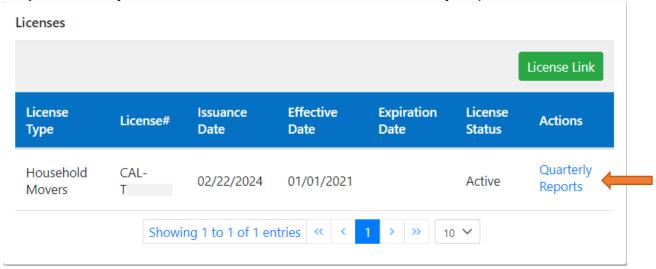


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BHGS Household Movers Permit Holders Submitting Quarterly Report via "Connect"

Step 1: In your account dashboard, click on the "Quarterly Reports" link.

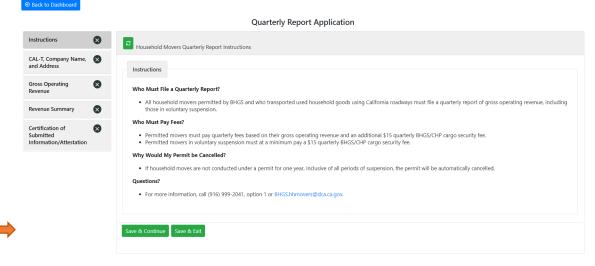


Step 2: Select the pencil icon next to the Quarterly Report you wish to complete.

Year 🔃	Quarter 1	Start Date 1	End Date 🝴	Due Date ↑↓	Penalty Date 11	Status 11	Actions 👊
2024	1	01/01/2024	03/31/2024	04/15/2024	05/15/2024	Not Submitted, Past Due	0

Note: If it is prior to the penalty due date, it will say "Not Submitted"; if it is after the penalty due date, it will say "Not Submitted, Past Due" and Connect will automatically calculate the 25% penalty.

Step 3: Review every tab carefully, enter all required information (the system will calculate the math), and click "Save and Continue" to move to the next tab. A green check mark will appear on the prior tab.

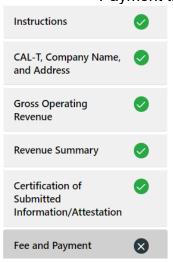




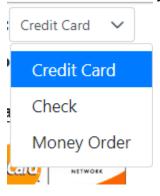
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Step 4: When every tab is completed and has a green check mark, the Fee and Payment tab will appear.



Step 5: Choose your payment method from the dropdown menu. We do not currently accept electronic money transfers.



- If paying by credit card, input the required information and click "Pay and Submit" to complete your quarterly report.
- If paying by check or money order, click "Pay and Submit", print your Quarterly Report Revenue Summary, and send the check with the summary to the Bureau address shown on the summary.

Congratulations on successfully completing your quarterly report!