



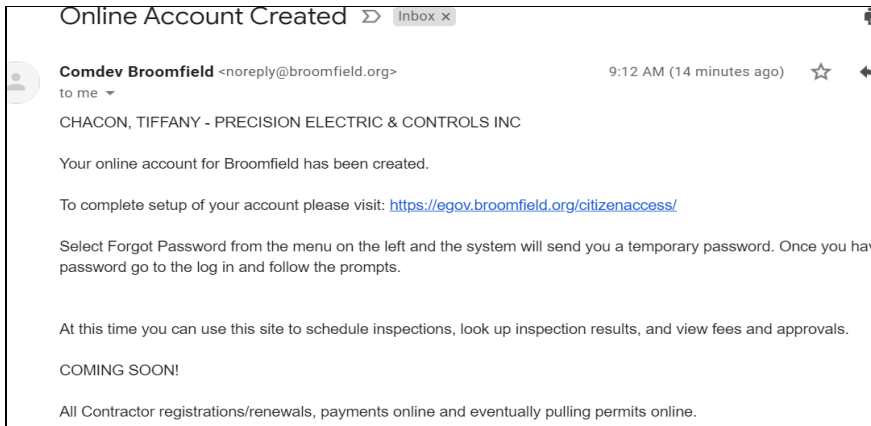
Community Development Citizen Access Instructions for Contractors

Electrical License Renewals are now being processed online. Please follow the below instructions to renew your license.

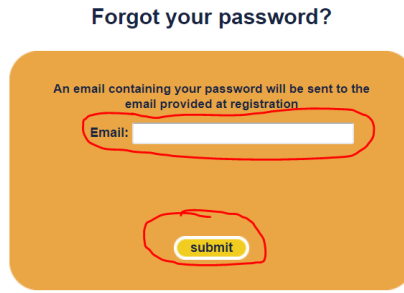
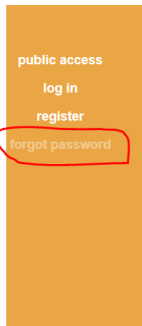
- Complete [License Application](#) form to provide general information - this will be uploaded to your online account later in the process.

Setting up an online account and renewing licenses [Video](#)

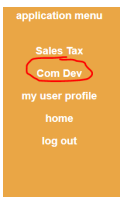
- Please call 303-438-6370 and staff will create your online account
- You will receive an email with instructions on how to access your account



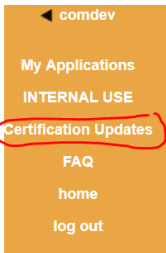
- Follow the link in the email to complete the account setup
- Select *Forgot Password*
- Enter your email address and submit



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- You will receive an email with a temporary password
- Select and Copy that password, return to the login screen [Here](#)
- Enter your email address and temporary password
- Login
- Select Comm Dev on the left side



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- Select Certification Updates



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- Click on the row for details to open

Click on a row to view details

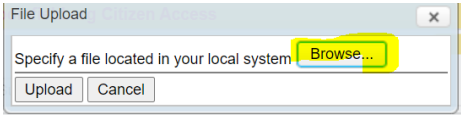
Number	Capture	Address	Classification
CN-5994	12/13/2018	9734 COLOMBINE CT	Elec

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- Go to Certifications Tab
- State License, Master's License, General Liability Insurance will be your options

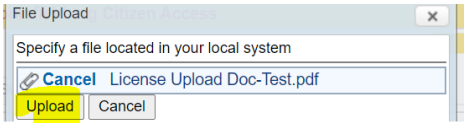
Certification	Effective	Expiration	Filename	Upload
State License	2018-11-15	2020-09-30		upload
Master's License	2017-08-25	2020-09-30		upload
General Liability Insurance	2020-09-11	2020-09-25		upload

- Upload

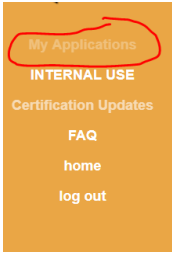
- Browse to select your updated license



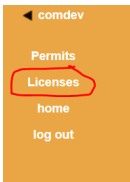
- Upload



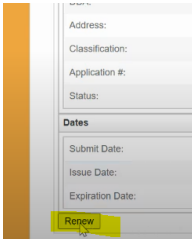
- Go to my applications



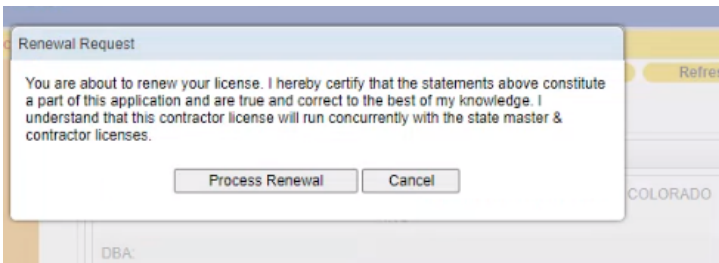
- Licenses

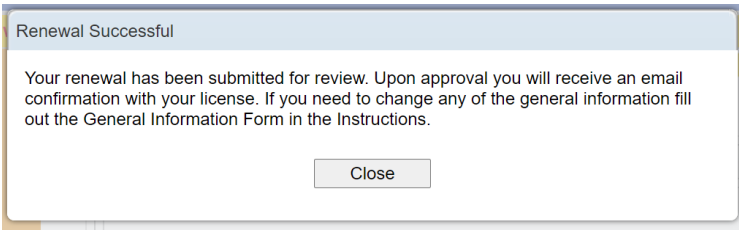


- Click on the row with the most recent date
- Verify the information is correct
- Select Renew

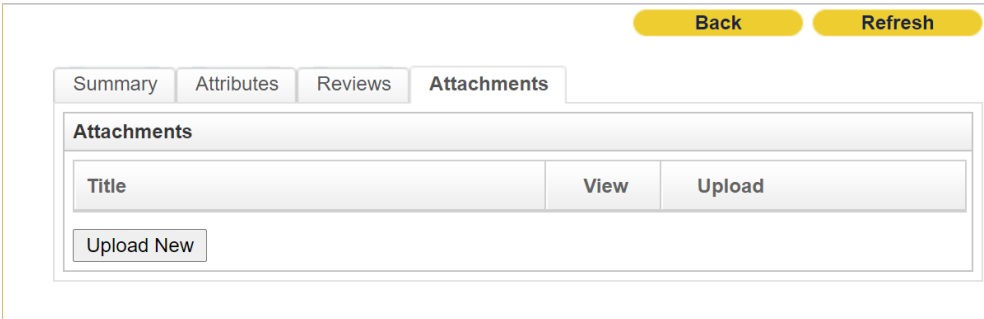


- Process Renew





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- Read instructions in popup box and close
- Select Attachments and upload completed [License Application](#)



- - Complete-Staff will review the renewal
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