



# Metropolitan Area Building and Construction Department

271 W. 3rd St. N., Suite 101, Wichita, KS 67202 - www.sedgwickcounty.org - TEL: 316-660-1840 - FAX: 316-660-1810

# Contractor (General and Trade) License Renewal Instructions

Renewal Licensing is available online (<u>https://mabcdportal.sedgwickcounty.org</u>) for your convenience starting September 1, 2018. You may continue to renew in person @ 271 W. 3<sup>rd</sup> #101.

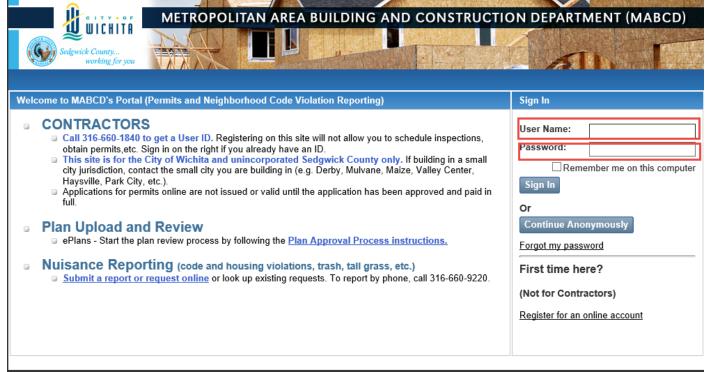
This document is to get you familiar with our online process if you choose this method of renewal.

#### Step One: Log into the MABCD portal.

https://mabcdportal.sedgwickcounty.org

#### Step Two: Log in with your credentials (user name and password).

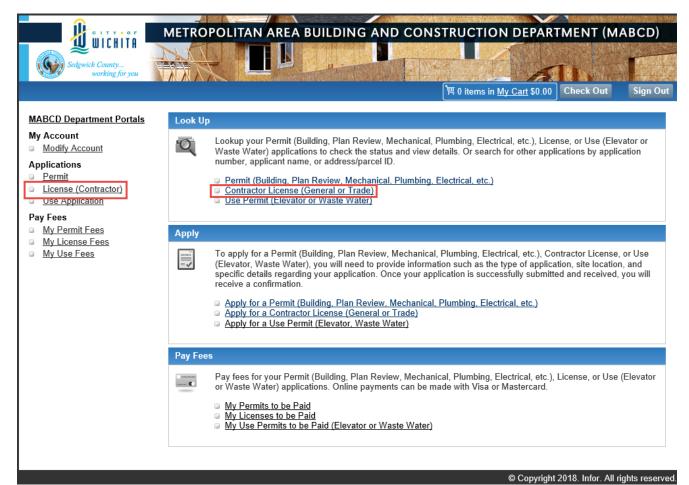
Your User Name will be the last 5 digits of your license. If you have only 3 or 4 digits, 'pad' the beginning of the number with zeros. Example: BUS-001 – your user name will be 00001. BUS2013-03456 – your user name will be 03456.



## Step Three: Click the PERMIT, USE & LICENSE portal.

Sedgwick County working for you	METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)
Select Portals Customer Service Permit, Use & License	Select a MABCD Department Portal Welcome to the Online Portal applications. Here you may choose to select a portal that you want to use. Customer Service / Nuisance Reporting Customer Service portal allows you to submit online service request and look up existing service requests. Permit. Use & License Permit Use & License Permit and license applications. Permit includes new and remodeled structures, electrical, mechanical, plumbing, wells, and wrecking applications. Use includes elevator and waste water applications. License includes new and renewal applications for licensing - Contractor and Trade.
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## Step Four: Click LICENSE(Contractor) on the left menu or CONTRACTOR LICENSE(General or Trade) under Look Up.



## Step Five: *click LICENSE RENEWALS.*

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Lookup License (Contractor)		Attachments: Any files (scanned images, documentation, etc) to be attached to the application.					
<ul> <li><u>License Number</u></li> <li><u>Applicant</u></li> </ul>	_						
Applicant		Lookup Reviews View reviews related to your applications.					
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		Modify Account					
		Modify your contact information and password or customize your welcome page.					

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## Step Six: Click the SEARCH button to find your license.

Sedgwick County working for you	METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)
MABCD Department Portals License Home My Account Modify Account Apply My Saved Applications Apply for New License License Renewals Reviews My Reviews Fees My Fees Lookup License (Contractor) License Number Applicant	My License Applications     Search Criteria     My Applications Information     • Select application type (Optional).   • Select application status.   • Select application status.   • Select the dates.   • Click "Search".   Application Type:   - Select One   ✓   Application Status:   • In Progress Closed ●All   Application Between Dates:   From*   §27/2018   To*   8/27/2018

## Step Seven: Click either the License # or RENEW under the Actions menu.



#### MABCD Department Portals

Licenses information associated with Electric Meter

#### License Home

My Account Modify Account Search Criteria Lookup Result

My License Applications

License #	Туре	Actions
BUS2012-08044	Contractor License	Summary Renew Fees

My Saved Applications
 Apply for New License

#### Licensing

Apply

License Renewals

#### Reviews

My Reviews

#### Fees

My Fees

#### Lookup License (Contractor)

- License Number
- Applicant

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Step Eight: Upload all of the required documents by clicking the UPLOAD link.

## **Renewal Checklist -**

https://mabcdportal.sedgwickcounty.org/ContractorRenewalChecklist.pdf

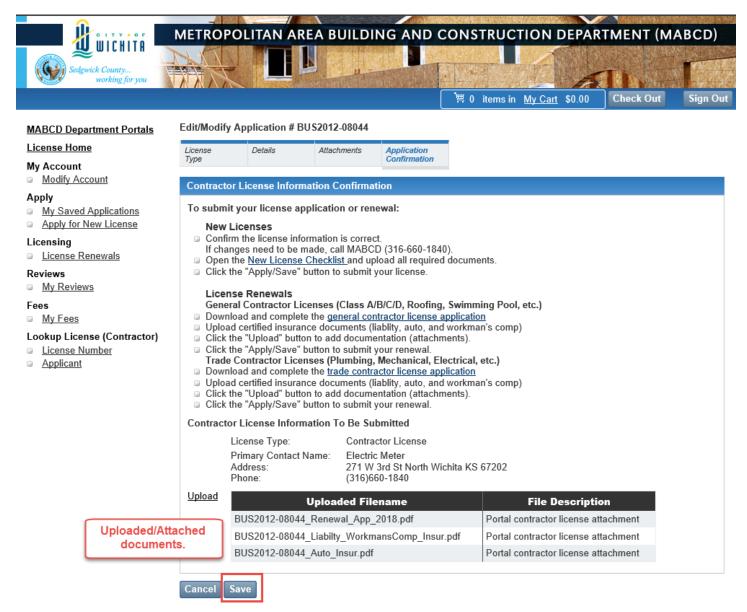
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Step Nine: Click the BROWSE button to find the document to upload. Then, click the UPLOAD button. Do this for each document/file you need to submit for renewal.

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#### Step Ten: Click SAVE after making sure you have all required documents attached for renewal.



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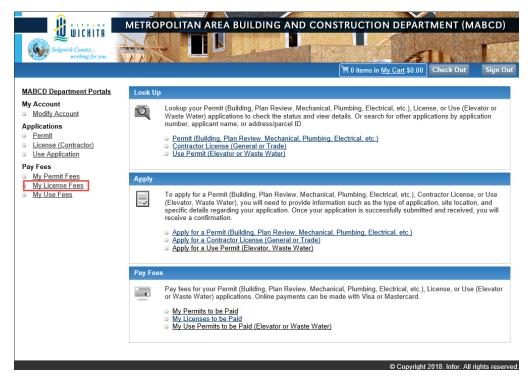
## What Happens Next?

MABCD Staff Reviews Your Submitted Documents

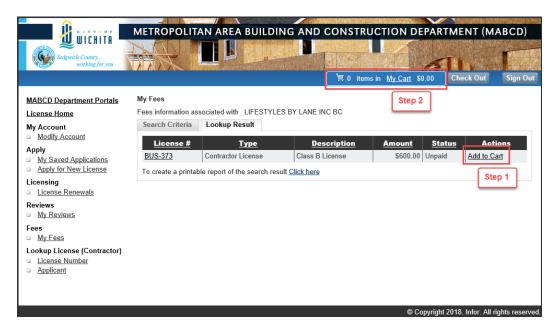
- The Staff will take up to 5 business days to review all the documentation for completeness and accuracy.
- You may receive a call or email requesting corrections or more information.
- You may also call to check on an application (316)660-1840.

# You Will Get an Email Confirming You Application Has Been Approved and Payment Needs to Be Made

- You will receive an email from <u>noreply@sedgwick.gov</u> letting you know that your application has been approved.
- Log into <u>https://mabcdportal.sedgwickcounty.org</u> with your license credentials.
- Click on the PERMIT, USE & LICENSE link.
- Under "Pay Fees", click MY LICENSE FEES.



- Click the SEARCH button to find your license.
- Click on the ADD TO CART link.
- Click on MY CART.



• Click the NEXT button.

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MABCD Department Portals License Home My Account	Pay Fees  Review the selected application(s) to be paid and the amount due. Click on "Next" to proceed with payment. Otherwise, click "Cancel" to exit.	out sign out
Modify Account     Apply     My Saved Applications     Apply for New License	My Cart  BUS-373 - Contractor License	<u>Amount</u> \$600.00
Licensing License Renewals Reviews My Reviews	Class B License Remove Selected Fees Cancel Next	Subtotal: \$600.00
Fees <u>My Fees</u> Lookup License (Contractor) <u>License Number</u> <u>Applicant</u>		

- Complete the credit card authorization form with the information that is on the credit card.
- Click the PAY button.
- You will get a confirmation that your payment has been approved and accepted. You will also get a confirmation number if you need that for your records.

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## You Can Print Your License

- Log into <u>https://mabcdportal.sedgwickcounty.org</u> with your license credentials.
- Click on the PERMIT, USE & LICENSE link.
- Click on LICENSE (Contractor) or CONTRACTOR LICENSE (General or Trade) under "Look up".
- Click on LICENSE RENEWALS.
- Click SEARCH.

• Under the "Actions" menu, click PRINT LICENSE.

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License Number							
Applicant							

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## Troubleshooting

#### I didn't receive an Email

- Check your JUNK email box.
- Verify that your email address with MABCD is correct.
  - Log into <u>https://mabcdportal.sedgwickcounty.org</u> with your license credentials.
  - $\circ$   $\;$  Click on the PERMIT, USE & LICENSE link.
  - Under "My Account", click on MODIFY ACCOUNT.

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<u>Permit</u> <u>License (Contractor)</u> <u>Use Application</u>		<u>Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.)</u> <u>Contractor License (General or Trade)</u> <u>Use Permit (Elevator or Waste Water)</u>
Pay Fees		
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My Use Fees		To apply for a Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.), Contractor License, or Use (Elevator, Waste Water), you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.
		<ul> <li>Apply for a Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.)</li> <li>Apply for a Contractor License (General or Trade)</li> <li>Apply for a Use Permit (Elevator, Waste Water)</li> </ul>
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	e	Pay fees for your Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.), License, or Use (Elevator or Waste Water) applications. Online payments can be made with Visa or Mastercard.
		<u>My Permits to be Paid</u> <u>My Licenses to be Paid</u> <u>My Use Permits to be Paid (Elevator or Waste Water)</u>
		© Convright 2018 Infor All rights reserved

• Verify the email address. If you changed it, click SUBMIT to save.

#### My License did not print

- Check to make sure the correct printer is selected on your computer.
- This would be under your DEVICES or PRINTERS on your computer. Unfortunately, there are a lot of different operating systems and we cannot cover all of them. You may need to speak to your computer person.
- Please call 316-5660-1840 and request your license to be sent to you via email or USPS mail.
- You can also email <u>mabcd@sedgwick.gov</u> to request your license. Please include in the email:
  - I would like a copy of my license with the license number of: {please put your license number here}
  - Please send it to: {please put your email address here OR your full address including your name}