



HillsGovHub

User Guide

Complete Private Provider Registration



**Hillsborough
County Florida**

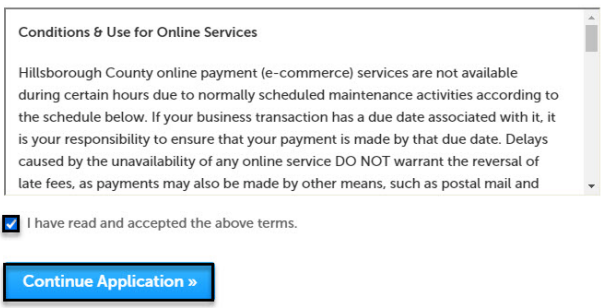
SM

Complete Private Provider Registration

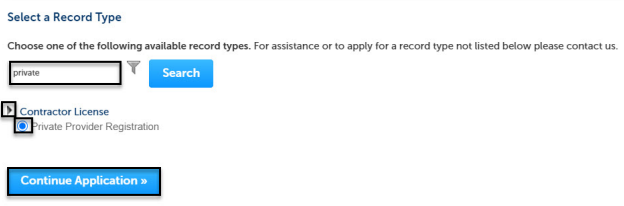
Private Providers must complete a one-time registration for each Licensed Professional performing work in the County. After the registration is approved by the County, Private Providers will select the Licensed Professionals for each project during the application process.

To register a Private Provider Licensed Professional:

- 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.

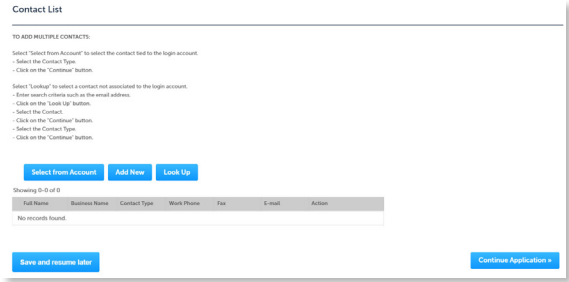


- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter **Private Provider** in the search box and select **Search** or select **Private Provider Registration** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Complete the required fields in the **Application Information** section.
- 7) Select **Continue Application** to proceed to the **Contact Information** page.
- 8) Add the Licensed Professional to the application, 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.

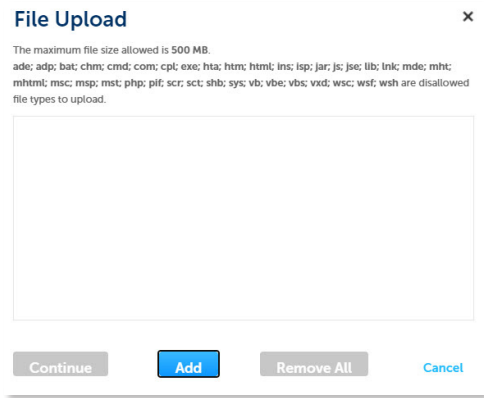
- b. **Add New** - add a new contact not associated to the account.
- c. **Look Up** - select an existing contact in the system.



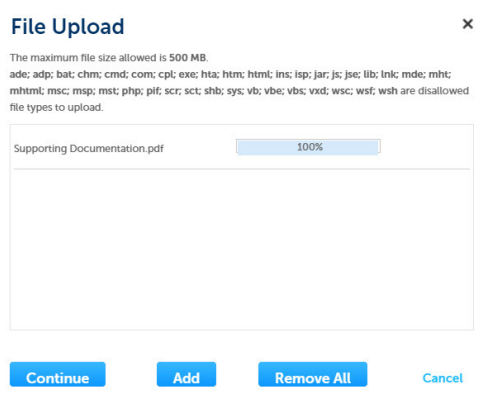
- 9) Select **Private Provider- Qualifier** from the type drop-down and select **Continue**.
- 10) Select **Continue Application** to proceed to the **Attachment** page.
- 11) Select **Add** in the **Attachment** section to add required documents.



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



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



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

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

Name	Type	Size	Latest Update	Action
Supporting Documentation.pdf	Supporting Documents	32.06 KB	12/16/2020	Actions

- 16) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

- 17) 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.

Please note: Credit cards are the only payment method currently accepted online.