

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.

JEFFERSON	IENT ▼ DEPARTMENTS ▼ RESIDENTS ▼	BUSINESSES - HOW DO I? - CONTACT -
	HELP	
		Odimeqe
	Re	egister for an Account Login
Home ESDPermits Building Planning Roads Advanced Search	Contractor Licensing	
User Name or E-mail:	Password:	Login »
Remember me on this computer	I've forgotten my password New Users	: Register for an Account

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

ome ESDPermits	Building	Planning	Roads	Contractor Licensing				
ashboard My Re	ecords My	Account	Advanced	Search				
łello, Kat LaChine								
My Collection (0)							View Collection	
				You do not have any colle	ctions right now.			
Work in progress ⑦							View All Record	
Record Name	Record ID			Module	Creation Date	Action		
No seconds found								



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.

	Home	ESDPermits	Building	Planning	Roads	Contractor Licensing	
	Dashboa	rd My Reco	ords My	Account	Advanced	Search	
Contractor Licensing							

Hom	e ESDPermi	ts Building Planni	ng Roads Contr	actor Licensing					
Dast	board My R	tecords My Account	Advanced Search						
~	Contractor Licensing								
Showi	ng 1-2 of 2 Add to	collection							
	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		
	11/18/2010	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.



4. 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									
	Date	Record Number	Record Type	Expiration Date	Status	Action			
	11/12/2019	CRA-19-0174	Contractor Registration		Application Submitted				
	11/12/2019	RC-19-0118	Registered Company		Issued	Amendment			
	11/12/2019	19TMP-002748	Contractor Registration			Resume Application			
	11/05/2019	19TMP-002743	Contractor Registration Renewal			Resume Application			
	11/05/2019	RC-19-0117	Registered Company		Issued	Amendment			
	11/05/2019	CR-19-0128	Contractor License	11/05/2019	Issued	Renew Application			

- 5. 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.
- 6. 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.

<u>NOTE:</u>

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.