



## How to Manage Your Business License Portfolio

### A “Best Practice” Tip from CSC

CSC understands the challenges you face in managing your license, permit, and tax registration requirements.

To help your organization stay on the right track, we have created a series of helpful tips – beginning with:

#### How to Manage Your License & Tax Portfolio

1. **Create a system** for managing your licenses, permits, and tax registrations – preferably using a Web-based tool with robust notification and reporting capabilities.
2. **Track your due dates** and notices. If possible, set up automated e-mail alerts.
3. **Maintain electronic copies** of your licenses, renewal certificates, and other documents in a centralized location.
4. **Update your database** regularly with changes to authorized signatories and jurisdictional requirements.

### Portfolio Management Services from CSC

Would you rather leave the work and complexity of managing your portfolio to CSC? We offer a Web-based Business License Portfolio Management tool that satisfies all of the best practices listed above.

CSC can provide you with 24/7 access to this Web-based portal so that you can manage all of your business license data online.

### Our Comprehensive Business License Solutions

CSC offers:

- A Business License Research & Compliance Package
- Preparation and filing services
- Portfolio management solutions
- License verification services
- Audit & gap analysis services
- Fully managed license outsourcing

For more information, call **800.905.6584** or e-mail [corpservices@cscinfo.com](mailto:corpservices@cscinfo.com).