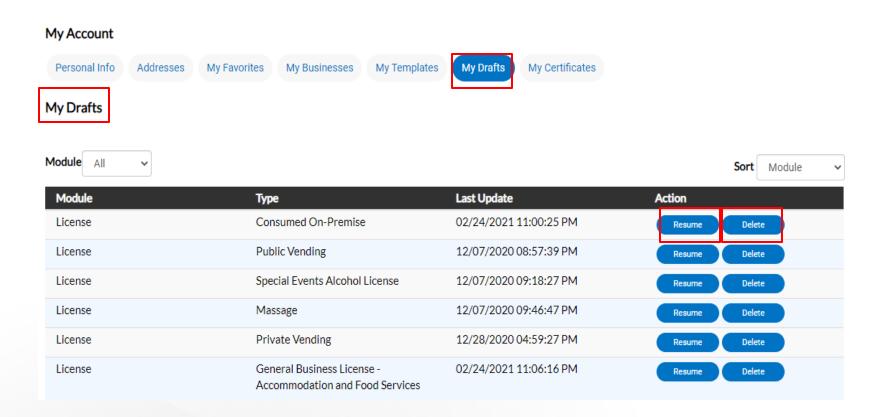


From your **Dashboard**, navigate to your Account information.

- Click your username to view My
 Account, My Businesses, My Drafts,
 My Templates and Log Out.
- 2. Select My Drafts.



USING DRAFTS AND MY TEMPLATES (cont'd)

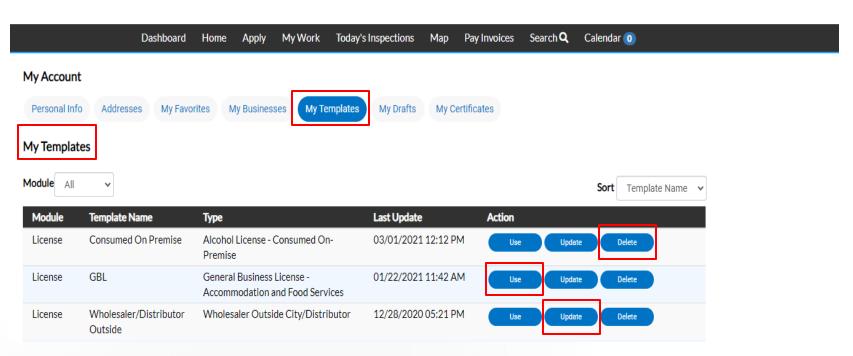


- 3. Select **Resume** to continue entering a previously started license. (The draft would have been saved by clicking draft at the bottom of the page while entering the original license.)
- 4. Select **Delete** to remove this version of the draft completely. (Once deleted, it cannot be retrieved).



USING DRAFTS AND MY TEMPLATES (cont'd)

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- 4. Select **Update** to make changes to your template. Save the revised version for future use.
- 5. Select **Delete** to remove this version of the template completely. (Once deleted, it cannot be retrieved).

- Click your username to view My Account, My Businesses, My Drafts, My Templates and Log Out.
- 2. Select My Templates.
- 3. Select **Use** to continue entering a previously started license for completion. (The template would have been saved by clicking template at the bottom of the page while entering the original license.)



Contact <u>ATLCORE@atlantaga.gov</u> with any questions.