

The following document will assist you in understanding and navigating the My DC Business Center Quick Search application.

Initiating a Quick Search

This page is used to search for regulatory information on DC business and professional entities, including, business licenses, corporate registrations, Certified Business Enterprises, professional licenses and alcoholic beverage licenses. The search can be conducted across multiple data sources concurrently.

Conduct a Quick Search by entering search terms into the appropriate search fields.

Quick Search Parameters: Search terms can be entered in one of two ways:

1. Enter a complete license number in the License # field, OR
2. Enter search terms in one or more of the following fields: Business Name, First Name, Last Name

Special Characters: Special characters are allowed in all fields.

Note If all fields are left blank, no results will be displayed.

Wildcard Searches: A wildcard search allows you to enter partial search terms by using the asterisk (*) in your search terms. For example, you might only know a few letters of a business name. You can enter the letters that you know along with an asterisk.

You can conduct a wildcard search in any of the following ways:

- Placing an asterisk after the first three letters of the field (E.g. Res*). The search results could include the word Restaurant or Reserve.
- Placing an asterisk as the first character of a field followed by at least three (3) letters (E.g. *bby). The search results could include the word Lobby or Hobby.
- Placing an asterisk at both ends of the field with at least three (3) characters in between the asterisks (E.g. *obb*). This would return words that contain "obb" like Lobby and Hobbit.

You cannot conduct a wildcard search in any of the following ways:

- Placing an asterisk in the middle of a phrase (Ex. Lo*by).
- Wildcard searches in the License # field.

Search Criteria: Select one or more data sources that you would like to search.

- By default, no data sources are selected.
- To search across all data sources, check the Search All box.

Click the button.

If you need additional help contact the DCRA Help Desk at (202) 442-4400.

Viewing Quick Search Results

Quick Search Results

[Help With This Page \(Click Here\)](#)

Business Name : **safeway**

Search Criteria :
Corporate Registration

1 Record displayed

[SEARCH AGAIN](#) [MY SAVED SEARCH RESULTS](#)

Filter: [BBL \(0\)](#) [OPLA \(0\)](#) [ABRA \(0\)](#) [CBE \(0\)](#) [CORP \(1\)](#) [CLEAR FILTER](#) ↓

See Details	Entity Name : SAFEWAY, INC. File Number : 864235 Next Report Year : 2017	Entity Address : 5918 Stoneridge Mall Road Tax Division Pleasanton CA94588	Model Type : CORPORATION (FOR PROFIT) Entity Status : ACTIVE Last Retrieved On : 9/20/2016 12:00:00 AM	Corporate Registration	 Save
-----------------------------	--	--	--	------------------------	---

This page is used to view and filter Quick Search results.

Detailed Search Results: Click [See Details](#) to the left of the individual search result to see the detailed view. The detailed view displays additional information about each item. To close the detailed view, click [Hide Details](#).

Saving Search Results: To save an individual record, click the heart icon  to the right of the record you want to save. Once clicked, the heart icon will become solid green  indicating the record has been saved.

Note You must be logged in to save search results. If you are logged in, your search record(s) will be saved automatically. Otherwise, you will be asked to log in before records can be saved.

Removing Saved Search Results: Saved records can be removed from your page one of two ways:

1. Click the solid green heart icon  next to the record to be removed so that it is no longer solid .
2. Click the word [Remove](#) under the solid heart icon  next to the record so that it is no longer solid .

Filtering Search Results: Filter search results by clicking the individual data source tabs. Click a tab to activate or deactivate a filter.

Filter: [BBL \(98\)](#) [OPLA \(19\)](#) [ABRA \(43\)](#) [CBE \(8\)](#) [CORP \(58\)](#) [CLEAR ALL](#)

Keyword Search: Enter a keyword into the keyword search box to filter search results. This is useful if your search returns too many results.

Accessing Saved Search Results: Once you have saved your search results, you can view them by clicking the [MY SAVED SEARCH RESULTS](#) button.

Note The My Saved Search Results feature is only available if you are logged in.

New Search: To conduct a new search, click the [SEARCH AGAIN](#) button.

Show More Records: To see more than the default 10 records on the results page, click the box at the bottom of the page and select the number of records you wish to display (Maximum 50).

Show Records per page 10 v

If you need additional help contact the DCRA Help Desk at [\(202\) 442-4400](tel:202-442-4400).

You will be taken to the Login page where you will use your credentials to login to your account.

My DC Business Center Login

[Help With This Page \(Click Here\)](#)

Welcome to the My DC Business Center. Login to access your Dashboard and to view and save information. If you aren't already registered, you can register by clicking the "Get Started" link below. If ever you need help, use the How To Use This Page feature at the top of each page.

Enter your username and password and click .

Note Your account will be locked after five (5) login attempts with an incorrect username and password combination. The account will remain locked for five (5) minutes.

If you cannot remember your username or password, use the [Forgot Username](#) or the [Forgot Password](#) link.

Saved Search Results

My Saved Search Results

[Help With This Page \(Click Here\)](#)

2 Records displayed

Filter: ↓

See Details	Trade Name : Safeway	Business Address : 415 415 14TH ST SE Washington DC 20003	License Number : ABRA-002195 License Class : A License Status : Issued License Description : Licenses/Alcohol License/Off Premise/NA Last Retrieved On : 9/19/2016 12:00:00 AM	Alcoholic Beverage License	<input checked="" type="checkbox"/> Remove
See Details	Entity Name : SAFEWAY, INC. File Number : 864235 Next Report Year : 2017	Entity Address : 5918 Stoneridge Mall Road Tax Division Pleasanton CA94588	Model Type : CORPORATION (FOR PROFIT) Entity Status : ACTIVE Last Retrieved On : 9/20/2016 12:00:00 AM	Corporate Registration	<input checked="" type="checkbox"/> Remove

This page is used to view and manage the individual Quick Search records you have saved.

Note You must be logged in to access save search results.

Accessing Saved Search Results: Once you have saved your search results, you can view them by clicking the button.

Saved Search Results: The heart icon next to each record is solid green  indicating that the record has been saved to this page.

Removing Saved Search Results: Saved records can be removed from your page one of two ways:

1. Click the solid green heart icon  next to the record to be removed so that it is no longer solid .
2. Click the word under the solid heart icon  next to the record so that it is no longer solid .

Detailed Search Results: Click [See Details](#) to the left of the individual search result to see the detailed view. The detailed view displays additional information about each item. To close the detailed view, click [Hide Details](#).

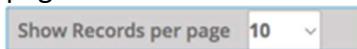
Filtering Search Results: Filter saved search results by clicking the individual data source tabs. Click a tab to activate or deactivate a filter.



Keyword Search: Enter a keyword into the keyword search box to filter search results. This is useful if you have saved many results.

New Search: To conduct a new search, click the button.

Show More Records: To see more than the default 10 records on the page, click the box at the bottom of the page and select the number of records you wish to display (Maximum 50).



If you need additional help contact the DCRA Help Desk at [\(202\) 442-4400](tel:202-442-4400).