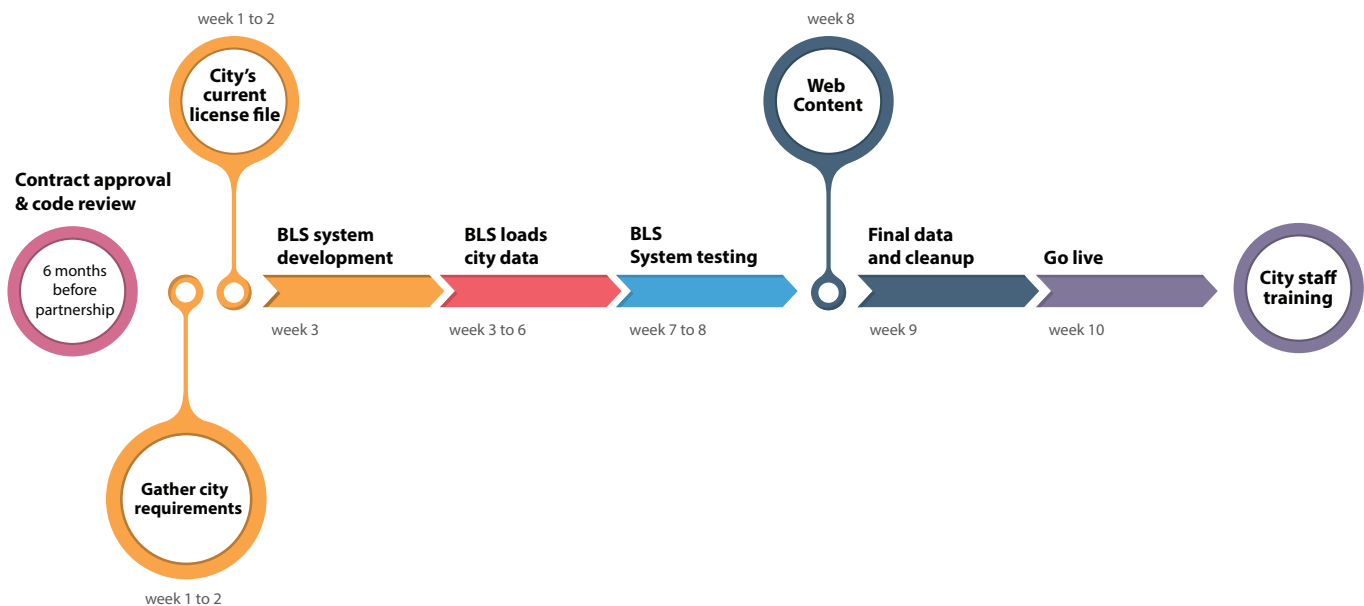


# BLS Onboarding Timeline

## Your staff will be asked to:

- **Approve the contract (2+ hours)**  
Sign a standard agreement approved by city leadership and filed with BLS.
- **Assist BLS in gathering city requirements (2 meetings of 2 hours)**  
Meet to gather local licensing rules and discuss relevant impacts of partnership.
- **Provide a city license Excel file (3+ hours)**  
Staff will clean and format licensing data in Excel and send to BLS for upload conversion into the BLS system.
- **Approve updated web content (2+ hours)**  
City will review information for the BLS website. Also, the city will update its site with BLS information and links.
- **Attend training (6+ hours)**  
BLS staff will lead your team in a hands-on systems training with "live" city data.

## Sample timeline:



## Legend

city work = ○○○○

BLS work = →→→→→