HillsGovHub
User Guide

Complete Private Provider Registration

Hillsborough County Florida
EST. 1834
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# 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.
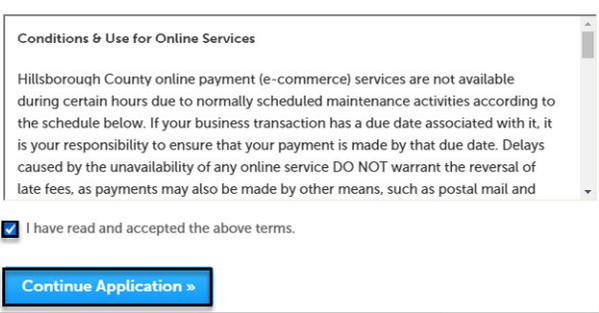
4) Select **Continue Application** to proceed to the **Select a Record Type** page.

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.
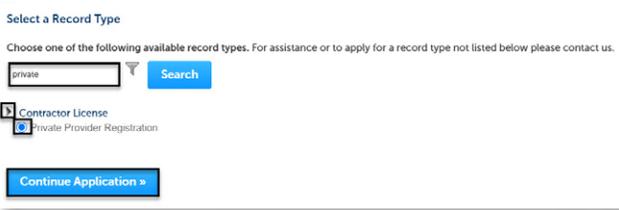

6) Complete the required fields in the **Application Information** section.

   Please Note: *You will be required to enter the State License Number and Expiration Date as well as insurance information.*

7) Select **Continue Application** to proceed to the **Contact Information** page.

8) On the **Contact Information** page, 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.
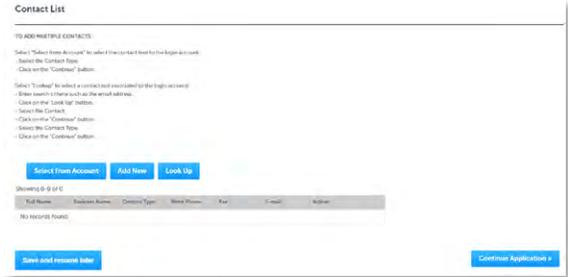
9) Select **Contact Type** from the type drop-down. Contact type must be either **Private Provider- Duly Authorized Representative** or **Private Provider- Qualifier**. Select **Continue**.

10) Select **Continue Application** to proceed to the **Attachment** page.

11) Select **Add** in the **Attachment** section to add required documents.

Please Note: *You will be required to upload a* **License Holder Certificate: Copy of State License** *and a* **Certificate of Insurance for Professional Liability** *listing the certificate holder as:*

Hillsborough County Development Services
601 E Kennedy Blvd., 19th Floor
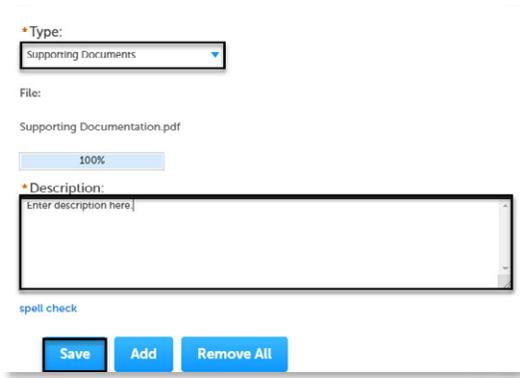P.O. Box 1110
Tampa, FL 33601

12) Select **Add**, **Browse for file**, and select **Open**.
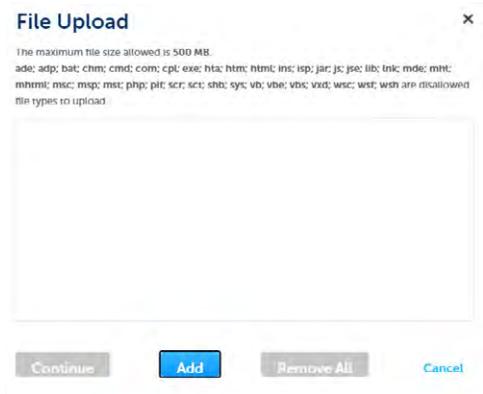
13) Select **Continue** once the file upload is complete.

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

Please Note: *A* **Certificate of Insurance for Professional Liability** *and* **License Holder Certificate** *are both required.*

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

16) 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.

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.

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