How to Link a Contractor's License to an Existing Account

1. Visit the City of Manteca's Citizen Portal - <u>https://aca-prod.accela.com/MANTECA</u> and log in to your account.

MANTECA	CITIZEN PORTAL
	Register for an Account Log
	Search Q
me Building Planning Public Works	
dvanced Search	
any online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.	Sign In
ou are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of plications, access to involces and receipts, checking on the status of pending activities, and more.	USERNAME OR EMAIL:* mantecajohn
Register Now »	PASSWORD:*
	Forgot Password?
	SIGN IN
	Remember me on this device
	Not Registered?
	CREATE AN ACCOUNT

2. Click on "Account Management."

Manter M	ANTECA			CITIZEN PORT	AL
			Logged in as:John Sr	mith Collections (0) Account Man	agement
				Search	Q.
ne Building Plar	ning Public Works				
ashboard My F	Records My Account	Advanced Search			
II. Jahn Curit					
ello, John Smit	n				
My Collection (0)				Vi	w Collections
My Collection (0)				Vi	ew Collections
My Collection (0)				Vi	ew Collections
My Collection (0)		You do not have any collection:	; right now.	Vi	ew Collections
My Collection (0)		You do not have any collections	s right now.	vi	w Collections
My Collection (0)		You do not have any collections	s right now.	vi	ew Collections
My Collection (0)		You do not have any collection:	s right now.	v	ew Collections
My Collection (0)		You do not have any collections	s right now.	v	ew Collections
My Collection (0)		You do not have any collections	s right now.	V	w Collections
My Collection (0)		You do not have any collections	s right now.	v	w Collections

3. Then click on "Add a License."

Manteco Manteco	ALIFORNIA				c	ITIZEN PO	ORTAL
					Logged in as:John Smith (Collections (0) Acco	ount Management Logout
						Search	Q -
Home Building Pl	anning Public Works						
Dashboard My	Records My Account	Advanced Sear	ch				
Account Type							
Login Information	n						Edit
User Name:	MantecaJohn						
Password:	*****						
Security Question:	To what city did y	ou go the first time yo	u flew on a plane?				
License Informat	ion						Add a License
You may add professional license	e(s) to your public user account by clicking th	e Add a License button. \	'our professional license(s) may need	I to be validated by the agency b	efore you can use it.		
Showing 0-0 of 0							
State License #	License Type	Issued On	Expired Date	Status	Action		
No records found.							

4. Select your License Type (Contractor), type in your license number and then click "Find License."

Logged in as:John Smith Collections (0) Account Management Logr Joener Building Planning Public Works Dashboard My Records My Account Advanced Search Japdating Your Account: Validing a professional license you may gala access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your titera account: Hypor license does not display, contact the Agency. In certain incluminances. such as license-right by proxy through an employer, even after identifying your license(3), an Agency employee must perform additional validation. In these cases, your access to certain features of the citizen Portal. Select a license type and enter a license number to look up your license. Your license sets to certain features of the citizen Portal may be limited pending approval. License Type: * Indicates a required field active set proves in the citizen Portal. Select a license type and enter a license number to look up your license. Your license sets, your access to certain features of the citizen Portal may be limited pending approval. 	A Monteca	CALIFORNIA			CITIZEN PORTAL	
Note: Search Search Search Dashboard Ny Records My Account Advanced Search Adding Your Account: Search Search Search Sydding a professional license you may gain access to addinional leatures in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license does not display, contact the Agency. Indicates a central nicicumstances, such as license-right by proxy through an employer, even after identifying your licensels). an Agency employee must perform additional validation. In these cases, your access to certain features of the Staten Torman way be imittee meding approved. Indicates a required the Staten Stat					Logged in as:John Smith Collections (0) Account Management	Logout
Dashboard My Records My Account Advanced Search Ipdating Your Account: Indicates a count. Indicates a count. vaiding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your internacional license does not display, contact the Agency. neartian circumstances, such as itensen-light by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, your access to certain features of the indicates a required for indicates a required for indicates a required for a count of the indicates are proved. License Information State License Number: State License Number:	Home Building	ı Planning Pul	blic Works		Search	Q۰
	Dashboard	My Records	My Account	Advanced Search		
License Information	y adding a profession tizen account. If you	nal license you may gai I license does not disp	in access to additional play, contact the Agence ht by proxy through a	features in the Citizen Portal. Select a license type and enter a y. nemployer even after identifying your license(s) as Agency a	a license number to look up your license. Your license must be valid and active to be added to y	your
License Type: Selact- Selac	By adding a profession citizen account. If you n certain circumstand Citizen Portal may be	nal license you may gai Ir license does not disp ies, such as license-rig limited pending appro	in access to additional play, contact the Agenc ht by proxy through ar pval.	features in the Citizen Portal. Select a license type and enter : y. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to y mployee must perform additional validation. In these cases, your access to certain features of t	your f the
Select Select Architect Authorized Contractor Agent Business Professional Contractor Engineer.	By adding a profession itizen account. If you n certain circumstand Itizen Portal may be License Infor	nal license you may gai r license does not disp res, such as license-rig limited pending appro rmation	in access to additional olay, contact the Agenc ht by proxy through ar oval.	features in the Citizen Portal. Select a license type and enter : y. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to y imployee must perform additional validation. In these cases, your access to certain features of indicates a rec	your f the equired fie
-Select- Architect Authorized Contractor Agent Business Professional Contractor Engineer.	By adding a profession itizen account. If you n certain circumstand Citizen Portal may be License Infor License Type:	nal license you may gaa r license does not disp ees, such as license-rig limited pending appro mation * State Lice	in access to additional lay, contact the Agenc ht by proxy through ar wal.	features in the Citizen Portal. Select a license type and enter a y. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to j imployee must perform additional validation. In these cases, your access to certain features of indicates a ret	your f the equired fiel
Authorized Contractor Agent Business Professional Contractor Engineer.	ty adding a profession itizen account. If you n certain circumstana Citizen Portal may be License Infon License Type: Select	hal license you may ga Ir license does not disp les, such as license-rig limited pending appro mation * State Lice	in access to additional blay, contact the Agenc ht by proxy through ar oval.	features in the Citizen Portal. Select a license type and enter : 9. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to y imployee must perform additional validation. In these cases, your access to certain features of * indicates a rev	your f the equired fie
Business Business Professional Contractor	ay adding a profession ititzen account. If you n certain circumstanan citizen Portal may be License Infor License Type: Select- Select-	hal license you may gal Ir license does not disp tes, such as license-rig limited pending appro- mation * State Lice	in access to additional blay, contact the Agenc ht by proxy through ar vval.	features in the Citizen Portal. Select a license type and enter : y. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to imployee must perform additional validation. In these cases, your access to certain features of * indicates a re	your f the equired fie
Business Professional Contractor Engineer.	ay adding a profession itizen account. If you n certain circumstanan Izitzen Portal may be License Infor License Type: Selact- Selact- Architect Authorized Contractor.	hal license you may gal Ir license does not disp tes, such as license-rig limited pending appro- mation * State Lice Agent	in access to additional blay, contact the Agenc ht by proxy through ar vval.	features in the Citizen Portal. Select a license type and enter : y. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to imployee must perform additional validation. In these cases, your access to certain features of * indicates a re	your f the equired fie
Contractor Engineer	ay adding a profession itizen account. If you n certain circumstana Izitzen Portal may be License Infor License Type: Select- select- Architect Authorized Contractor : Business	hal license you may gal Ir license does not disp lies, such as license-rig limited pending appro mation * State Lice Agent	in access to additional blay, contact the Agenc ht by proxy through ar wal.	features in the Citizen Portal. Select a license type and enter : 9. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to employee must perform additional validation. In these cases, your access to certain features of * indicates a re	your f the equired fie
Engineer	ay adding a profession itizen account. If you n certain circumstana Litzen Portal may be License Infon License Type: Selact- Gelact- Architect Authorized Contractor / Business Business Professional	hal license you may gal Ir license does not disp ies, such as license-rig limited pending appro- mation * State Licent *	in access to additional blay, contact the Agenc ht by proxy through ar wal.	features in the Citizen Portal. Select a license type and enter : 9. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to employee must perform additional validation. In these cases, your access to certain features of indicates a re	your f the equired fie
	ay adding a profession itizen account. If you n certain circumstana Citizen Portal may be License Infor License Type: Selact- Selact- 	hal license you may gal Ir license does not disp tes, such as license-rig limited pending appro- mation State Lice Agent	in access to additional blay, contact the Agenc ht by proxy through ar oval.	features in the Citizen Portal. Select a license type and enter : 9. n employer, even after identifying your license(s), an Agency e	a license number to look up your license. Your license must be valid and active to be added to employee must perform additional validation. In these cases, your access to certain features of indicates a re	your f the equired fie

5. If you license is found, click on connect.

Adding a Li	cense:				ndicates a required field.
License	Informati	on			
If your license is	listed below, click	CONNECT to ad	d the CSLB license.		
If your license is Complete this <u>r</u> the license for y	not found, we will aquest form to add our account.	need to add you the license to yo	r license to our syste our account. You will	m first before you can connect it wi be notified by email after we have v	th your account. erified and approved
Showing 1-1 of 1					
Туре	License Number	Business Name	License Expiration	Action	
CONTRACTOR				Connect	
Search Again	n »				

6. If your <u>license is not found</u>, please complete the <u>Request to add a CSLB License to a</u> <u>User Account Form</u> to request that the license be added to your account. After completing the form, sign it, attach a Letter of Authorization on company letterhead and email the form to <u>MantecaPermits@mantec.gov</u>.

<u>**Please note</u>** - If your license was not found, you will need to wait for your request to be reviewed, and approved, and the Contractor's license to be linked to your user account before proceeding with a permit application. If you have already started an application, you will need to start a new one after your account and CSLB license have been connected. If you were already logged in when the license was connected, please log out, close the webpage, and start the application process.</u>