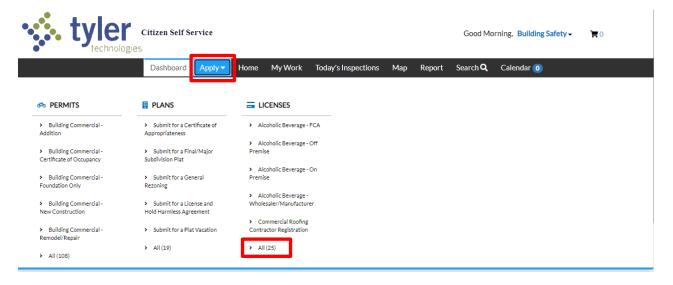
# How to Apply for a Professional License

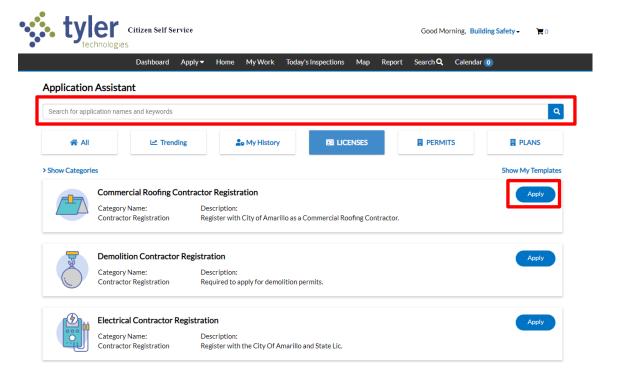
### https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home

- Click on "Apply"
- On the drop down click on "All" under Licenses



#### A Professional License can be searched by:

- Scrolling through the list
- Typing license type in the search bar
- Click on "Apply" to get started

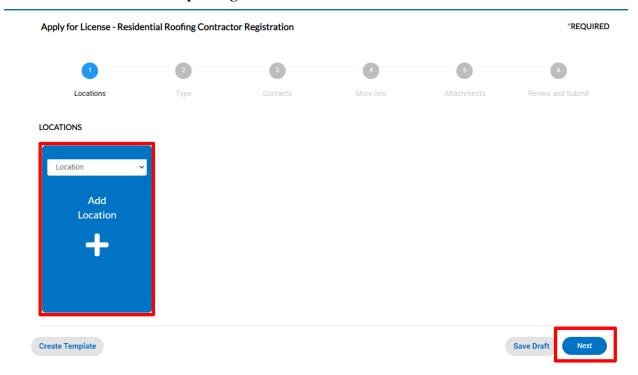


# Once started, a draft can be saved at any time.

# **Step 1: Locations**

# Address is not required but can be added by:

• Click on the plus sign



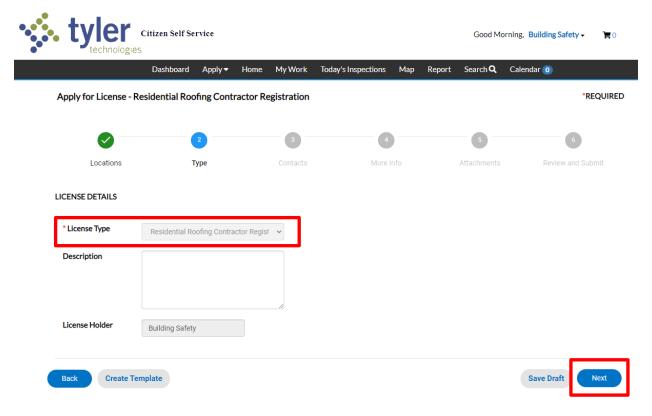
• Type address into the search and add



• Click "Next"

## **Step 2: Type**

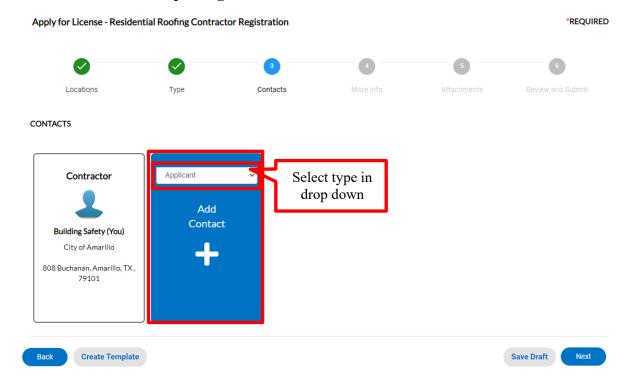
- Make sure the "License Type" is the correct application
- Click "Next"



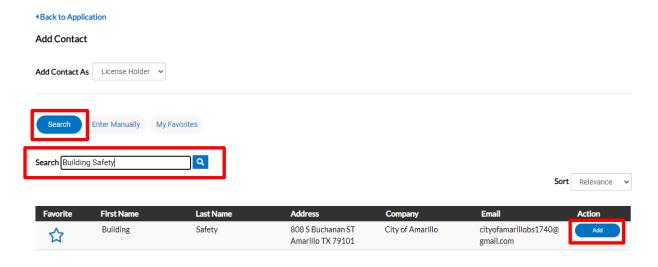
**Step 3: Contacts (By default the account owner will be the contractor)** 

Depending on the contractor type, different contact types may be required.

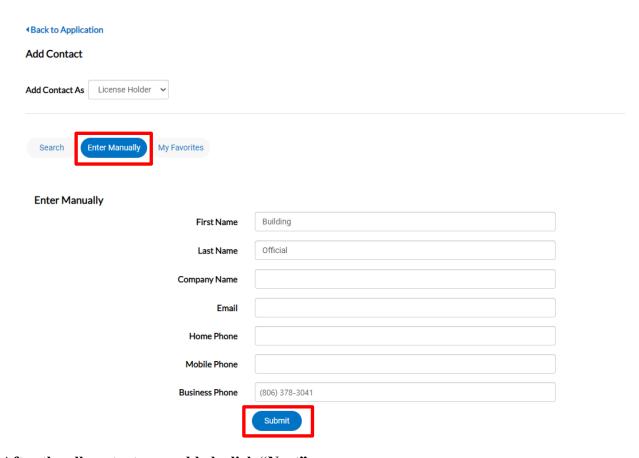
- To add addition contacts (License Holder, Owner, Manager, etc.)
- Click on the plus sign



- If the contact is the same as the Contractor
  - o Type the name into the search bar
- Click "Add"



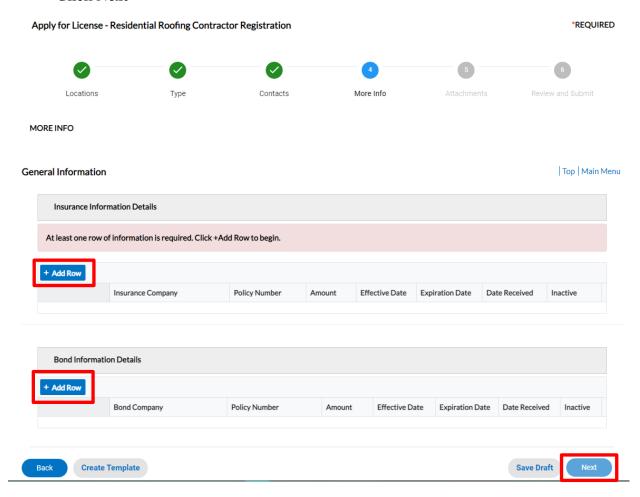
- To Enter a new contact
  - o Select "Enter Manually"
  - o Enter all information with red asterisk
    - Only one phone number is required
- Click "Submit"



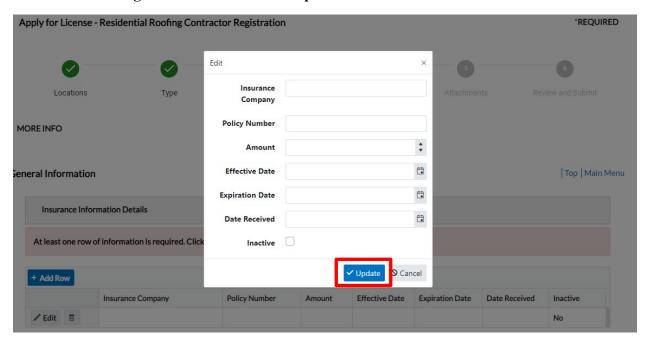
After the all contacts are added, click "Next"

## **Step 4 : More Info (Will vary, depending on the type of license)**

- Click on "Add Row" (a small window will open)
- Enter information
- Click Next

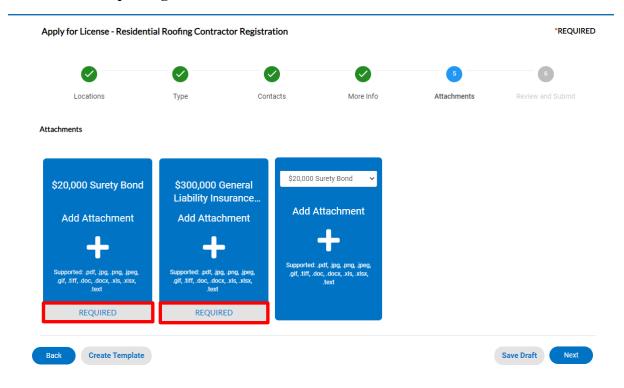


• After filling in information click "Update"



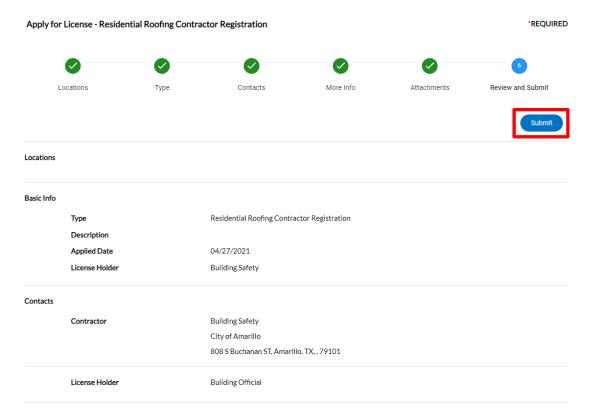
## **Step 5: Attachments**

- Add all required attachments. (Cannot use file more than one time)
- Will only accept PDF
- Click on plus sign to add document



### Step 6: Review and Submit

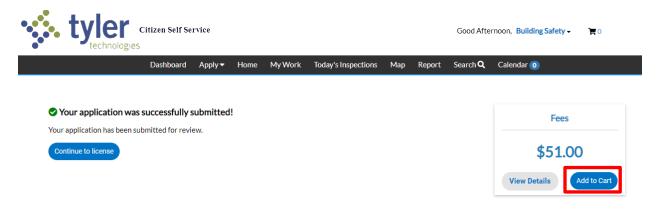
- Review all information
- Click "Submit"



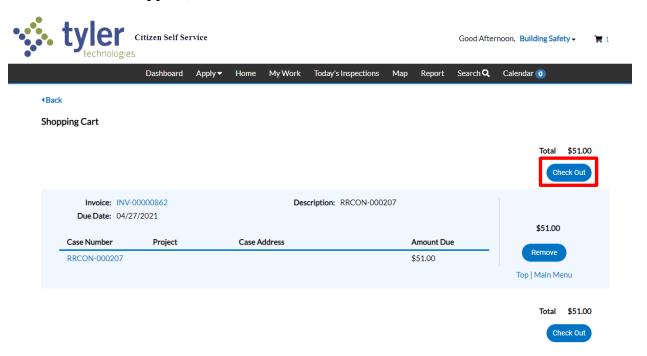
After submitting, a message will appear stating the application was successfully submitted.

# To Pay Fee Online

• Click on "Add to Cart"



Invoice will appear, click on "Check Out"



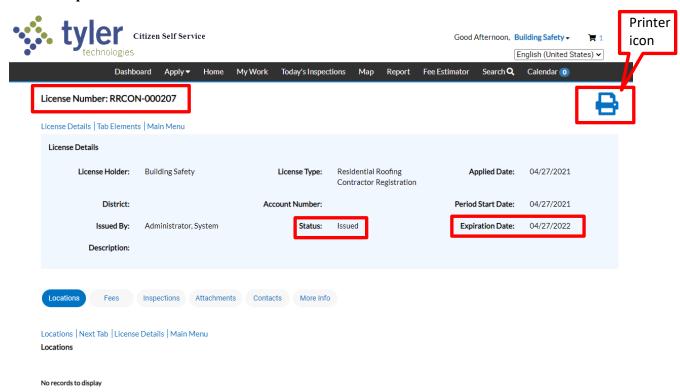
• Then enter credit card information.

#### **Continue onto Professional License**

An email will be sent when the professional license is issued or if there is an issue with the application an email stating the error will be sent.

#### After the professional license is issued:

- The license number is shown
- The status of "Issued" is shown
- The license can be printed by clicking on the printer icon
- Expiration date is also visible



## All information enter may also be seen by clicking on:

**Tabs: (Cannot be changed after submitted)** 

- Location: Business Address
- Fee: All fees due or paid
- Inspections: N/a to professional license
- Attachments: Bonds, Insurance, or State/Id (Additional attachments can be added at any time)
- Contacts: Active contacts on that specific license
- More Info: Any info entered (Insurance Info, Bond Info, etc.)