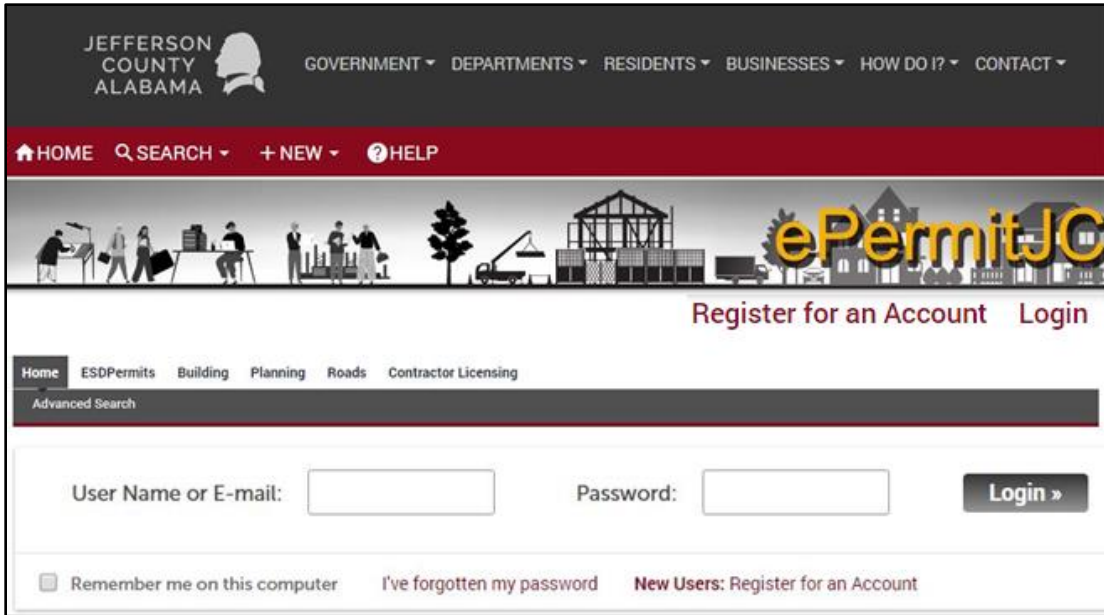




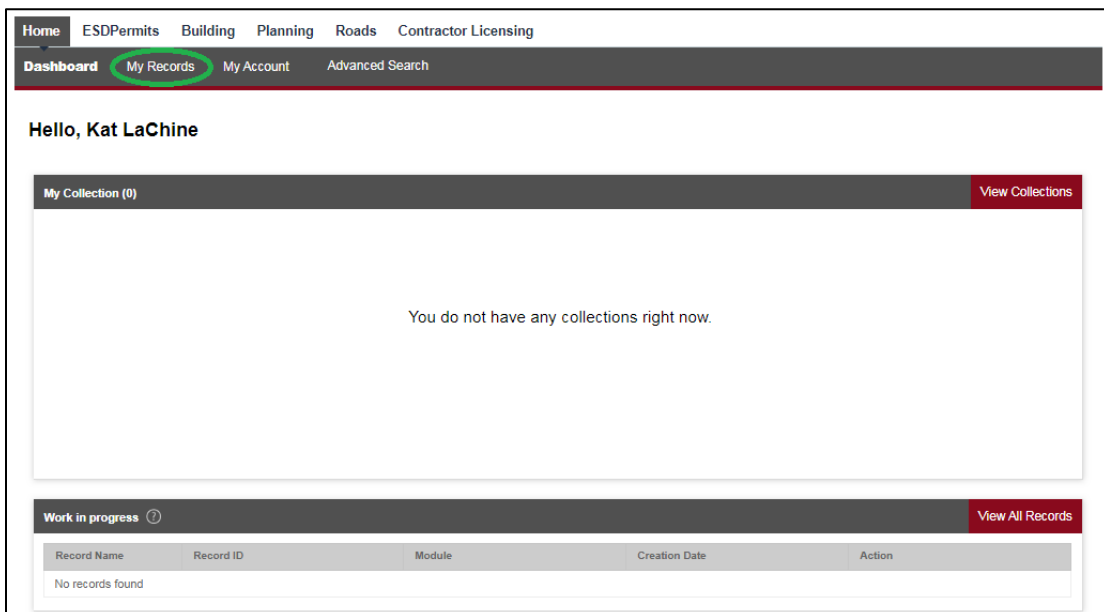
RENEWING CONTRACTOR REGISTRATION

Annually when your State license expires you will need to come back to your account and make amendments to your Contractor Registration

1. From the Home page, **log in to your ePermitJC account**. You can also use the *"I've forgotten my password"* link to reset your account credentials.



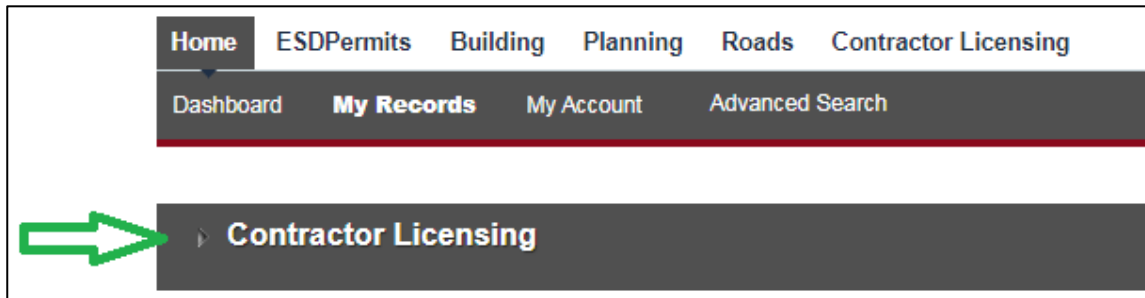
2. From the User dashboard click **My Records** to see the list of all permits, applications and records associated with this account.





RENEWING CONTRACTOR REGISTRATION

3. **Click the small black arrowhead** next to the module name Contractor Licensing to expand the list of associated records. As the user applies for other permits different module sections will appear on this page; expand these modules in the same way to view all records listed beneath.



Date	Record Number	Record Type	Description	Expiration Date	Status	Action
11/20/2019	CR-19-0129	Contractor License		11/20/2019	About to Expire	Renew Application
11/18/2019	RC-19-0119	Registered Company			Issued	Amendment

Once your registration is in a status that allows renewal, the Action column will show an available **Renew Application** hyperlink to you.

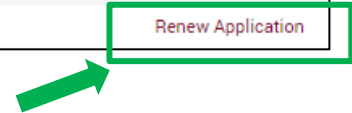


RENEWING CONTRACTOR REGISTRATION

- Click **Renew Application** hyperlink to generate a Renewal Application pre-populated with your registration information.

NOTE: Information that populates from the Company record will not be available for you to edit in the renewal process. If this information needs to be changed, contact our staff to manage the Company update so this will properly populate on your record.

Contractor Licensing						
Showing 1-10 of 100+ Add to collection						
<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	11/12/2019	CRA-19-0174	Contractor Registration		Application Submitted	
<input type="checkbox"/>	11/12/2019	RC-19-0118	Registered Company		Issued	Amendment
<input type="checkbox"/>	11/12/2019	19TMP-002748	Contractor Registration			Resume Application
<input type="checkbox"/>	11/05/2019	19TMP-002743	Contractor Registration Renewal			Resume Application
<input type="checkbox"/>	11/05/2019	RC-19-0117	Registered Company		Issued	Amendment
<input type="checkbox"/>	11/05/2019	CR-19-0128	Contractor License	11/05/2019	Issued	Renew Application



- Use **Continue Application** on each page to move through the pages as you review your registration information. Make changes as necessary and upload new copies of your license documents.
- Review your Renewal Application and submit your new information. After final submission staff will be alerted that you have submitted a Renewal Application and will approve this record, refreshing your account and allowing you to use your account to apply for new permits.

NOTE:

If you would like to submit renewal information before your expiration date, contact our staff to manually set your registration to the correct status so you can renew online.