

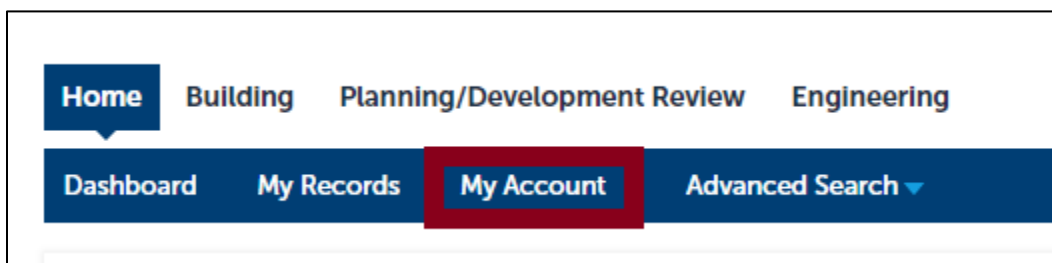
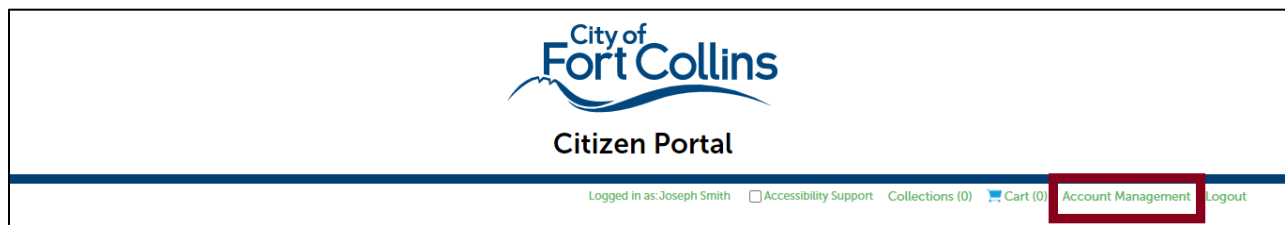


Link your Contractor License to your Fort Collins Citizen Portal Account

1. Begin by logging into the Citizen Portal: fcgov.com/CitizenAccess

The screenshot shows a login form on a dark blue background. At the top, it says "Login (not required for site usage)". Below that is a "User Name:" label with a question mark icon, followed by a text input field containing "foley30808". Underneath is a "Password: (Must be 8-21 characters long)" label, followed by a password input field with masked characters. A blue "Login >" button is positioned to the right of the password field. At the bottom, there is a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "Register for an Account".

2. Once logged in, access the **Account Management** page from the menu bar up top or by clicking **My Account** under the Home menu.





3. Scroll down to the License Information section.

License Information [Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

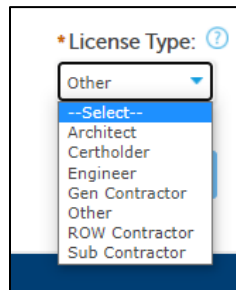
State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

4. Click **Add a License**.



5. The next step requires you to search for your individual license.

6. Begin by selecting the License Type.



7. Enter your license number *exactly* as it appears on your documentation from the City.



8. Click **Find License** to search.

License Information

* License Type: ? * License Number (As assigned by the City): ?

Gen Contractor

Find License

License Information

* License Type: ? * License Number (As assigned by the City): ?

Gen Contractor

Find License

9. If **no** results are returned, then the following issues may exist:
- Your license is no longer active.
 - One of your license's expiration dates may have passed.
 - License Expiration Date
 - Worker's Comp Expiration Date
 - Insurance Expiration Date
 - You may have mistyped your license number.
 - You may have selected an incorrect license type.
 - Unsure about your license type? See Table 1 at the bottom of this document.



10. When you license record is returned, click the **Connect** button under the Action column

License Information * INDICATES A REQUIRED FIELD.

Showing 1-1 of 1

License Number	Type	Name	Business Name	Action
A-1A	Gen Contractor	ANNOUNCED TO BE	TBA	Connect

[Search Again >](#)


11. A pop-up message will display. Click **OK** to continue.

Do you want to associate this license to your account?

12. Once linked, you will be directed back to the Account Management Screen. A confirmation message will be displayed to confirm the linking to that license.

Home Building Planning/Development Review Engineering

Dashboard My Records My Account Advanced Search ▾

 **A-1A professional license(s) added successfully to your public user account.**
This license has been approved.

13. Scrolling down to License Information displays the newly linked license and the Status column reflects the Approved status.

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-1 of 1 | [Download results](#)

State License #	License Type	Issued On	Expired Date	Status	Action
A-1A	Gen Contractor			Approved	Actions ▾



14. At this time, an email is sent to the email address on record for that professional license, informing them that this license was linked to an account. This is to keep contractors and other professionals aware should someone else link to their license by mistake.
15. If you wish to link more licenses to your Citizen Portal account, repeat steps beginning at #5.

Table 1 – List of License Types in Citizen Portal

If You Have This Type of License	Select This License Type in the Citizen Portal Search
Architect	Architect
Certholder	Certholder
Engineer	Engineer
ROW Contractor	ROW Contractor
For any exempt license	Other
	Gen Contractor
Class A	
Class B	
Class C1	
Class C1(DR)	
Class C2	
Class D1	
Class D2	
Class E(R) - Residential	
Class E(C) - Commercial	
Class MM (Misc. and Minor Structures)	
	Sub Contractor
Fire Alarm Systems	
Awnings	
Demolition	
Gas Piping	
Fireplace Appliances	
Wood Frame Construction	
Fire Sprinkler System	
Flammable Fuel Facilities	
HVAC	
Master Electrician	
Class MM (Misc. and Minor Structures)	
Master Plumber	



Roofing	
Roofing(+) Plus	
Refrigeration	
Solar Water and Photovoltaic	
Signs	
Sprinkler	
Wireless Telecommunication Systems	

Still have questions about your license type? Please contact contractor_licensing@fcgov.com.