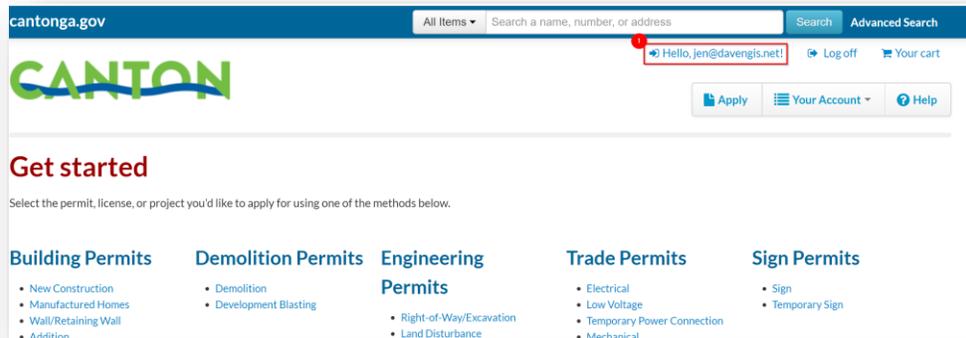
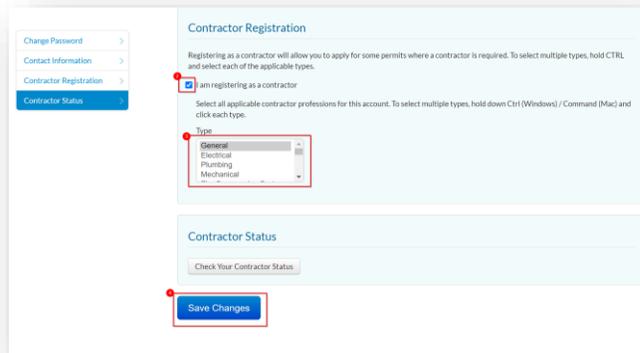


Checking and Updating Your Contractor Status Online

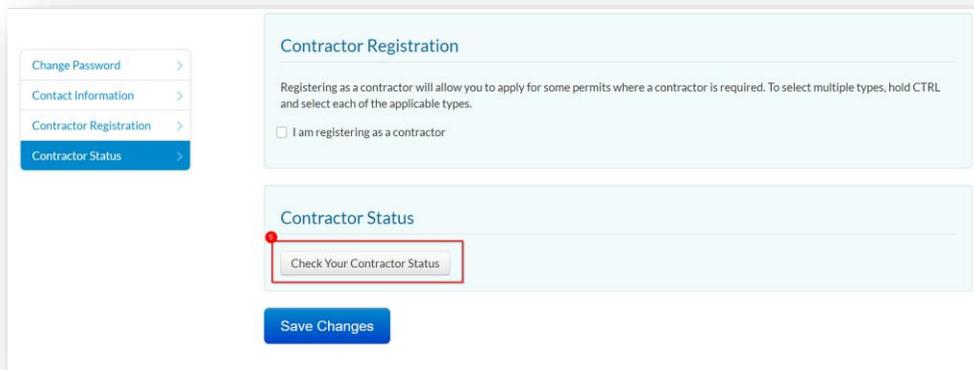
1. After logging in, click on your name in the “Hello, _____” message.



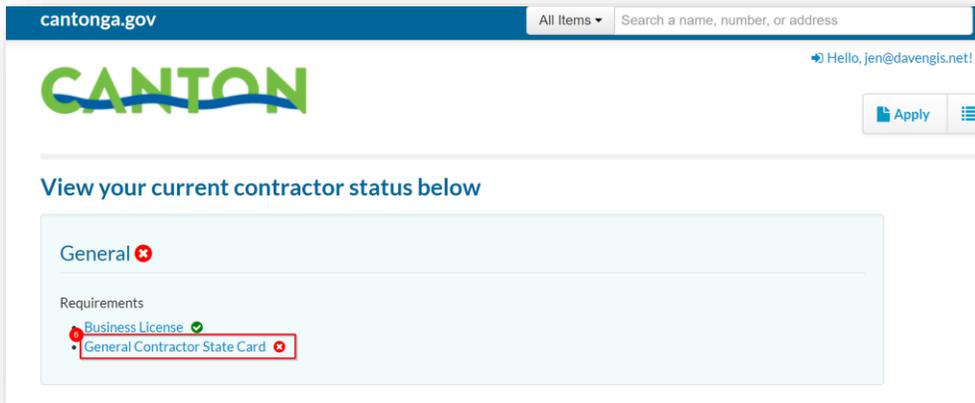
2. Scroll down the Account screen to the Contractor Registration section and Check the Box to indicate that you are registering as a contractor.
3. Select the contractor/license holder type you are registering as.
4. Click save changes.



5. The screen will refresh. Now, click the “Check Your Contractor Status” button.



6. Look for items with the white “X” in the red circle. If there are any, click on the blue words next to that icon.



7. Use the “Policy Number” field to enter your license number.
8. Use the “Issued By” Field to enter the State’s Name if you are entering a state license or the Municipality name for a business license.
9. Enter the issuance date
10. Enter the expiration date
11. Upload a digital or scanned version of the license.
12. Click “Save”

