

# Sedgwick County MABCD Portal Contractor License Renewal Submission Guide

## Sedgwick County MABCD Portal License Renewal Submission Guide

### Contents

Licensing Renewal Process on the Portal	
Register for an Account	
Forgot my password	
Submit Your License Renewal Application	5
Pay for Your License Renewal Application	10
Troubleshooting	
I didn't receive an Email	

### **Document History**

Date	Type of Change	Completed By
7/31/2020	Document updated	June Schurr

## Licensing Renewal Process on the Portal

The Licensing Renewal Process steps:

- 1. **ONLY ONCE Register for an account:** call 316-660-1840 for an account. Your username will be the last 5 digits of your license number.
- 2. **Submit your license renewal:** submit your renewal application and supporting documents using the MABCD portal webpage.
- 3. **Submit license renewal application payment:** after the application is reviewed, an email notification letting you know that the application is ready for payment. Submit payment using the MABCD's portal webpage.

If there are questions about the following instructions, or if assistance is needed, please contact the Metropolitan Area Building and Construction department at MABCD@Sedgwick.gov or 316-660-1840.

## Register for an Account

#### Contractors:

When you applied for your license, your Portal account was set up. DO NOT REGISTER FOR AN ONLINE ACCOUNT. MABCD uses the last 5 digits of your contractor's license as your username. You must use this username to tie all of your permits with your license. Your license will start with BUS. Please call the office if you need any assistance – 316-660-1840.

- The last 5 digits example: 00001
- If there are not 5 digits at the end of your license, left pad with zeros. Example: 457. Please use 00457 as your username.
- If you have any issues, please call 316-660-1840 for assistance.

### Forgot my password

If you can't remember your password, click the "Forgot my password" link on the front page of the Portal (https://mabcdportal.sedgwickcounty.org).

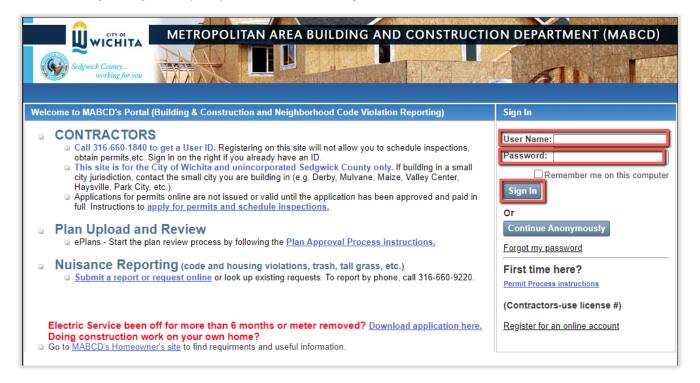
If you have never set up your Secret Question, the answer to your secret question is most likely your username. You will need this on the second screen of the "Forgot my password" link.

Passwords must be at least 5 characters long. They must contain a lowercase letter, an uppercase letter, and a number.

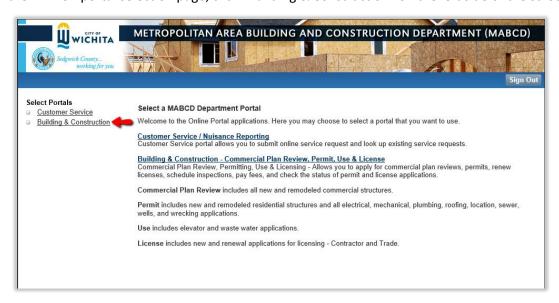
### Submit Your License Renewal Application

#### To submit an application:

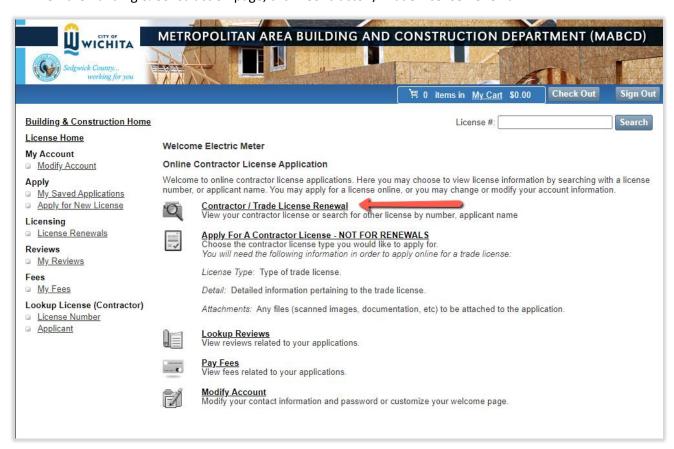
- 1. Open an internet browser window and go to: <a href="https://mabcdportal.sedgwickcounty.org/">https://mabcdportal.sedgwickcounty.org/</a>.
- 2. Enter your username. If you followed the directions under <u>Register for an Account</u>, then your username will be 5 digits long. Enter your password and click "Sign In."



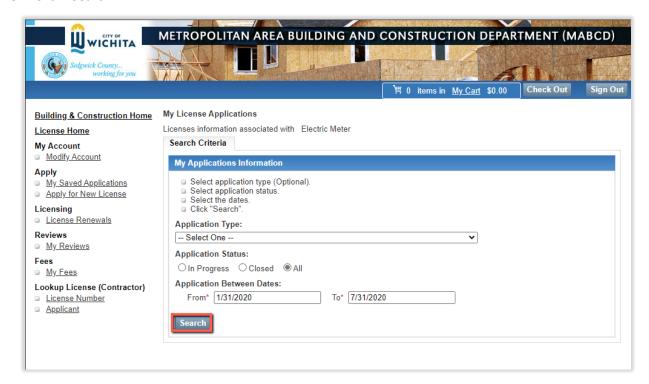
3. On the MABCD portal selection page, click "Building & Construction" on the left side of the screen.



4. On the Building & Construction page, click "Contractor / Trade License Renewal".



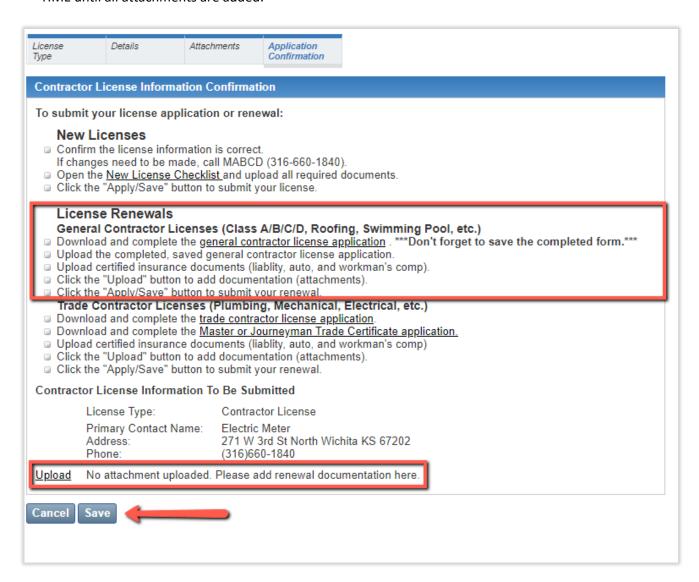
#### 5. Click "Search".



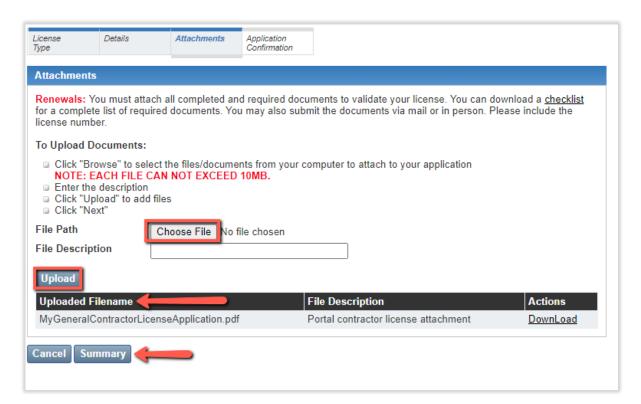
6. Verify that the license number found matches yours. If so, click "Renew".



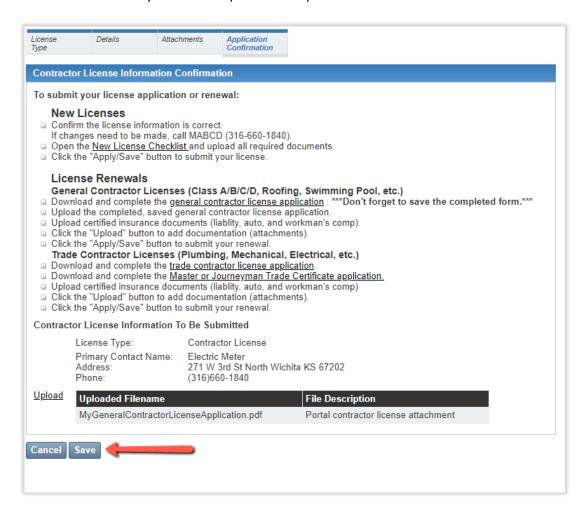
7. .Follow the directions for "General Contractor Licenses". You will need to upload two to four completed documents (General Contractor License application and liability insurance are required. You may need to attach the automobile insurance and workman's compensation insurance forms as well. Please check with your insurance agent. You can also call MABCD for assistance 316-660-1840.) DO NOT CLICK "SAVE" AT THIS TIME until all attachments are added.



8. Make sure that you click "Upload" after choosing/finding your file to upload. If you do not see the "Uploaded Filename" grid, you have not completed the upload process. Once you have attached all the files you are required to attach, click "Summary".



9. Click "Save" once you have completed all steps for renewal and have verified that the information is correct.

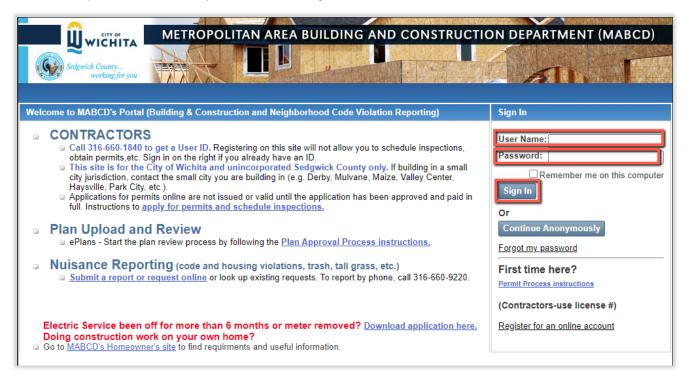


### Pay for Your License Renewal Application

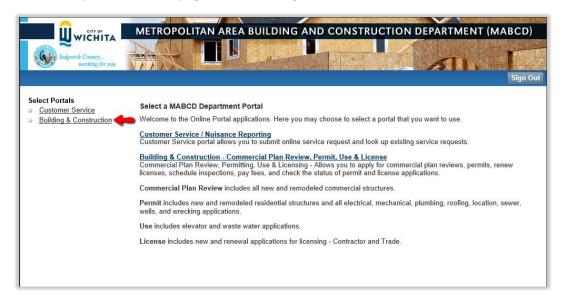
After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. If an expected email has not arrived, please check the email junk or spam folder or MABCD at 316-660-1840.

To pay for your license renewal application:

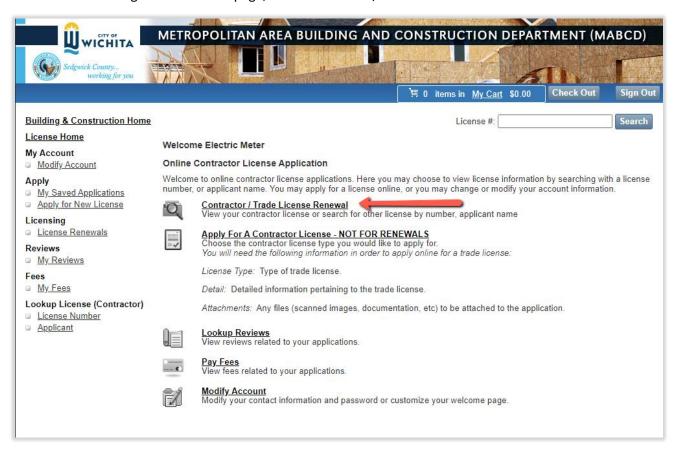
- 1. Open an internet browser window and go to: <a href="https://mabcdportal.sedgwickcounty.org/">https://mabcdportal.sedgwickcounty.org/</a>.
- 2. Enter your username and password. Click "Sign In."



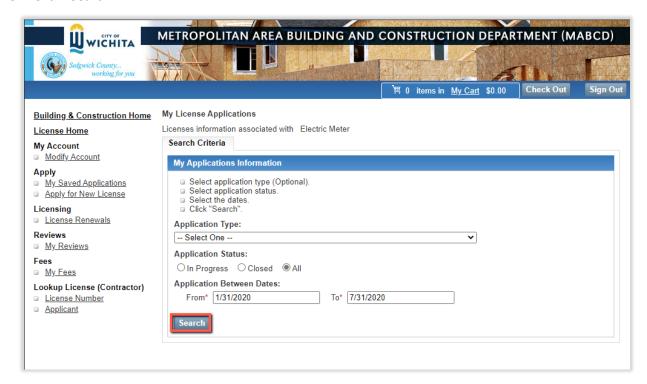
3. On the MABCD portal selection page, click "Building & Construction" on the left side of the screen.



4. On the Building & Construction page, click "Contractor / Trade License Renewal".



#### 5. Click "Search".



6. Click "Fees".



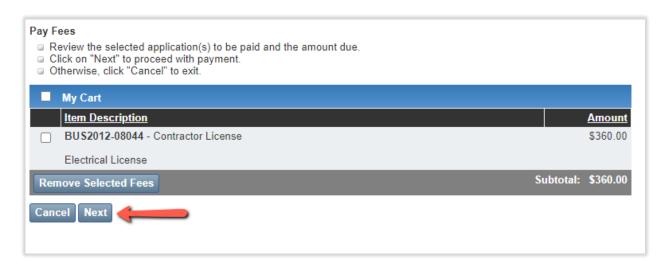
7. You can find the unpaid fee and "Add to Cart" or you can click "Add All Unpaid To Cart".



8. Click "My Cart".



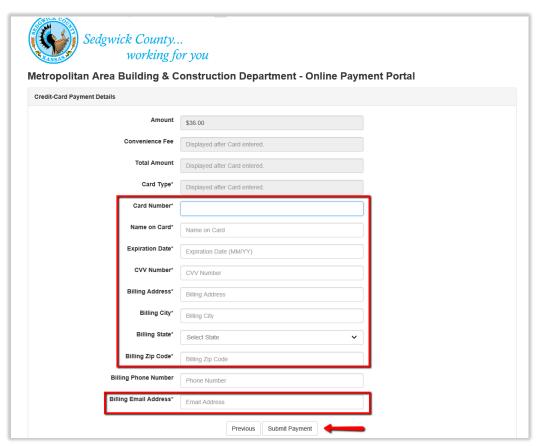
9. Click "Next".



10. Select if you will pay by credit/debit card or eCheck then select "Make Payment."



11. On the Payment screen, enter the credit card details and enter or review the cardholder first and last name and address to make certain it matches the information on the card. When all of the information is complete and verified, select "Submit Payment."



The screen will display a printable receipt for the credit card payment. You will also receive an email confirmation that the payment has been completed.

After the payment is completed, your application becomes a valid license.

#### Paper Checks

To mail a check for payment, follow instructions 1 through 4 above to find the application fee amount and then mail the payment to:

MABCD 271 W 3rd, Suite 101 Wichita KS 67202

Keep in mind, mailing a check will delay processing the license application.

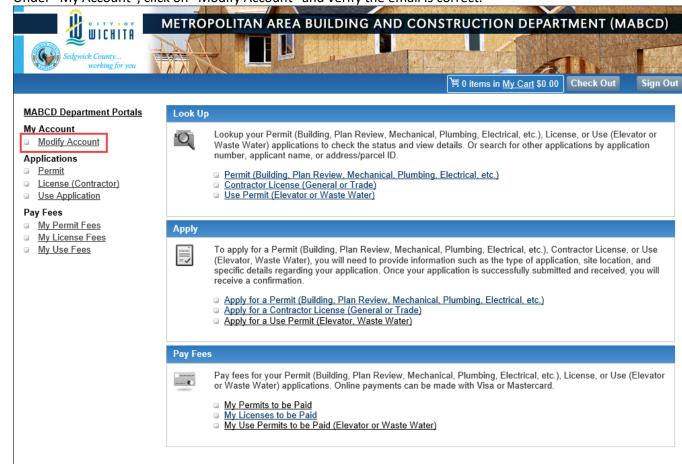
### **Troubleshooting**

#### I didn't receive an Email

Check your JUNK email box.

Verify that your email address with MABCD is correct.

- Log into <a href="https://mabcdportal.sedgwickcounty.org">https://mabcdportal.sedgwickcounty.org</a> with your license credentials.
- Click "Building & Construction"
- Under "My Account", click on "Modify Account" and verify the email is correct.



© Copyright 2018. Infor. All rights reserved.