

SAINT LOUIS COUNTY
Transportation and Public Works

How To Apply for Electrical Contractor Account

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create An Electrical Contractor Account Application.

- ❑ Before beginning, ensure you have all information and documentation that is needed
- ❑ Let's review what is required

Required Documents

If you hold a State of MO Electrical License and are applying for a St. Louis County Electrical Contractor Account, you are **required** to upload the following documents:

- Photo ID
- State of MO License Certificate
- Certificate of Insurance
- Bond for State of MO Electrical License Holders
- Electrical License/Account Renewal Form
- Electrical Account Permit Authorization Form
- Account Acknowledgement Form

Required Documents

One last note on requirements;

Photo ID

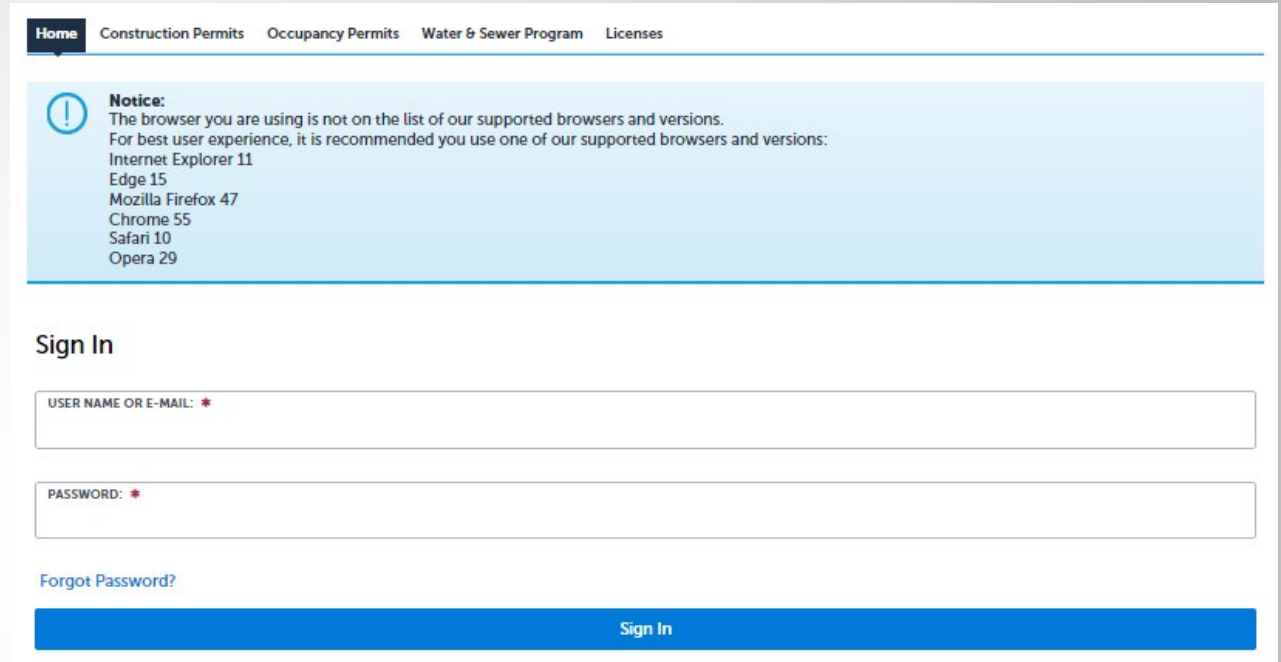
- No hats or sunglasses
- Photo to capture top of shoulders to top of head on a plain white background.
- Set camera to lowest resolution and size
- Max file size 100kb
- JPG format only
- Take picture in landscape – phone sideways
- Save photo with file name as your last name first name – DoeJohn.JPG
- No special characters within file name

File format is PDF for all other requested documents

Application will be returned if requirements are not met

Electrical Contractor Account Application General

- ❑ Sign into the licensing portal with user account you have previously created.



The screenshot shows the 'Sign In' page of the Electrical Contractor Account Application. At the top, there is a navigation bar with links for 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the navigation bar is a light blue notice box with a warning icon. The notice states: 'Notice: The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, Opera 29'. Below the notice is the 'Sign In' section, which includes two input fields: 'USER NAME OR E-MAIL: *' and 'PASSWORD: *'. Below the password field is a link for 'Forgot Password?'. At the bottom of the sign in section is a blue button labeled 'Sign In'.

Electrical Contractor Account Application General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

☐ Select License
tab

Electrical Contractor Account Application General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search

Apply for a License

Electrical Contractor Account Application General

Review disclaimer then
check box to accept
terms

Continue Application

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Electrical Contractor Account Application General

Select a Record Type –

- Electrical Licenses
- Electrical Contractor License/Account Application
- Continue Application

Select a Record Type

Select the following license type.



Search

- ▶ Continuing Education
- ▼ Electrical Licenses
 - Electrical Contractor License/Account Application
- ▶ Mechanical Licenses
- ▶ Plumbing Licenses
- ▶ Link Account to License

[Continue Application »](#)

Electrical Contractor Account Application

Step 1

Applicant –

- ❑ Click 'Select from account' button, click on record then Continue

Employer –

- ❑ Click 'Add New' button to enter information

Electrical Contractor License/Account Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Contact Information

Fill in information for all contacts related to this application. Make sure the contact information is complete and current.

Applicant: This information pertains to the actual person applying for an Electrical Contractor License or Account. If you are submitting the application for the Applicant, the Applicant must first be added as a contact on your Citizen Access account. * indicates a required field.

Applicant

To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.

Select from Account Look Up

Employer

To add an Employer, click the Select from Account, Add New, or Look Up button. If you are self employed, click the Select from Account button to add your contact information.

Select from Account Add New Look Up

Save and resume later Continue Application »

Electrical Contractor Account Application

Step 1 continued

Employer –

- Popup form appears to enter information.
- Continue
- Continue Application after popup disappears

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1: *City: *State: *Zip:

*Mobile Phone: Work Phone:

*E-mail:

[Discard Changes](#)

Electrical Contractor Account Application

Step 2

Application Information –

- Select the appropriate license:
 - Master Electrician

- Apply for a contractor account by selecting **Yes** to ‘Indicate whether you have a State of MO Electrical License’

- Answer remaining questions

- Continue application

Electrical Contractor License/Account Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 2: Application Information > Application Details

Complete the detailed information below for your application. * indicates a required field.

Application Information

Application Information

*Select the appropriate license:
--Select--

Indicate whether you have a State of MO Electrical License:
 Yes No

State of MO Electrical License Number:

Indicate whether you have applied for a License with St. Louis County Board within the previous 24 months:
 Yes No

Indicate whether you scored 75% or higher on an approved St Louis County electrical exam related to the license type selected within the previous 24 months:
 Yes No

If you're applying as a license holder of a company, provide the company's name:

Job Title: ⓘ

[Continue Application >](#)

Electrical Contractor Application

Step 2 continued

Employment Information –

❑ Click Add a Row to enter information

Education Information –

❑ Click Add New to enter information

❑ Continue application

Electrical Contractor License/Account Application

1 Contact Information | 2 Application Information | 3 Supporting Documentation | 4 Review | 5 Pay Fees | 6

Step 2: Application Information > Qualifications

Provide your employment history and education information.

Employment: This information pertains to your work history for the type of license desired. Upload employment verification documentation for each employment record (e.g., W2s and Affidavits of Employment Experience) on the next page.

Education: This information pertains to the educational or training programs you have completed. Credits may be granted toward the required experience. Upload supporting documentation (e.g., transcripts, certificates, etc.) on the next page.

* indicates a required field.

Employment Information

Employment History
Employment verification documentation (i.e., W2) will need to be uploaded on the attachments page of this application.

Showing 0-0 of 0

Name of Employer	Business Address	Employment From	Employment To	Total Number of Hours Worked
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Education Information

If your course is already registered with the agency, click Select from Contact to look it up from your registered course list.

[Select from Contact](#) [Add New](#)

Education List
Showing 0-0 of 0

Provider Name	Provider Number	Major Discipline	Degree	Year Joined	Year Graduated	Action
No records found.						

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

Electrical Contractor Account Application

Step 3

Supporting Documentation -

❑ Option selected in previous step dictates document requirements, was also addressed in the beginning of presentation

❑ Click Add to start uploading

Electrical Contractor License/Account Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation

Upload documentation to support your application for a St. Louis County Electrical Contractor License or St. Louis County Electrical Contractor Account.

St. Louis County Electrical Contractor License
If you are applying for a St. Louis County Electrical Contractor License, you are required to pass an approved examination. If you have already taken the approved examination within the previous 24 months, please upload the supporting documentation (such as your exam results). If applicable, you may upload documentation that supports your eligibility for a waiver of a required exam.

You are required to upload the following documents for each employment record:

- Photo ID
- W2
- Affidavit of Employment Experience*

If you entered educational or training information, you are required to upload supporting documentation (e.g., transcripts, certificates, etc.).

St. Louis County Electrical Contractor Account
If you hold a State of MO Electrical License and are applying for a St. Louis County Electrical Contractor Account, you are required to upload the documents listed below.

- Photo ID
- State of MO License Certificate
- Certificate of Insurance
- Bond for State of MO Electrical License Holders*
- Electrical License/Account Renewal Form*
- Electrical Account Permit Authorization Form*
- Account Acknowledgement Form*

*Click [here](#) to obtain copies of the required forms.

* indicates a required field.

Attachment

If you have questions regarding the documents required for submitting your application, please click [here](#).

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scf;shb;sys;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

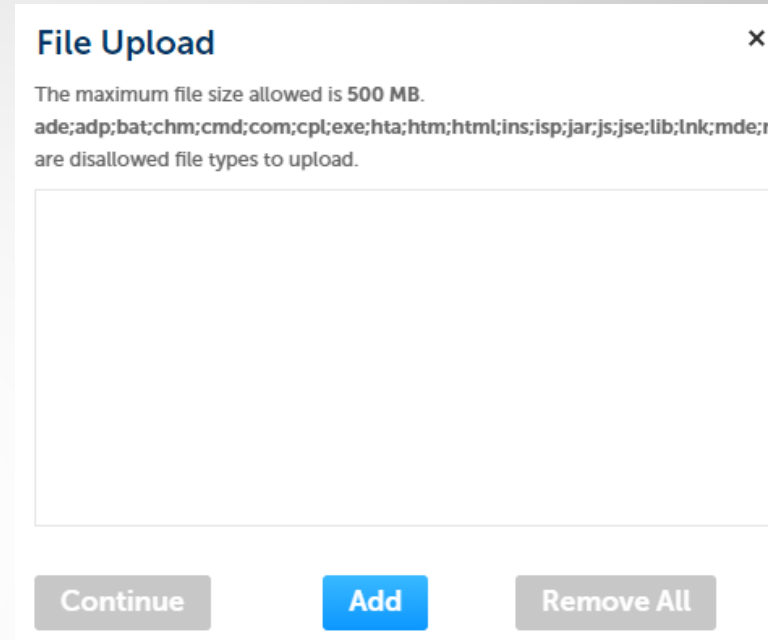
[Save and resume later](#) [Continue Application >](#)

Electrical Contractor Account Application

Step 3 continued

File Upload -

- ❑ A popup appears, click Add and locate file to upload
- ❑ After file is selected, click Continue



Electrical Contractor Account Application

Step 3 continued

Attachment -

- ❑ Select type of record that was uploaded
- ❑ After file is selected, click Add button, popup reappears
- ❑ Continue process until all files are uploaded
- ❑ Once completed click Save
- ❑ Continue Application

Attachment

If you have questions regarding the documents required for submitting your application, please click [here](#).

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpk;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

- Select--
- Account Acknowledgement Form
- Affidavit of Employment Experience
- Application for Certificate of Authority for Foreign For-Profit Corporation
- Board Meeting Minutes
- Bond for State of MO Electrical License Holders
- Business Personal Property Tax Receipts
- Certificate of Insurance
- Diploma/Certificate
- Education Transcript
- Electrical Account Permit Authorization Form
- Electrical License Permit Authorization Form
- Electrical License/Account Renewal Form
- Exam Registration Form
- License Certificate
- License Form
- Miscellaneous
- No Employees Statement
- Operating Agreement
- Photo ID

[Remove](#)

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

Electrical Contractor Account Application

Step 4

Review -

- ❑ Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

❑ Check box to agree

❑ Continue Application

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

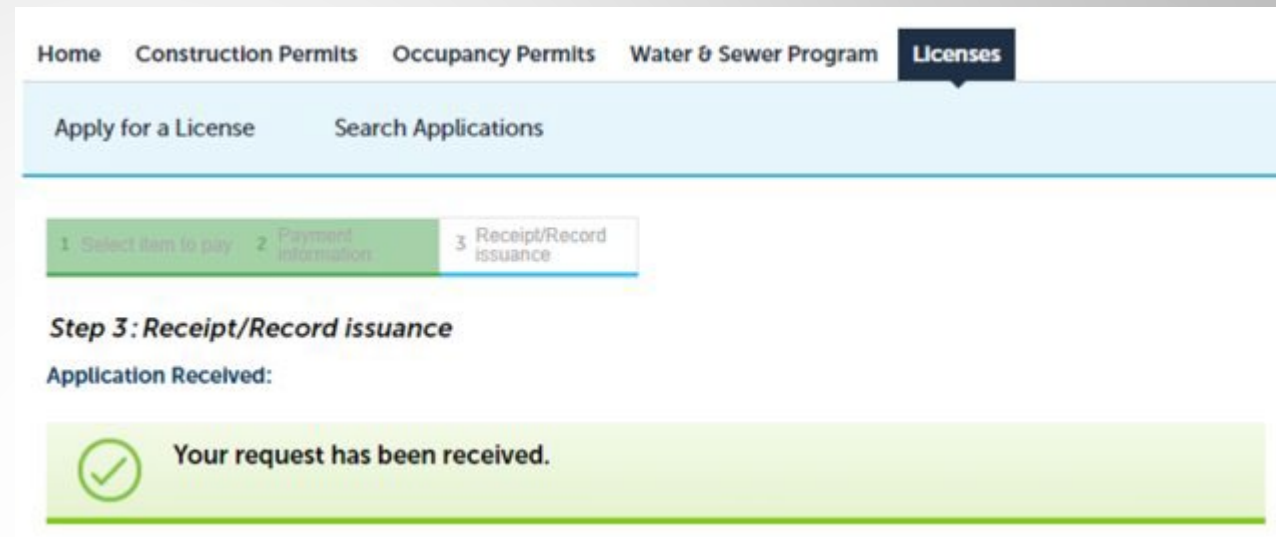
Date: _____

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

Electrical Contractor Account Application Step 5

Confirmation -

- ☐ You will receive emails notifying you of your application status as it is processed.



The screenshot shows a web application interface for Licenses. The navigation menu includes Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation, there are two main options: Apply for a License and Search Applications. A progress bar indicates three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The current step is Step 3: Receipt/Record issuance, which is highlighted in green. Below the progress bar, the text reads "Application Received:" followed by a green confirmation message: "Your request has been received." with a checkmark icon.