HillsGovHub
User Guide

Create Contractor License Applications

Hillsborough County **Florida**
EST. 1834 SM

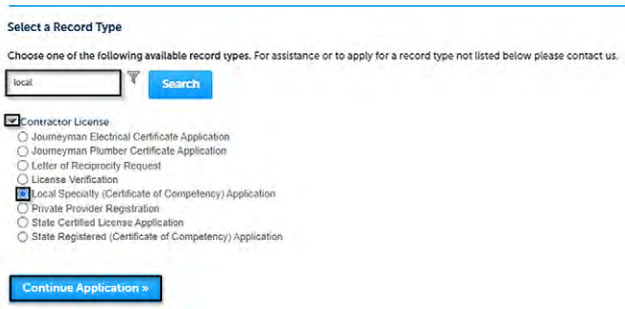# Contents

Create a Local Specialty License Application

Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all necessary requirements.

1) Select **New** from the left menu and select **Contractor License Application**.

2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

   Select **Continue Application** to proceed to the **Select a Record Type** page.
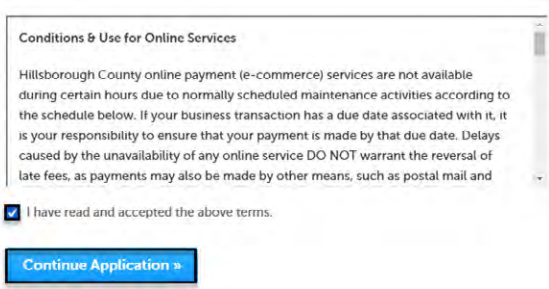
3) Enter 'local' in the search box and select **Search** or select **Local Specialty (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

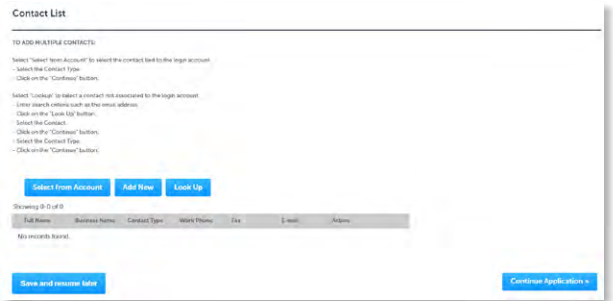4) Complete the application fields. Required fields are marked with a red asterisk.

   Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.
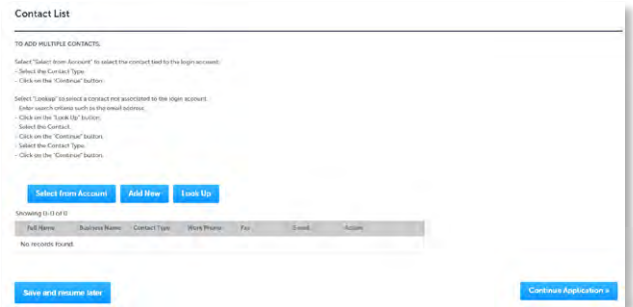

5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.

   a. **Select from Account** - select a contact associated to the account.

   b. **Add New** - add a new contact not associated to the account.

6) Add additional contacts to the application, if applicable, 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.

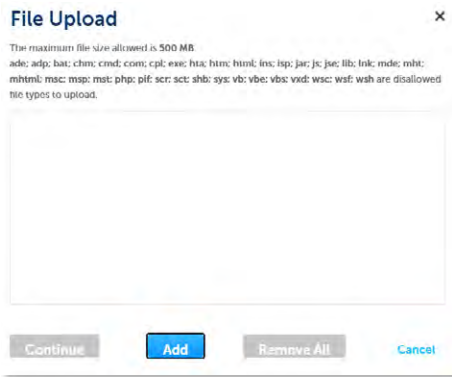7) Select **Continue Application** to proceed to the **Attachments** page.

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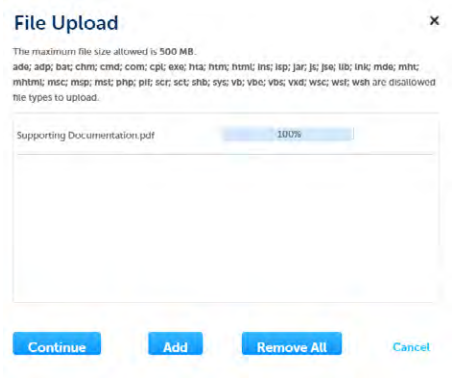

Note: *Please ensure that you review the* Local Specialty instructions *and include all necessary attachments, including pages 6 & 7 of the instructions package.*
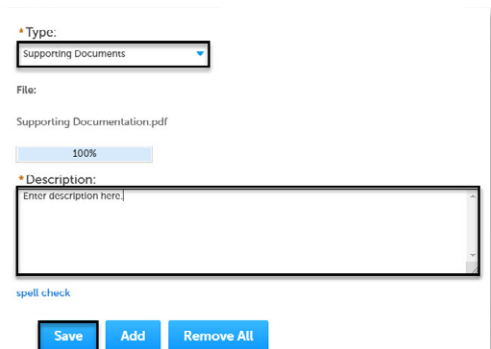
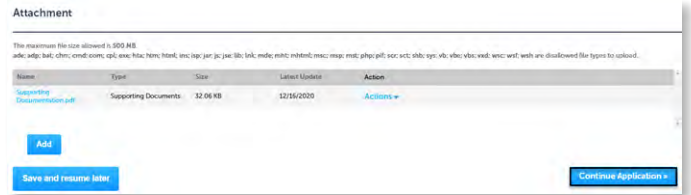9) Select **Add**, **Browse for file**, and select **Open**.

10) Select **Continue** once the file upload is complete.

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

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

13) 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.
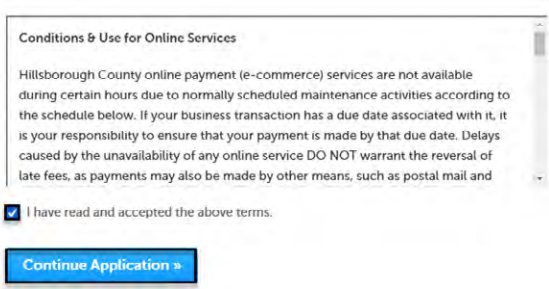

14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

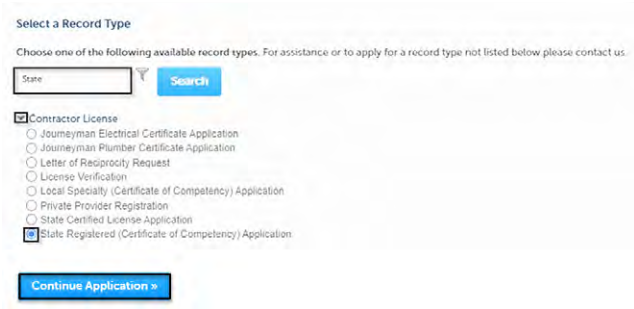**HillsGovHub**

Create a State Registered License Application

Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all necessary requirements.

1) Select **New** from the left menu and select **Contractor License Application**.

2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

   Select **Continue Application** to proceed to the **Select a Record Type** page.

3) Enter 'state' in the search box and select **Search** or select **State Registered (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

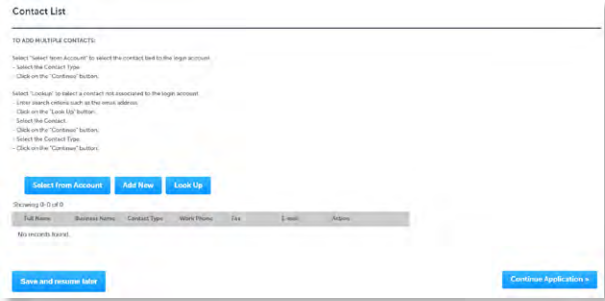4) Complete the application fields. Required fields are marked with a red asterisk.

   Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.
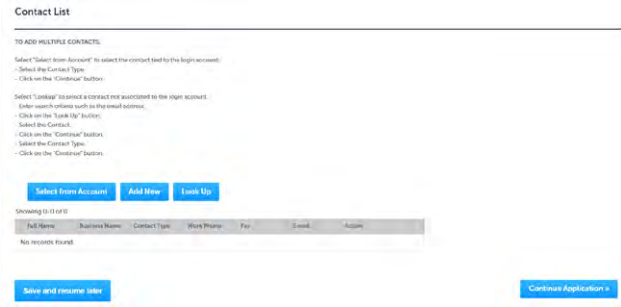

5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.

   a. **Select from Account** - select a contact associated to the account.

   b. **Add New** - add a new contact not associated to the account.

6) Add additional contacts to the application, if applicable, 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.

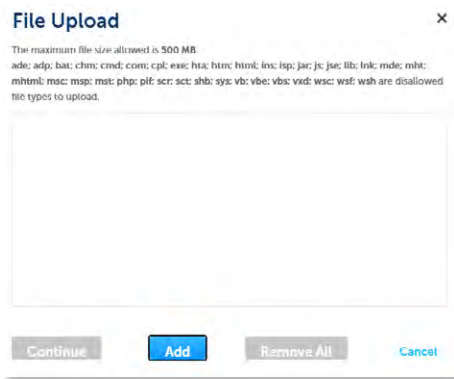7) Select **Continue Application** to proceed to the **Attachments** page.

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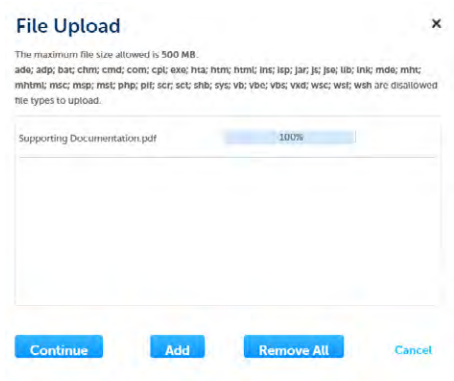

Note: Please ensure that you review the State Registered instructions and include all necessary attachments, including pages 6 & 7 of the instructions package.
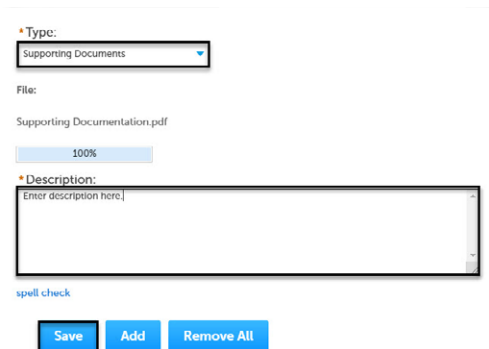
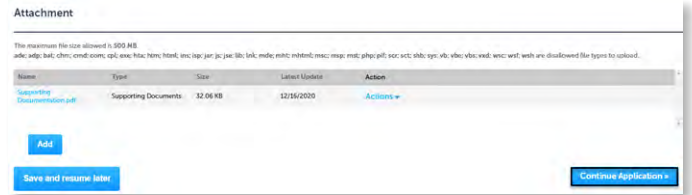9) Select **Add**, **Browse for file**, and select **Open**.

10) Select **Continue** once the file upload is complete.

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

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

13) 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.

14) 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.

Create a State Certified License Application

1) Select **New** from the left menu and select **Contractor License Application**.

2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

   Select **Continue Application** to proceed to the **Select a Record Type** page.

3) Enter 'state' in the search box and select **Search** or select **State Certified License Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

4) Complete the application fields. Required fields are marked with a red asterisk.

   Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.

5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.

   a. **Select from Account** - select a contact associated to the account.

   b. **Add New** - add a new contact not associated to the account.

   Note: The License Applicant contact must match the name on the State Certified license. If the names do not match, an update to the record will be required which will cause a delay in registration approval.

6) Add additional contacts to the application, if applicable, 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.

7) Select **Continue Application** to proceed to the **Attachments** page.

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

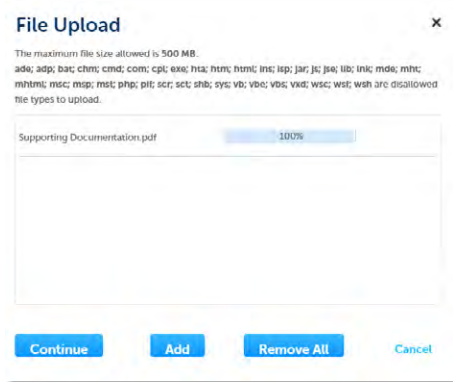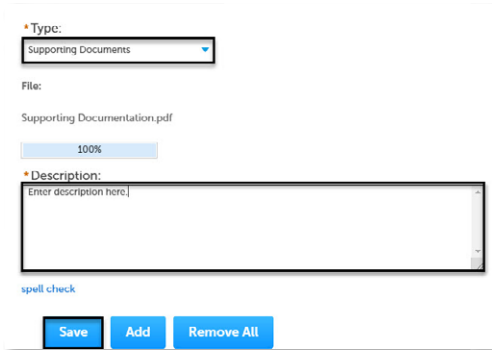

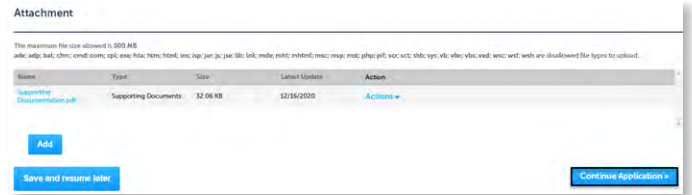9) Select **Add**, **Browse for file**, and select **Open**.
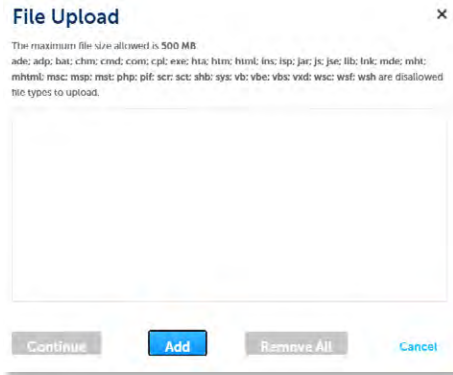
10) Select **Continue** once the file upload is complete.

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

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

13) 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.
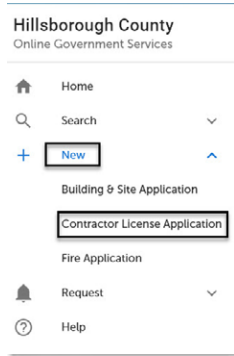

14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

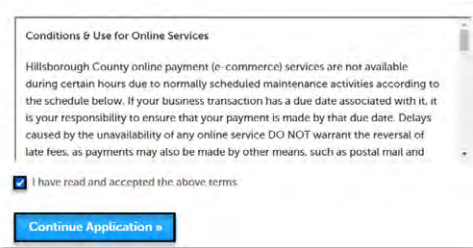# Create Journeyman Electrical or Plumbing Application

Prior to completing your application for a Journeyman license, please review and familiarize yourself with all necessary requirements.

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.

   Select **Continue Application** to proceed to the **Select a Record Type** page.

4) Enter 'journey' in the search box and select **Search** or select **Journeyman Electrical or Plumber Certificate – Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.
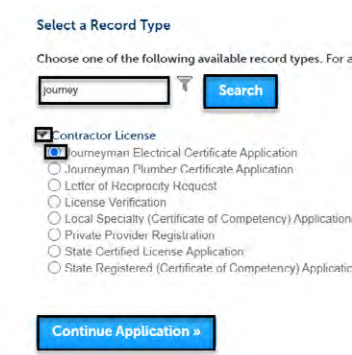

5) Complete the application fields. Required fields are marked with a red asterisk.

   Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.
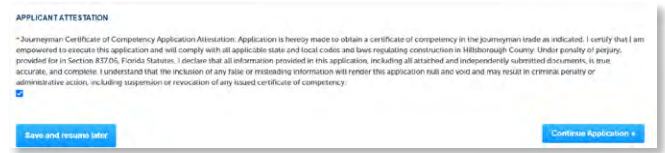
6) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.

   a. **Select from Account** - select a contact associated to the account.

   b. **Add New** - add a new contact not associated to the account.
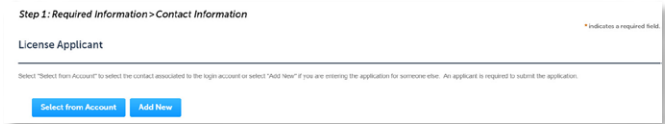
7) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.

   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.

8) Select **Continue Application** to proceed to the **Attachments** page.
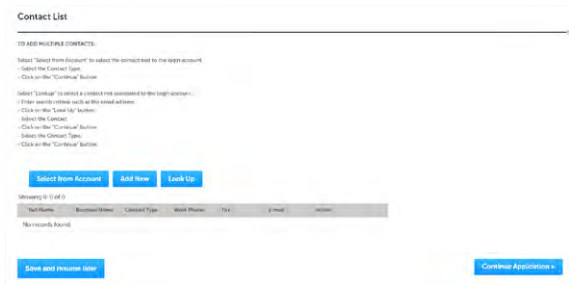
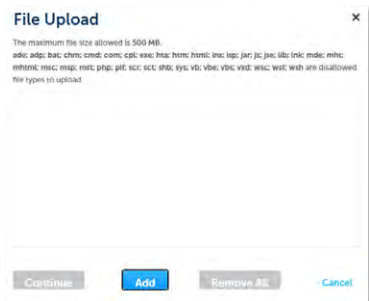*Note: Please ensure that you review the Journeyman Electrical or Plumbing instructions and include all necessary attachments.*
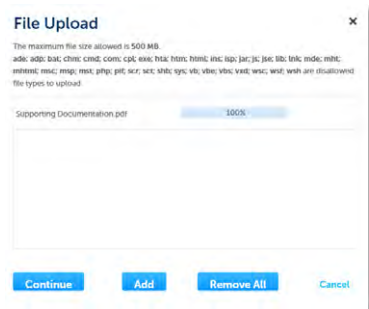
9) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.
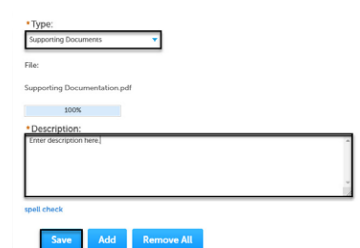

10) Select **Add**, **Browse for file**, and select **Open**.

11) Select **Continue** once the file upload is complete.

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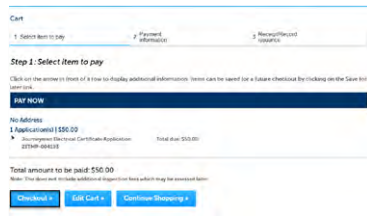

13) Select **Continue Application** to review the application.

14) 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.

15) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

16) Select **Check Out** to proceed to payment processing page and complete your payment.