



HillsGovHub

User Guide

Update Contractor Information



Hillsborough
County Florida

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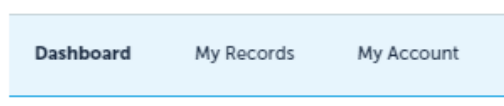
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Update Contractor Information

Update Contractor Information

- 1) Log in to the [portal](#).
- 2) Select **My Records** from the top menu bar.



- 3) Scroll down the page and select the arrow next to **Licenses** to display associated License Records to HillsGovHub account.



- 4) Select **Update Information** link under Action to proceed to the **Update Contractor Information** page.

Licenses								
Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Other Notes
12/18/2020	830054742	Local Specialty License	License created for #:	830054742 Lic. Type: Aluminum Structure	08/31/2021	Active	Update Information	

- 5) Select the box(es) within the Update Contractor Information section indicating what information on the License Record will be updated. Update **Contractor Information** fields will appear based on license type.
 - a. **Update Contact Information:** available for all license types.
 - b. **Update Workers Compensation Information:** available for State Certified, State Registered, and Local Specialty licenses.
 - c. **Update Liability Insurance Information:** available for State Registered and Local Specialty licenses.
 - d. **Update Code Compliance Bond Information:** available for State Registered and Local Specialty license

UPDATE CONTRACTOR INFORMATION

Update Contact Information: <input type="checkbox"/>	Update Liability Insurance Information: <input type="checkbox"/>
Update Workers Compensation Information: <input type="checkbox"/>	Update Code Compliance Bond Information: <input type="checkbox"/>

- 6) Confirm **Contractor License Info** section is correct.

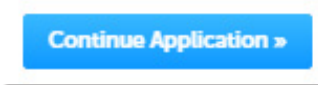
CONTRACTOR LICENSE INFO

License Number:

License Expiration:

Contractor Type:

- 7) Select **Continue Application** to proceed.



Update Contact Information

- 1) Update contact information fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

Step 2: Application Information > Update Contact Information

Custom Fields

UPDATE CONTACT INFORMATION

First Name: <input type="text" value="John"/>	Middle Name: <input type="text"/>
Last Name: <input type="text" value="Smith"/>	Full Name: <input type="text" value="John Smith"/>
Sex: <input type="text"/>	Address Line 1: <input type="text" value="123 West Gate Lane"/>
Organization Name: <input type="text"/>	Address Line 2: <input type="text"/>
Address Line 2: <input type="text"/>	City: <input type="text" value="Tampa"/>
State: <input type="text" value="FL"/>	Zip Code: <input type="text" value="33602"/>
Email: <input type="text" value="JohnSmith@Tst.com"/>	Business Phone: <input type="text" value="8133333333"/>
Mobile Phone: <input type="text" value="8133333333"/>	Home Phone: <input type="text" value="8133333333"/>
Fax: <input type="text"/>	

Update Liability Insurance Information

- 1) Update **Liability Insurance** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

Step 2: Application Information > Update Liability Insurance

Custom Fields

UPDATE LIABILITY INSURANCE

General Liability Insurance Agency: <input type="text" value="20676"/>	General Liability Insurance Policy Number: <input type="text" value="98765"/>
General Liability Insurance Expiration Date: <input type="text" value="08/31/2021"/>	

Update Workers Compensation Information

- 1) Update **Workers Compensation** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

Step 2: Application Information > Update Workers Compensation

Application Details

UPDATE WORKERS COMPENSATION

Workers Compensation Certificate of Exemption: <input type="checkbox"/>	Workers Compensation Insurance Agency: <input type="text" value="20676"/>
Workers Compensation Policy Number: <input type="text" value="12345"/>	Workers Compensation Expiration Date: <input type="text" value="08/31/2021"/>

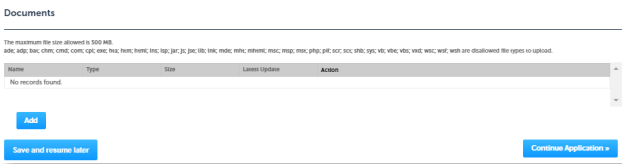
Update Code Compliance Bond Information

- 1) Update **Code Compliance Bond** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

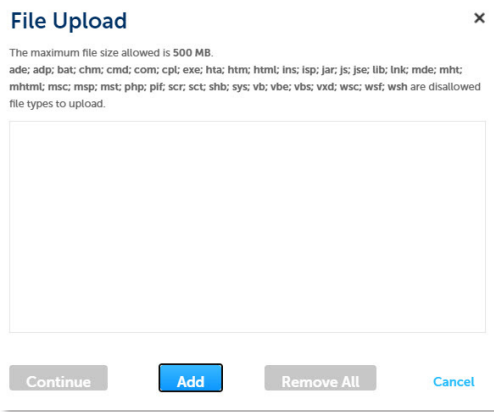


Add Documents

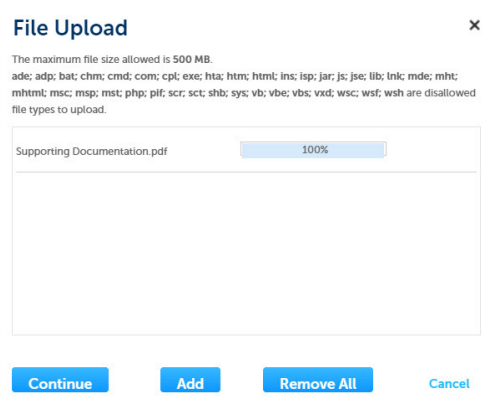
- 1) Select **Add** in the **Document** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



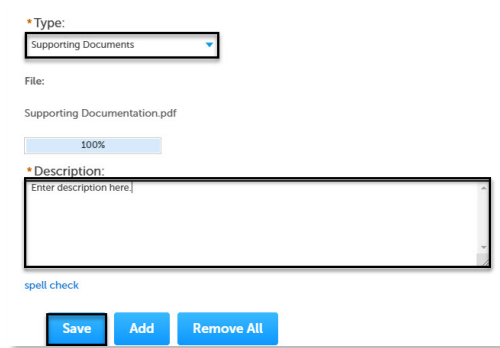
- 2) Select **Add, Browse for file,,**and select **Open**.



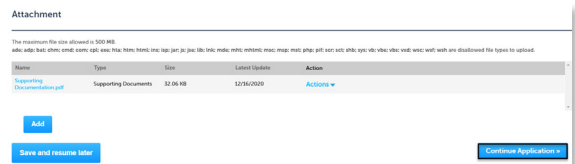
- 3) Select **Continue** once the file upload is complete.



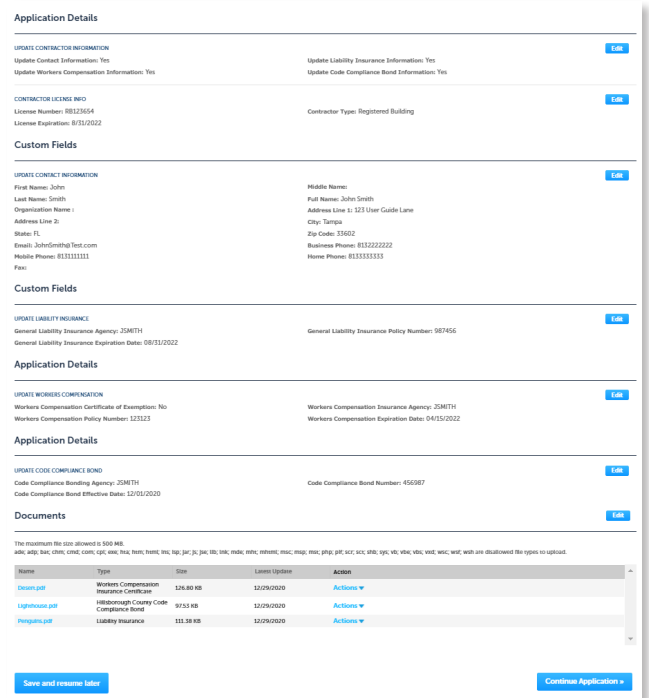
- 4) Select the document **Type** from the drop down list, enter a description, and select **Save**. Repeat for each document added.



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



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



- 7) 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.