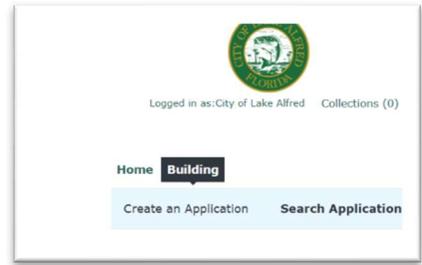


CONTRACTOR REGISTRATION / RENEWAL

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1. Create a user account.
2. Log in to account.
3. Click the Building Tab, then click Create an application.
4. Read General Disclaimer, check have read box, click continue application.
5. Select Contractor Registration and Renewal, click Continue Application.
6. **Step 1> Contact Information: Applicant:** Click Select from Account to attach your user information to the account. **Application Details:** Use the drop-down menus to select New or Renewal and License Type. Click Continue Application.
7. **Step 2> License Types: Custom Lists:** Click Add a Row



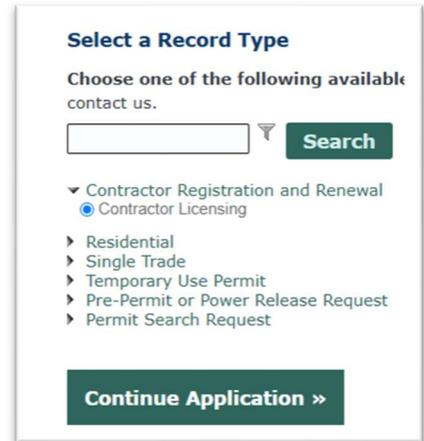
#1-3

LICENSE CATEGORY TYPE

*Category Type: *License Number: *Business Name:

Use the drop-down menus to select license information, click submit. If you have additional licenses repeat step 7. When finished click Continue Application.

8. **Step 3> Attached Documents:** Click the Add button on bottom and upload required documents including State Licenses, Certificate of Liability and Workers Compensation/Exemption, Local Business Tax Receipt and Identification. Complete required fields, click Save then Continue Application.



#2

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

9. **Step 4: Review** When complete click Continue Application. A message will appear stating Your application has been submitted for review. Typically, up to one business day for review.
10. The application for contractor registration / renewal can be tracked under the Home tab / My Records. Once the application shows closed or complete, the application has been approved. If Additional Information is needed the Status will reflect.



Building

Showing 1-1 of 1 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	01/15/2025	BL-2025-26	Contractor Licensing			01/15/2025	Application Received		

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