

**Applying for a
Contractor/Trades
License – Civic
Access**





1

Navigate to the City of Lawrence Customer Portal: <https://lawrenceks-energovweb.tylerhost.net/apps/SelfService#/home>.

2

Select "Login or Register"

If you are registering for the first time, visit lawrenceks.org/epl and select "Creating an Enterprise Permitting and Licensing (EPL) Account" for further directions.



Alert! An account is required to apply for permits, plans, and licenses. Click "Login or Register" in the top-right corner to sign in or create an account.

Login or Register

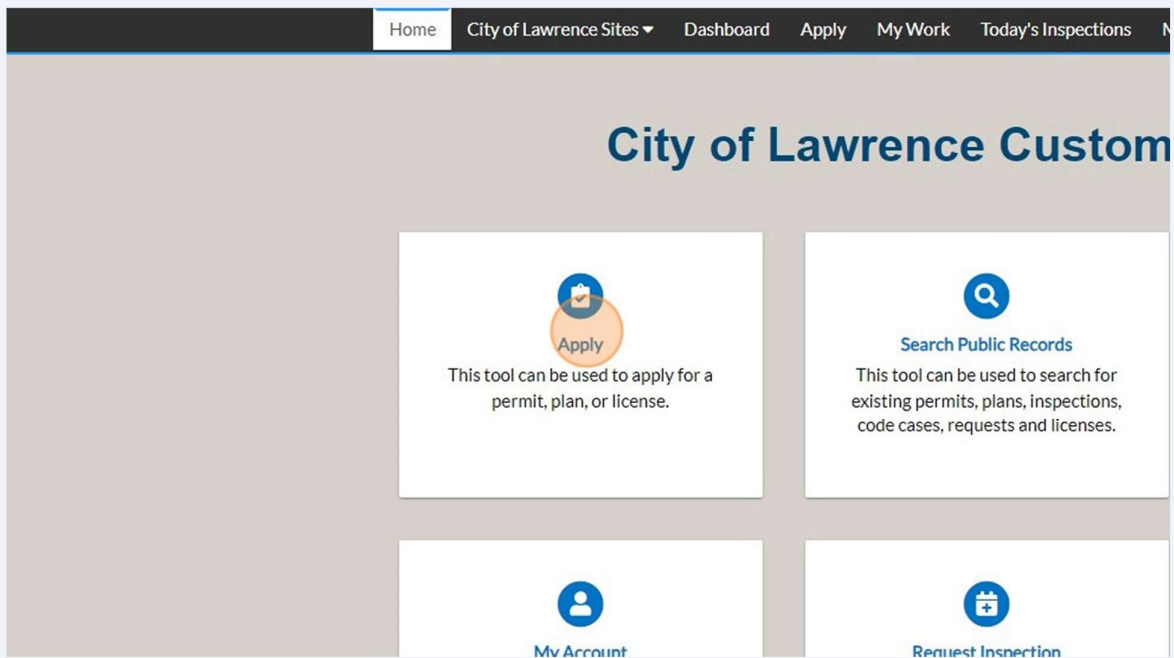
Pay Invoices

Search A magnifying glass icon used for searching.

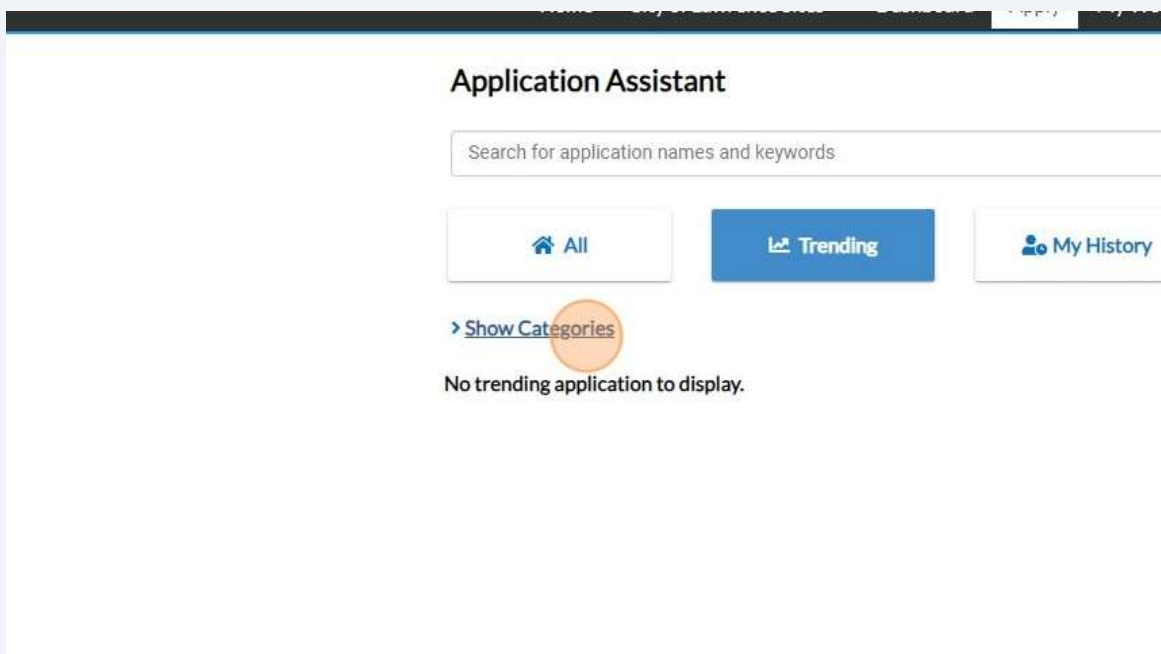
Calendar A blue circle containing the number 0, likely representing a notification or count.



- 3 Click "Apply" from the toolbar ribbon or using the "Apply" tile on the landing page.

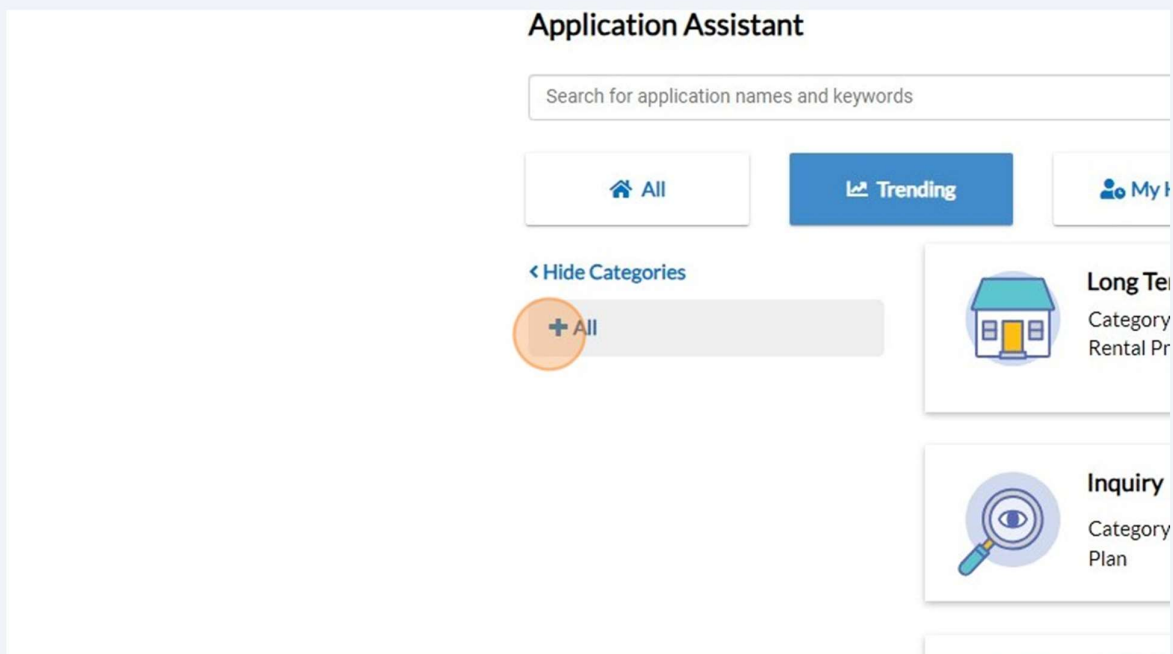


- 4 From the Application Assistant page, click "Show Categories" to open the category sidebar.

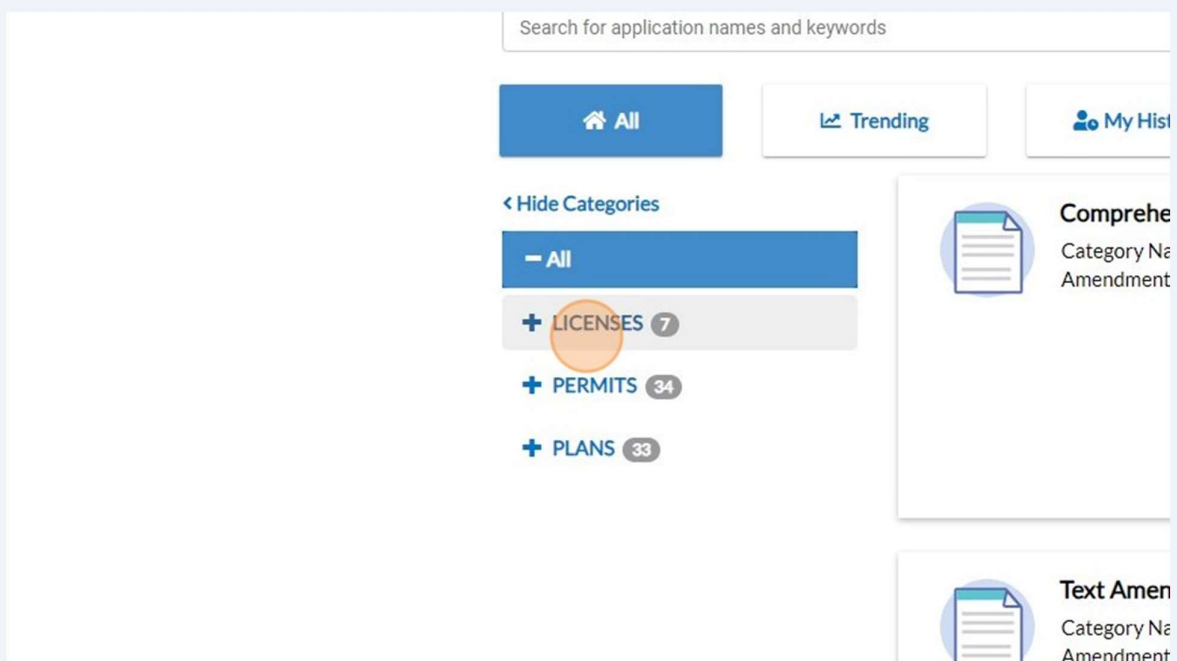




- 5** Click "All" to show the available application categories.



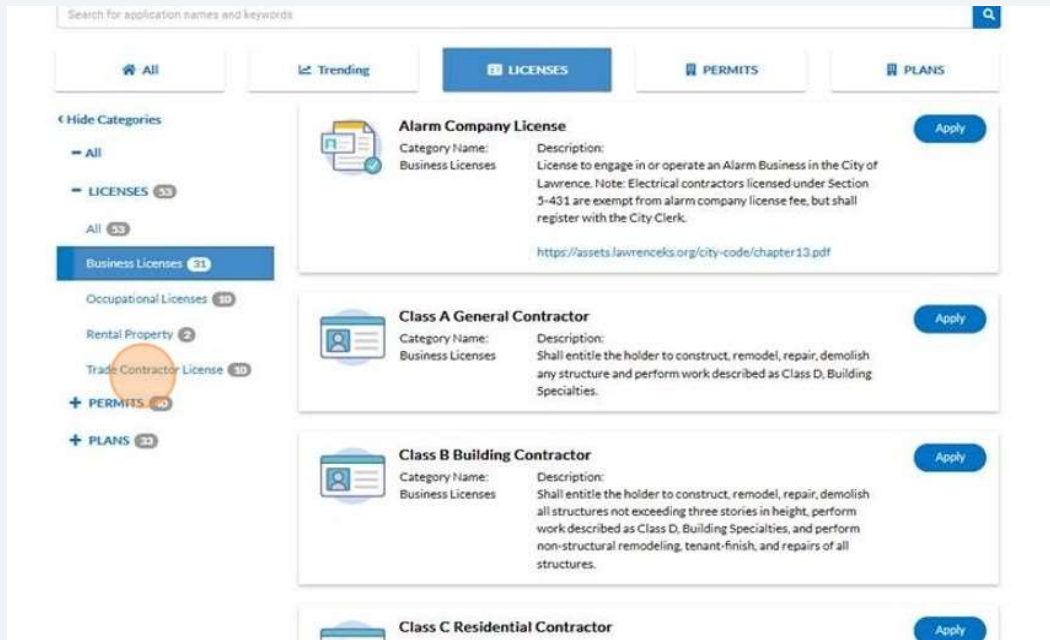
- 6** Click "Licenses" to show available licenses.



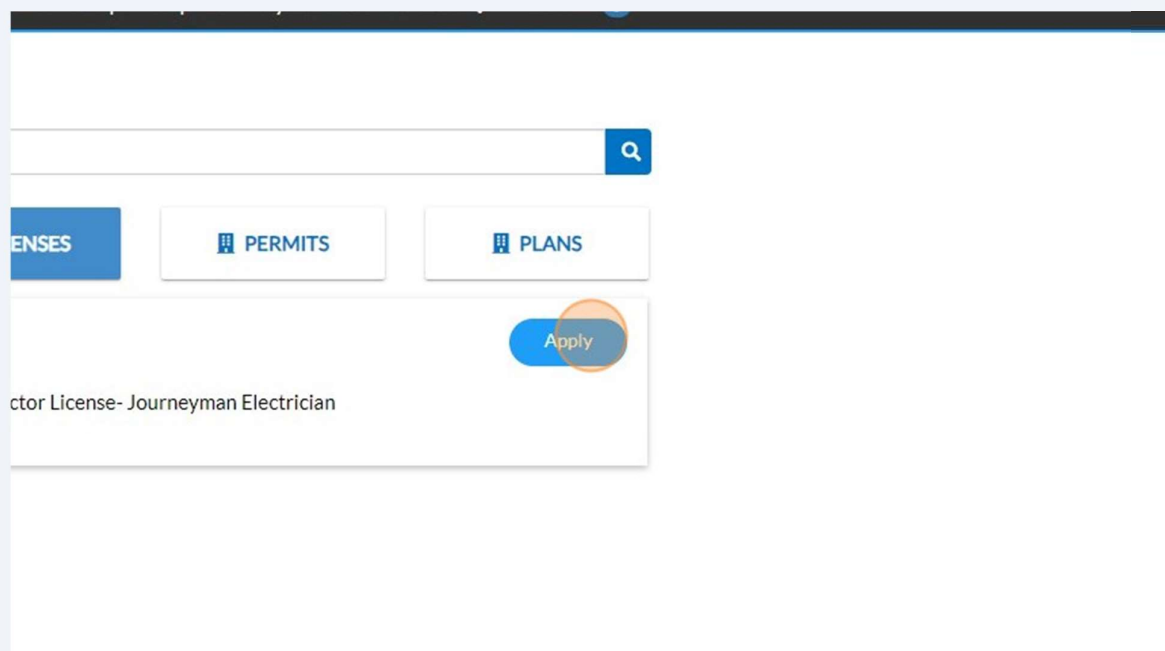


7 Click "Trade Contractor License" to show the available license

NOTE: This is license type will be used to register all individual, professional licenses.



8 Click "Apply" to begin the application process.





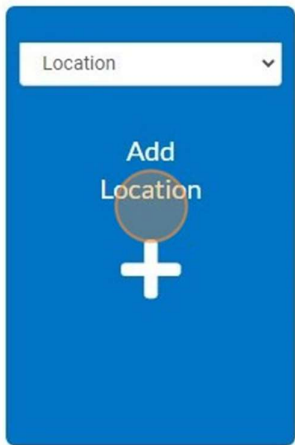
- 9** Click the drop-down to select the location type.

The screenshot shows a web application interface with a light blue header and a white main content area. At the top, there is a horizontal flow diagram with three steps: 1. Locations (highlighted with a blue circle), 2. Type (grey circle), and 3. Contacts (grey circle). Below this, the section is titled "LOCATIONS". A blue card is displayed with a white dropdown menu open. The dropdown lists five options: "Location", "Billing", "Home", "Location" (highlighted in blue), "Mailing", and "Shipping". A large white plus sign is visible at the bottom of the blue card.



- 10** After selecting location type, click "Add Location."

LOCATIONS



- 11** Use "Search" or "Enter Manually" to input the license address. If licensed outside of Lawrence-Douglas County, Kansas, the address will have to be entered using "Enter Manually."

NOTE: Although one address is required, multiple address types can be added to the license (i.e., billing, home, mailing, shipping).

SEARCH ENTER MANUALLY

Enter Manually

Country Type	US
Enter Address	Search Addresses
Address Line 1	
Pre Direction	
Address Line 2	
Street Type	
Post Direction	
Unit Or Suite	
City	
State	
Postal Code	
County	

Save



12 After the addresses are entered, click "Next" to proceed to license information.

13 Enter a brief description about the license type if applicable. Click "Next" to proceed to contact information.

NOTE: The license type and license holder name is automatically populated.



- 14** Click the drop-down to add other contacts such as Employer.

NOTE: The Applicant contact is automatically populated.

Additional contacts are available under the Add Contact card.

****Always search for the contact before manually entering their information.****

If manual entry is needed: please provide the contact's full name, contact number, and email.

The image shows a screenshot of a web application interface. On the left is a white card titled "Applicant" with a blue person icon. Below the icon is a greyed-out text field containing "(You)". Below that is another greyed-out text field containing ", Lawrence, KS, 66044". On the right is a blue card titled "Add Contact" with a white plus sign icon inside a circle. At the top of the blue card is a white dropdown menu with "Applicant" selected, and "Applicant" and "Employer" listed as options.



15

To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" can also be used if favorites have been previously established.

A screenshot of a web application interface for adding a contact. At the top left is a blue link that says "Back to Application". Below it is the heading "Add Contact". Underneath is the text "Add Contact As : Applicant". A horizontal line separates this from a row of three buttons: "Search" (highlighted with an orange circle), "Enter Manually", and "My Favorites". Below the buttons is a search bar with the placeholder text "Name, E-mail, or Company" and a magnifying glass icon to its right.

16

After the contacts are entered, click "Next" to proceed to more information.

A screenshot of a web application interface showing a list of contacts and action buttons. On the left is a card for an "Employer" contact, featuring a person icon, the name "CONTRACTING INC", and a "Remove" button. To the right of this card is a blue box with a "Select Type" dropdown menu, the text "Add Contact", and a large white plus sign. At the bottom right of the interface are two buttons: "Save Draft" and "Next" (highlighted with an orange circle).



17

Click "Add Row" to list employment or work experience. At least one (1) row of information is required.

NOTE: Some licenses require applicants to demonstrate practical field experience for a certain number of years. For example, a Journeyman License requires a minimum of two (2) years.

General Info

Work Experience Details

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

+ Add Row

	From:	To:	Total Years:	Months	Employer

For Renewals Only:

CEU Info

18

Fill out any relevant work history and click "Update" to add to the application.

Edit

From:

To:

Total Years:

▲▼

Months

▲▼

Employer

Verify by calling:

Phone Number

▲▼

Duties

✓ Update

ⓧ Cancel



- 19** For renewals only: click the "CEU Info" field to input CEU requirements and information. Click "Next" to proceed to attachments.

For Renewals Only:





CEU Info



- 20** Click "Add Attachments" to upload a Photo ID and a trade exam certificate. Click "Next" to proceed to the signature page.

NOTE: There is a drop-down to upload CEU certificates.

Attachments

 Photo ID  Size: 24.65 KB Remove	 Trade Exam Certificate  Size: 24.65 KB Remove	<div>Select Type Select Type CEU Certificates Photo ID Trade Exam Certificate</div> <div>+</div> <div>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...</div>
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[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



21

Type your name into the consent text field and sign in the Draw Signature box. Click "Next" to proceed to the review and submit page.

NOTE: Applicants can also use the slider to enable the "Type Signature" feature.

The screenshot shows a progress bar at the top with six steps: Locations, Type, Contacts, More Info, Attachments, and Signatur (partially visible). The first five steps are marked with green checkmarks, and the sixth step is marked with a blue circle containing the number 6. Below the progress bar, the heading "SIGNATURE" is displayed. A text field contains the instruction: "Please type your name as consent to electronically sign this application." To the right of this text field is an empty input box. Below the text field is a toggle switch labeled "Enable Type Signature". Below the toggle switch is a large rectangular box for drawing a signature. Inside this box, the text "X Draw Signature Here" is displayed, with an orange circle highlighting the word "Draw". Below the signature box is a "Clear" button.

22

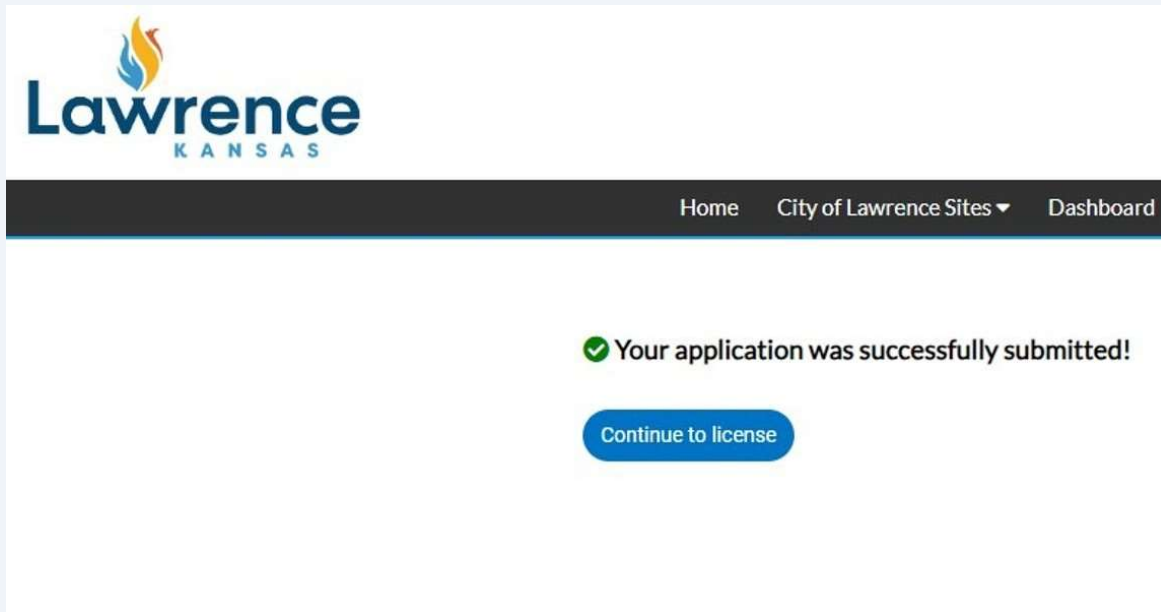
Review application information for accuracy. Click "Submit" when done.

The screenshot shows a progress bar at the top with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The first five steps are marked with green checkmarks, and the sixth step is marked with a blue circle containing the number 7. Below the progress bar, the heading "Review and Submit" is displayed. At the bottom right of the page is a large blue button labeled "Submit".



23

After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.



24

When City staff completes their review, an invoice will be issued. The applicant will be notified via automatic email.



25

Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.

Invoice Number	Amount Due	Due	Status	Case Number
INV-00000019	\$20.00	01/11/2024	Due	

26

After selecting the invoice, click "Add to Cart."

NOTE: Multiple invoices can be added to the cart and paid at the same time.

Invoice Number: INV-00000019

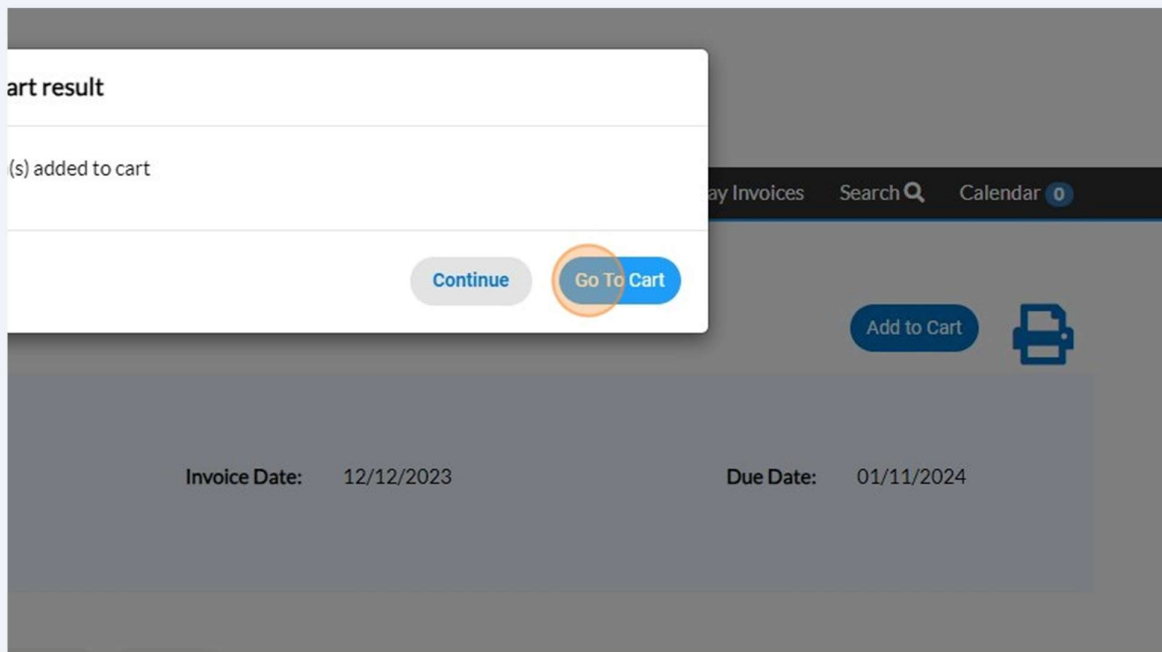
Invoice Total: \$20.00

Status: Due Invoice Date: 12/12/2023 Due Date: 01/11/2024

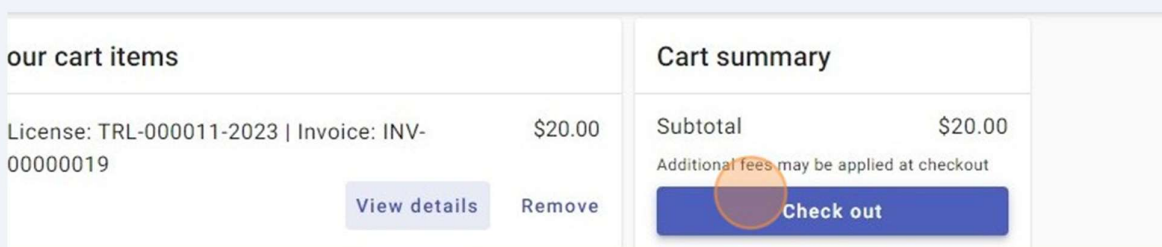
Description: NONE



27 Click "Go To Cart" to begin the checkout process.



28 Click "Check out" to pay invoice.





29

Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter payment information.

Enter your payment information

How are you going to pay?

☐ Enter new credit card

☐ Enter new eCheck

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step.

[Back](#) [Continue](#)

Summary

Subtotal

An additional fee may be added to your method of payment

30

Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.

Routing number

Confirm routing number

Name on account

☐ Remember this account

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step.

[Back](#) [Continue](#)



31

Review the invoice and payment information for accuracy and click "Submit" to pay.

32

City staff will issue the license after all fees are paid, reviews are complete, and if there are no parallel processes in progress. Licenses can be viewed on the "My Work" page under "My Licenses."

The screenshot shows the 'My Work' section of a web application. The navigation bar includes links for Home, City of Lawrence Sites, Dashboard, Apply, My Work (selected), Today's Inspections, Map, Report, Pay Invoices, and Search. Below the navigation bar, the 'My Work' section has tabs for MY INVOICES, MY PERMITS, MY PLANS, and MY LICENSES (which is highlighted with an orange circle). A search bar is located below the tabs. The main content area displays a table with the following columns: License Number, Renew, Name, DBA, Address, Status, and Type. The table contains two rows of data:

License Number	Renew	Name	DBA	Address	Status	Type
TRL-					Issued	Trade Contractor License
TRL-					In Review	Trade Contractor License