HillsGOV**Hub** User Guide

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Complete Private Provider Registration



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 <u>portal</u>.
- 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.

illsborough County online payment (e-commerce) services are not available	
uring certain hours due to normally scheduled maintenance activities accordin	ng to
your responsibility to ensure that your payment is made by that due date. Dela	avs
aused by the unavailability of any online service DO NOT warrant the reversal	of
to food, as normants may also be made by other means, such as nostal mail an	bd

- 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.

Select a Record Type	
Choose one of the following	ng available record types. For assistance or to apply for a record type not listed below please contact us.
private	Search
Contractor License	ration
Continue Application	×1

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.

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- 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.

Attachment			
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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.

ade; adp; bat; chm; d	ze allowed is 500 MB. cmd; com; cpl; exe; hta; h	tm; html; ins; isp; jar; js; jse; lib;	link; mde; mht;
mhtml; msc; msp; m	nst; php; plf; scr; sct; shb; s	sys; vb; vbe; vbs; vxd; wsc; wsf;	wsh are disalio
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HillsGov**Hub**

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.

* Type: Supporting Documents	•	
File:		
Supporting Documentation	pdf	
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Please Note: A Certificate of Insurance for **Professional Liability** and **License Holder** Certificate are both required.

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



 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.

	Save and resume later	Continue Application +
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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.

