

Cómo Solicitar Una Licencia Profesional

<https://amarillotx-energypub.tylerhost.net/Apps/SelfService#/home>

- Seleccione "Apply"
- En el menú desplegable, Seleccione "All" en Licencias

The screenshot shows the Tyler Technologies Citizen Self Service interface. The top navigation bar includes 'Dashboard', 'Apply', 'Home', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The 'Apply' button is highlighted with a red box. Below the navigation bar, there are three main sections: 'PERMITS', 'PLANS', and 'LICENSES'. Under 'LICENSES', there is a list of license categories, and the 'All (25)' link is highlighted with a red box.

Una licencia profesional se puede buscar por:

- Desplazarse por la lista
- Escribir tipo de licencia en la barra de búsqueda
- Seleccione "Apply" para comenzar

Commented [GS1]: I used google translate for scrolling. Do you know of a better word? Or better wording to understand the statement?

The screenshot shows the Tyler Technologies Citizen Self Service 'Application Assistant' page. The search bar is highlighted with a red box. Below the search bar, there are navigation buttons for 'All', 'Trending', 'My History', 'LICENSES', 'PERMITS', and 'PLANS'. The 'LICENSES' button is highlighted with a red box. Below the navigation buttons, there are three application cards: 'Commercial Roofing Contractor Registration', 'Demolition Contractor Registration', and 'Electrical Contractor Registration'. The 'Apply' button for 'Commercial Roofing Contractor Registration' is highlighted with a red box.

Una vez iniciado, se puede guardar la licencia en cualquier momento.

Paso 1: Ubicaciones

La dirección no es obligatoria, pero se puede agregar:

- Seleccione "Add Location"

Apply for License - Residential Roofing Contractor Registration

*REQUIRED



LOCATIONS

A blue button with the text "Add Location" and a white plus sign (+). Above the button is a dropdown menu labeled "Location". The entire button area is enclosed in a red rectangular box.

Create Template

Save Draft

Next

- Escriba la dirección en la búsqueda y agregue

[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Location

Search

Enter Manually

Address Information

Search 808 S BUCHANAN ST



Address

Action

- Seleccione "Next"

Paso 2: Escriba

- Asegúrese de que el "Tipo de licencia" es la aplicación correcta
- Seleccione "Next"

The screenshot shows the Tyler Technologies Citizen Self Service interface. The page title is "Apply for License - Residential Roofing Contractor Registration" with a "*REQUIRED" indicator. A progress bar at the top shows six steps: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the "LICENSE DETAILS" section contains a form with the following fields:

- * License Type:** A dropdown menu with the selected value "Residential Roofing Contractor Regist".
- Description:** A text input field.
- License Holder:** A text input field with the value "Building Safety".

At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red box.

Paso 3: Contactos (De defecto, el propietario de la cuenta será el contratista)

Dependiendo del tipo de contratista, es posible que se requieran diferentes requisitos.

- Para agregar contactos adicionales (titular de la licencia, propietario, administrador, etc.)
- Seleccione el signo más

Apply for License - Residential Roofing Contractor Registration *REQUIRED



CONTACTS

The 'CONTACTS' section features a contractor profile card on the left and an 'Add Contact' button on the right. The profile card includes a person icon, the title 'Contractor', and the text 'Building Safety (You)', 'City of Amarillo', and '808 Buchanan, Amarillo, TX, 79101'. The 'Add Contact' button is blue with a white plus sign. Above the button is a dropdown menu with 'Applicant' selected. A red box highlights the dropdown menu, and a callout box points to it with the text 'Seleccione el tipo'. At the bottom of the form are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

- Si el contacto es el mismo que el contratista
 - Escriba el nombre en la barra de búsqueda
- Seleccione "Add"

[Back to Application](#)


Add Contact

Add Contact As License Holder ▾


Search

Enter Manually

My Favorites

Search 

Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
	Building	Safety	808 S Buchanan ST Amarillo TX 79101	City of Amarillo	cityofamarillobs1740@gmail.com	Add

- **Para introducir un nuevo contacto**
 - **Seleccione "Enter Manually"**
 - **Introduzca toda la información con asterisco rojo ***
 - **Solo se requiere un número de teléfono**
- **Seleccione "Submit"**

[Back to Application](#)

Add Contact

Add Contact As License Holder ▾

Search

Enter Manually

My Favorites

Enter Manually

First Name	<input type="text" value="Building"/>
Last Name	<input type="text" value="Official"/>
Company Name	<input type="text"/>
Email	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Business Phone	<input type="text" value="(806) 378-3041"/>

Submit

Después de agregar todos los contactos, Seleccione "Next"

Paso 4: Más información (Variará, dependiendo del tipo de licencia)

- Seleccione "Add Row" (se abrirá una pequeña ventana)
- Agregue la información
- Seleccione "Next"

Apply for License - Residential Roofing Contractor Registration *REQUIRED



MORE INFO

General Information

[Top](#) | [Main Menu](#)

Insurance Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Insurance Company	Policy Number	Amount	Effective Date	Expiration Date	Date Received	Inactive

Bond Information Details

+ Add Row

Bond Company	Policy Number	Amount	Effective Date	Expiration Date	Date Received	Inactive

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

- Después de completar la información, Seleccione "Update"

Apply for License - Residential Roofing Contractor Registration *REQUIRED

Locations Type Attachments Review and Submit

MORE INFO

General Information [Top](#) | [Main Menu](#)

Insurance Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Insurance Company Policy Number Amount Effective Date Expiration Date Date Received Inactive

✓ Update Cancel

Paso 5: Documentos

- **Agregue todos los documentos necesarios. (No se puede utilizar el archivo más de una vez)**
- **Solo aceptará un documento de PDF**
- **Seleccione el signo más para agregar el documento**

Apply for License - Residential Roofing Contractor Registration

*REQUIRED



Attachments

Three blue attachment cards are displayed. Each card has a white plus sign in the center and the text 'Add Attachment'. Below the plus sign, it lists supported file types: .pdf, .jpg, .png, .jpeg, .gif, .tif, .doc, .docx, .xls, .xlsx, .text. At the bottom of each card, the word 'REQUIRED' is written in a red box. The first card is for '\$20,000 Surety Bond', the second for '\$300,000 General Liability Insurance...', and the third for '\$20,000 Surety Bond'.

Back

Create Template

Save Draft

Next

Paso 6: Revisar y enviar

- **Revisa toda la información**
- **Seleccione "Submit"**

Apply for License - Residential Roofing Contractor Registration

*REQUIRED



Submit

Locations

Basic Info

Type	Residential Roofing Contractor Registration
Description	
Applied Date	04/27/2021
License Holder	Building Safety

Contacts

Contractor	Building Safety City of Amarillo 808 S Buchanan ST, Amarillo, TX., 79101
License Holder	Building Official

Después de enviar, aparecerá un mensaje que indica que la aplicación se envió correctamente.

Para pagar la factura en la computadora

- **Seleccione "Add to Cart"**

The screenshot shows the Tyler Technologies Citizen Self Service interface. At the top, there is a navigation bar with links for Dashboard, Apply, Home, My Work, Today's Inspections, Map, Report, Search, and Calendar. A message states: "Your application was successfully submitted! Your application has been submitted for review." Below this message is a "Continue to license" button. On the right side, there is a "Fees" box showing a total of "\$51.00" and two buttons: "View Details" and "Add to Cart". The "Add to Cart" button is highlighted with a red box.

- **Aparecerá la factura, Seleccione "Check Out"**

The screenshot shows the Tyler Technologies Citizen Self Service shopping cart page. At the top, there is a navigation bar with links for Dashboard, Apply, Home, My Work, Today's Inspections, Map, Report, Search, and Calendar. A "Back" link is visible. The page title is "Shopping Cart". On the right side, there is a "Total \$51.00" and a "Check Out" button, which is highlighted with a red box. Below this, there is a table with the following data:

Case Number	Project	Case Address	Amount Due
RRCON-000207			\$51.00

Additional information shown includes: Invoice: INV-00000862, Description: RRCON-000207, Due Date: 04/27/2021. There is also a "Remove" button and a "Top | Main Menu" link.

- **Luego agregue la información de la tarjeta de crédito.**

Continuar con la licencia profesional

Se enviará un correo electrónico cuando se emita la licencia profesional o, si hay un problema con la aplicación, se enviará un correo electrónico que indique el error.

Después de que se emite la licencia profesional:

- Se muestra el número de licencia
- Se muestra el estado de "Issued"
- La licencia se puede imprimir seleccionando el icono de la impresora
- La fecha de vencimiento también es visible

tyler Citizen Self Service

Good Afternoon, Building Safety - 1

English (United States)

Dashboard Apply Home My Work Today's Inspections Map Report Fee Estimator Search Calendar

License Number: RRCON-000207

License Details | Tab Elements | Main Menu

License Details

License Holder:	Building Safety	License Type:	Residential Roofing Contractor Registration	Applied Date:	04/27/2021
District:		Account Number:		Period Start Date:	04/27/2021
Issued By:	Administrator, System	Status:	Issued	Expiration Date:	04/27/2022
Description:					

Locations Fees Inspections Attachments Contacts More Info

Locations | Next Tab | License Details | Main Menu

Locations

No records to display

Toda la información ingresada también se puede ver haciendo seleccionando en:

Etiquetas: (No se puede cambiar después de enviar)

- **Location - Ubicación:** Dirección del Negocio
- **Fee - Factura:** Todas las facturas no pagadas o pagadas
- **Inspections - Inspecciones:** No aplica a la licencia profesional
- **Attachments - Documentos:** Bonos, Seguranza o Identificación (se pueden agregar documentos adicionales en cualquier momento)
- **Contacts - Contactos:** contactos activos en esa licencia específica
- **More Info - Más información:** Cualquier información ingresada (información de seguros, información de bonos, etcétera)