

Renewal of Contractor Registration

Standard Operation Procedure for Customer

5/22/2019

Last Updated by: Sonnie M. LaForce

****NOTICE: If you are renewing your Contractor's License Registration, please do not create a new license application. Please follow the process below:**

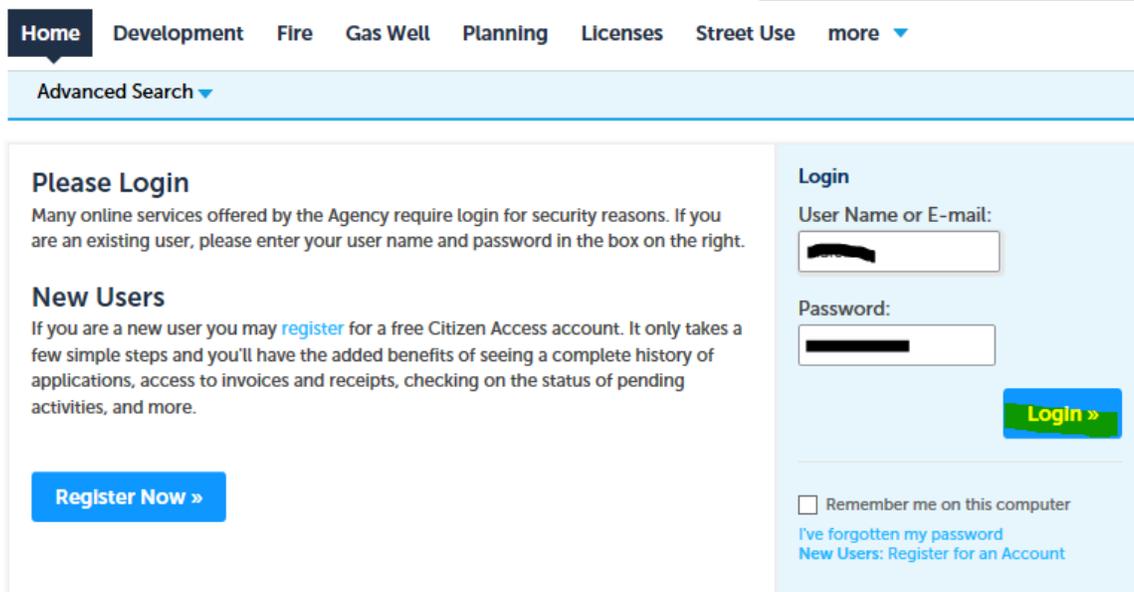
Two reasons to renew:

1. It has expired.
2. There have been changes to the business.

Three ways to renew contractor registration:

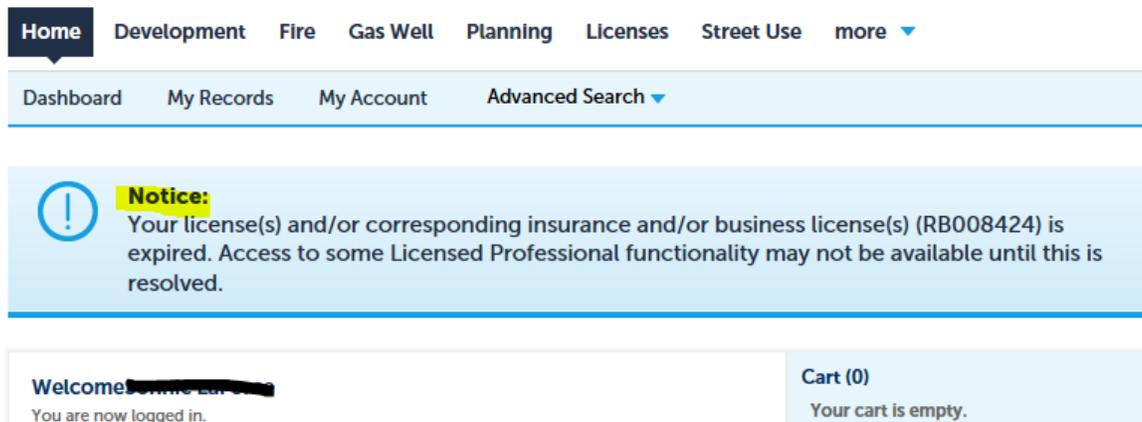
1. Online on ACA
2. In Person at City of Fort Worth City Hall
3. Renew by mail.

Log into your online ACA account and click the HOME tab.



The screenshot shows the top navigation bar with 'Home' highlighted. Below it is an 'Advanced Search' dropdown. The main content area is split into two columns. The left column contains a 'Please Login' section with instructions for existing users and a 'New Users' section with a 'Register Now' button. The right column contains a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me' checkbox. There are also links for 'I've forgotten my password' and 'New Users: Register for an Account'.

Next you will see the NOTICE that alerts you that there is an expired license that needs to be renewed.



The screenshot shows the dashboard after login. The navigation bar is the same. Below it is a 'Dashboard' section with links to 'My Records', 'My Account', and 'Advanced Search'. A prominent blue notice box with a warning icon contains the text: 'Notice: Your license(s) and/or corresponding insurance and/or business license(s) (RB008424) is expired. Access to some Licensed Professional functionality may not be available until this is resolved.' At the bottom, there is a 'Welcome' message and a 'Cart (0)' message stating 'Your cart is empty.'

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Click on the tab at the top of the page for LICENSES.

This should pull up any records associated with your license and it will show it expired on the left under STATUS.

Home Development Fire Gas Well Planning **Licenses** Street Use more ▾

Create an Application Search Applications

Records --Select-- ▾

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	A
<input type="checkbox"/>	11/16/2012	RB008424	Building Registration			07/06/2018	Expired	R

< >

Search for Records

Enter information below to search for records.

- Site Address

You can scroll further to the left using the bottom scroll bar and you will see “RENEW APPLICATION”

Please click on the “RENEW APPLICATION”

Home Development Fire Gas Well Planning **Licenses** Street Use more ▾

Create an Application Search Applications

Records --Select-- ▾

[Add to collection](#) | [Add to cart](#)

Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
Building Registration			07/06/2018	Expired	Renew Application	

< >

At this point, you will need to fill in all required fields and/or information that is requested or it will give you an error and the renewal will be incomplete.

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If you do not have everything that you need to upload or complete the application you can “SAVE and RESUME LATER”

If you have everything needed, fill in the information and upload your required documents for renewal, then click “CONTINUE APPLICATION”

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Create an Application Search Applications

Building Registration Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Step 1 > Page 1 * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

booyah
[redacted]@fortworthtexas.gov
Home phone: 2143255628
Mobile Phone: 4685557777
Work Phone: 4563336666
Fax:
[Edit](#) [Remove](#)

Custom Fields

REGISTRATION INFORMATION

Expiration Date:

* Registration Type:

State Contractor:

State Lic Exp Date:

Attachment

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application »](#) [Save and resume later](#)

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Once you click “CONTINUE APPLICATION” then you will be prompted to review all information and/or edit until it is correct.

Then click “CONTINUE APPLICATION”

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[Create an Application](#) [Search Applications](#)

Building Registration Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Building Registration Renewal

Applicant

[Edit](#)

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booyah
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Work Phone:4563336666
Mobile Phone:4685557777
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Custom Fields

REGISTRATION INFORMATION

[Edit](#)

Expiration Date: 07/06/2018
Registration Type: Bldg - Contractor
State Contractor: Texas
State Lic Exp Date: 09/30/2018

Attachment

[Edit](#)

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Continue Application »](#)

[Save and resume later](#)

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Once you continue to the next page you will be prompted for your renewal payment. If payment is not made at this time, the renewal application will be incomplete. You must remit payment to complete the renewal.

[Home](#) [Development](#) [Fire](#) [Gas Well](#) [Planning](#) **[Licenses](#)** [Street Use](#)

[Create an Application](#) [Search Applications](#)

Building Registration Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Renewal Registration	1	\$120.00

TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

\$120.00

Check Out »

You can save and “CONTINUE SHOPPING,” “CHECKOUT,” or close it out with an incomplete application.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save later link.

PAY NOW

No Record

Total amount to be paid: \$0.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Continue Shopping »

PAY LATER

No Address

1 Application(s) | \$120.00
 ▶ Building Registration
 RB008424

\$120.00 [Edit](#)

[Pay now](#)

[Remove](#)

At this time, if you pay, you will receive your receipt/record issuance, but if you save it for later, you will have an incomplete application until the time of payment and completion.