



HillsGovHub

User Guide

Create Contractor License Applications



Hillsborough
County Florida

SM

Contents

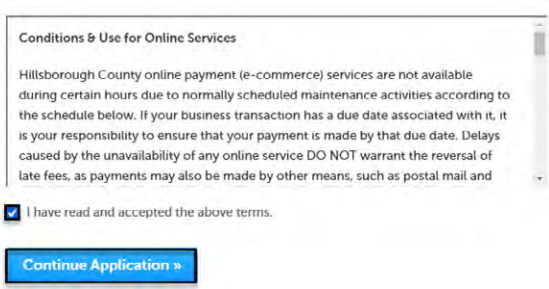
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Create a Local Specialty License Application

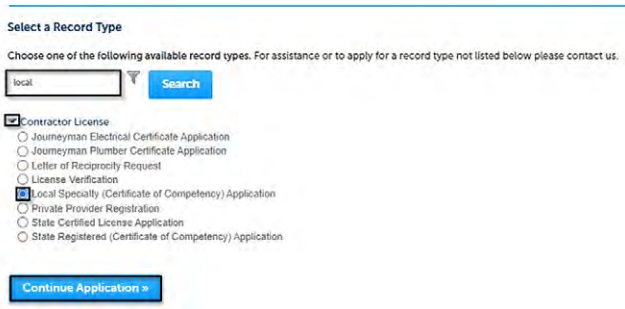
Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all [necessary requirements](#).

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Select **Continue Application** to proceed to the **Select a Record Type** page.



- 3) Enter 'local' in the search box and select **Search** or select **Local Specialty (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 4) Complete the application fields. Required fields are marked with a red asterisk.

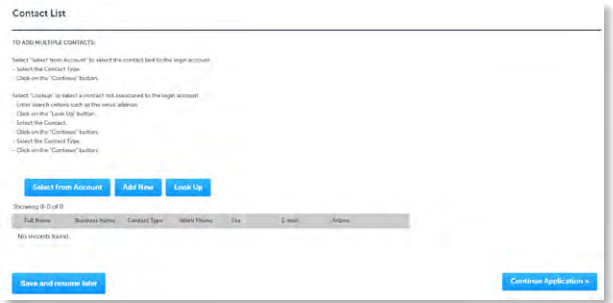
Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



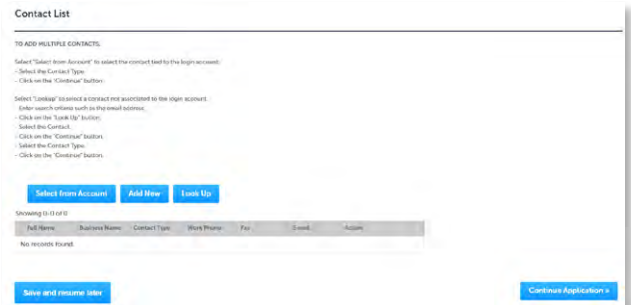
- 5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.



- 6) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.
 - c. **Look Up** - select an existing contact in the system.



- 7) Select **Continue Application** to proceed to the **Attachments** page.

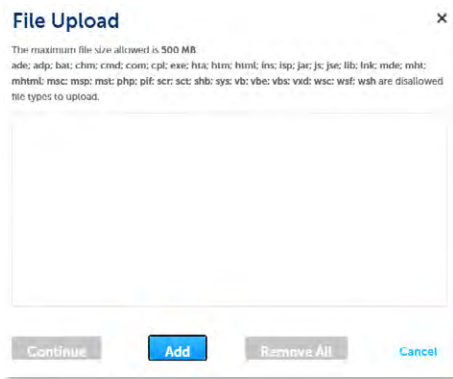


- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

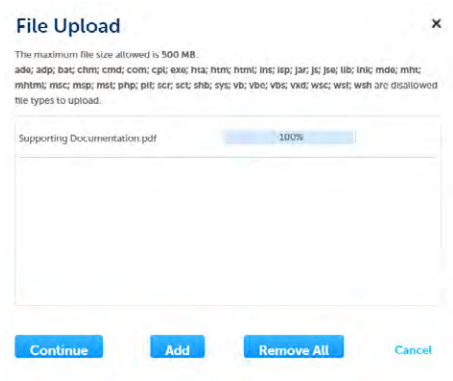


Note: Please ensure that you review the *Local Specialty instructions* and include all necessary attachments, including pages 6 & 7 of the instructions package.

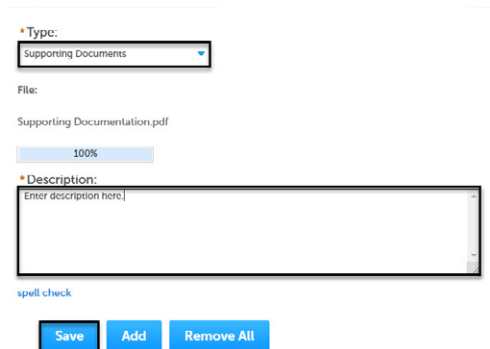
- 9) Select **Add, Browse for file**, and select **Open**.



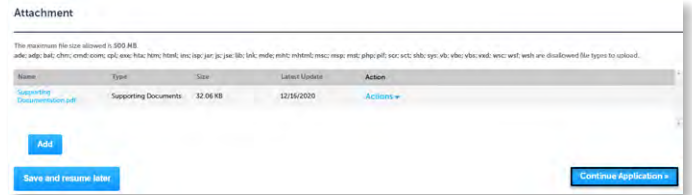
- 10) Select **Continue** once the file upload is complete.



- 11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



- 12) Select **Continue Application** to review the application.



- 13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.



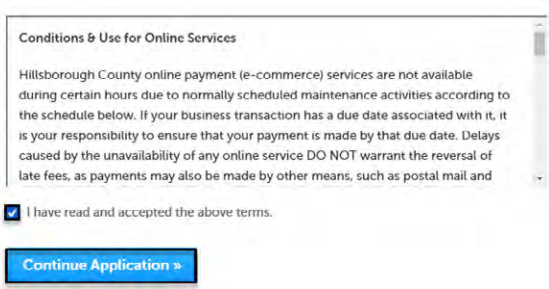
- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Create a State Registered License Application

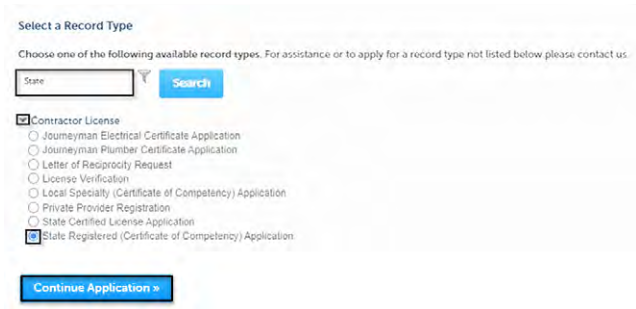
Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all [necessary requirements](#).

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Select **Continue Application** to proceed to the **Select a Record Type** page.

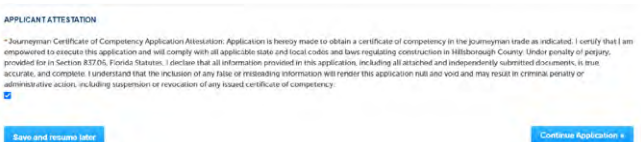


- 3) Enter 'state' in the search box and select **Search** or select **State Registered (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 4) Complete the application fields. Required fields are marked with a red asterisk.

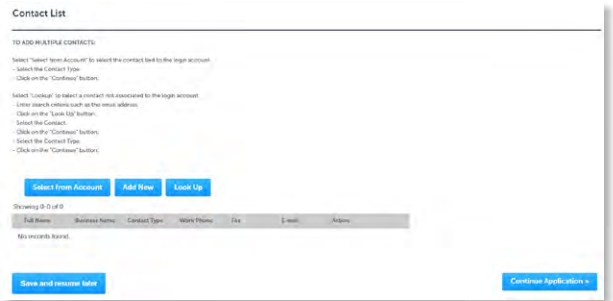
Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



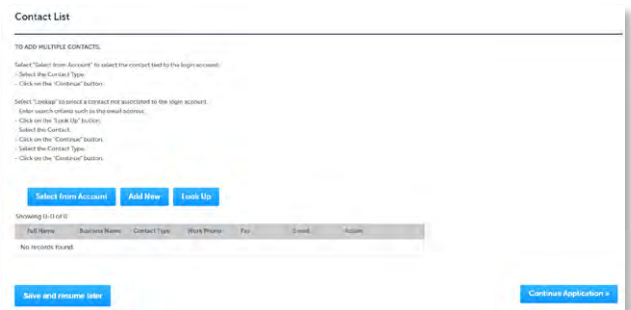
- 5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.



- 6) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.
 - c. **Look Up** - select an existing contact in the system.



- 7) Select **Continue Application** to proceed to the **Attachments** page.

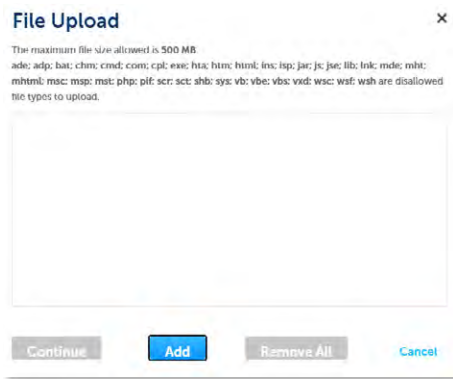


- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

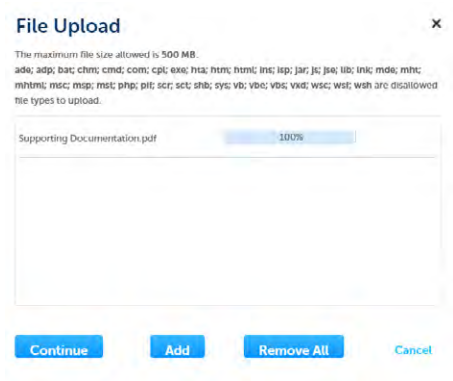


Note: Please ensure that you review the *State Registered instructions* and include all necessary attachments, including pages 6 & 7 of the instructions package.

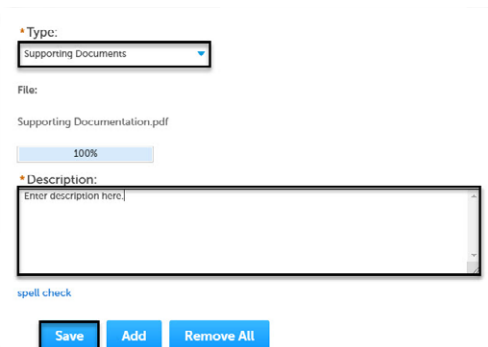
- 9) Select **Add, Browse for file**, and select **Open**.



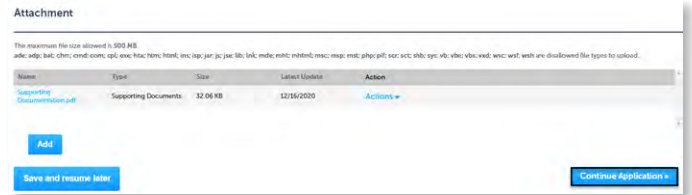
- 10) Select **Continue** once the file upload is complete.



- 11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



- 12) Select **Continue Application** to review the application.



- 13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

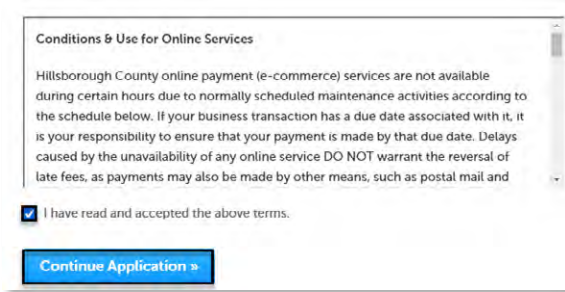


- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

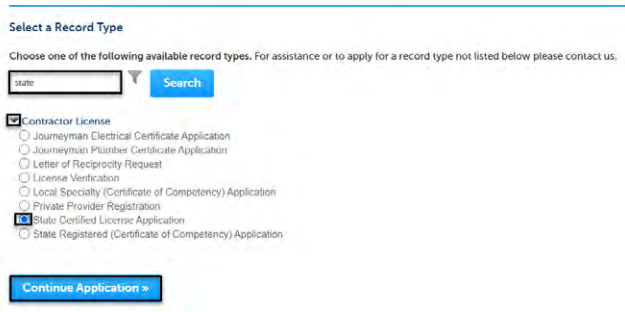
Create a State Certified License Application

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Select **Continue Application** to proceed to the **Select a Record Type** page.

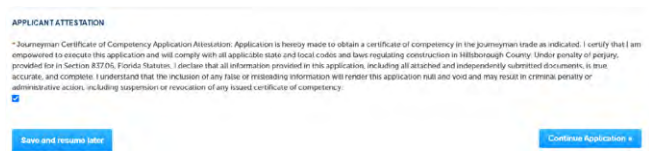


- 3) Enter 'state' in the search box and select **Search** or select **State Certified License Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 4) Complete the application fields. Required fields are marked with a red asterisk.

Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.

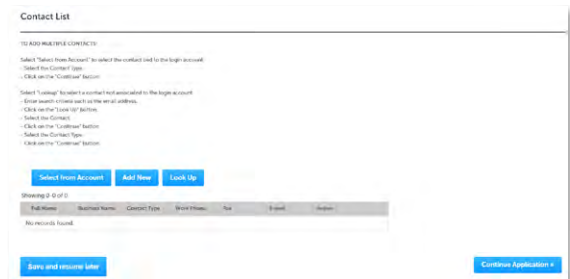


- 5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.

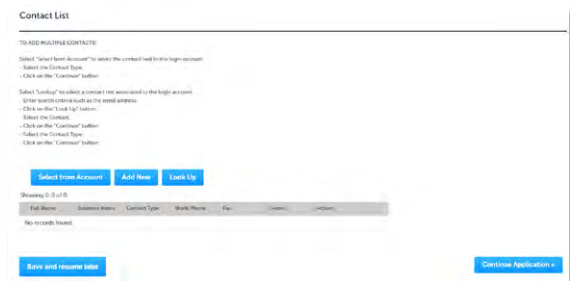


Note: The License Applicant contact must match the name on the State Certified license. If the names do not match, an update to the record will be required which will cause a delay in registration approval.

- 6) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.
 - c. **Look Up** - select an existing contact in the system.



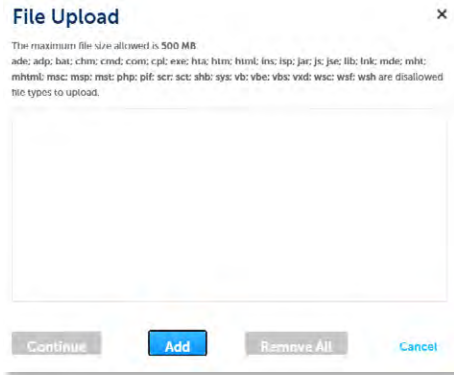
- 7) Select **Continue Application** to proceed to the **Attachments** page.



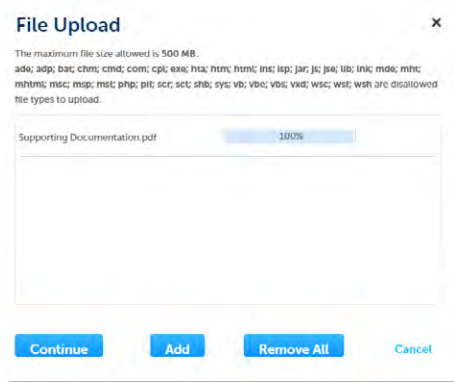
- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



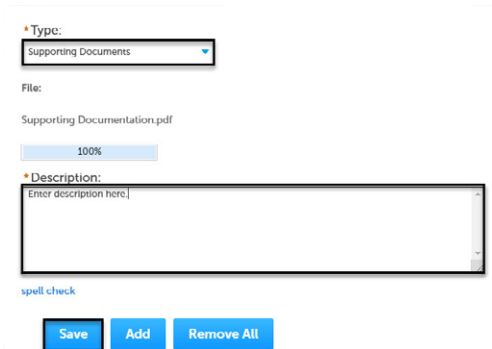
- 9) Select **Add, Browse for file**, and select **Open**.



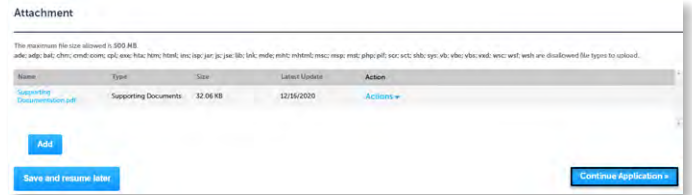
- 10) Select **Continue** once the file upload is complete.



- 11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



- 12) Select **Continue Application** to review the application.



- 13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

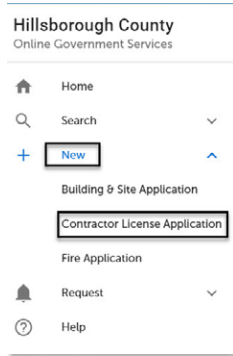


- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Create Journeyman Electrical or Plumbing Application

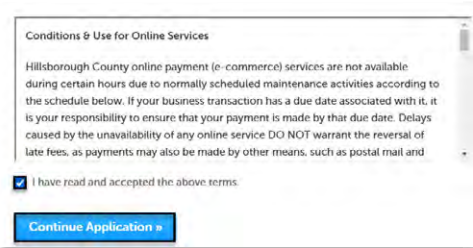
Prior to completing your application for a Journeyman license, please review and familiarize yourself with all [necessary requirements](#).

- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Contractor License Application**.

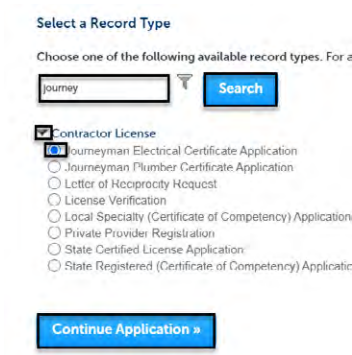


- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Select **Continue Application** to proceed to the **Select a Record Type** page.

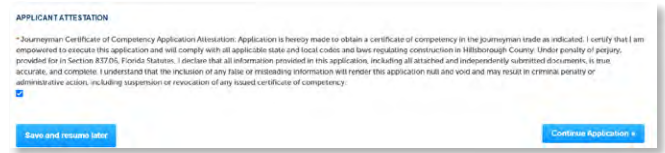


- 4) Enter 'journey' in the search box and select **Search** or select **Journeyman Electrical or Plumber Certificate - Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

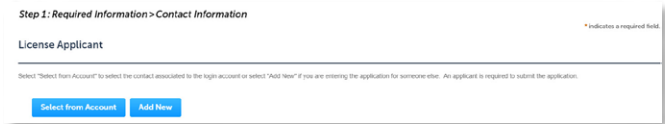


- 5) Complete the application fields. Required fields are marked with a red asterisk.

Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



- 6) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.

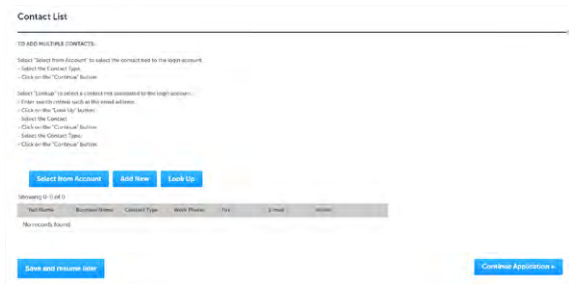


- 7) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.

- a. **Select from Account** - select a contact associated to the account.
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- c. **Look Up** - select an existing contact in the system.



- 8) Select **Continue Application** to proceed to the **Attachments** page.

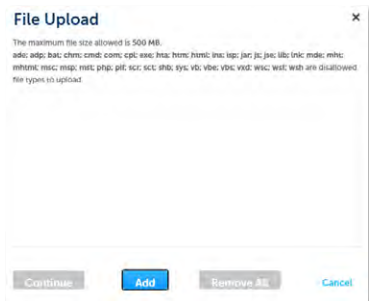


Note: Please ensure that you review the *Journeyman Electrical or Plumbing instructions* and include all necessary attachments.

- 9) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



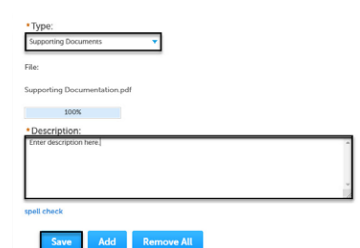
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- 12) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



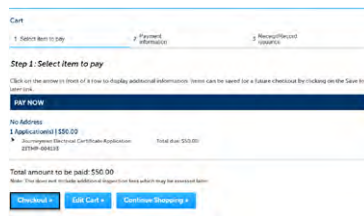
- 13) Select **Continue Application** to review the application.



- 14) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.



- 15) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.



- 16) Select **Check Out** to proceed to payment processing page and **complete your payment**.