Applying for a Contractor/Trades License – Civic Access

Lawrence KANSAS
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.
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.
Click "Trade Contractor License" to show the available license

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

Click "Apply" to begin the application process.
Click the drop-down to select the location type.
After selecting location type, click "Add Location."

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

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

NOTE: The Applicant contact is automatically populated.
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.

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

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

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.
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.

22 Review application information for accuracy. Click "Submit" when done.
After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.

When City staff completes their review, an invoice will be issued. The applicant will be notified via automatic email.
Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.

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

NOTE: Multiple invoices can be added to the cart and paid at the same time.
Click "Go To Cart" to begin the checkout process.

Click "Check out" to pay invoice.
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

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

<table>
<thead>
<tr>
<th>License Number</th>
<th>Renew</th>
<th>Name</th>
<th>DBA</th>
<th>Address</th>
<th>Status</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRL-</td>
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<td></td>
<td></td>
<td>Issued</td>
<td>Trade Contractor License</td>
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<tr>
<td>TRL-</td>
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<td></td>
<td>In Review</td>
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