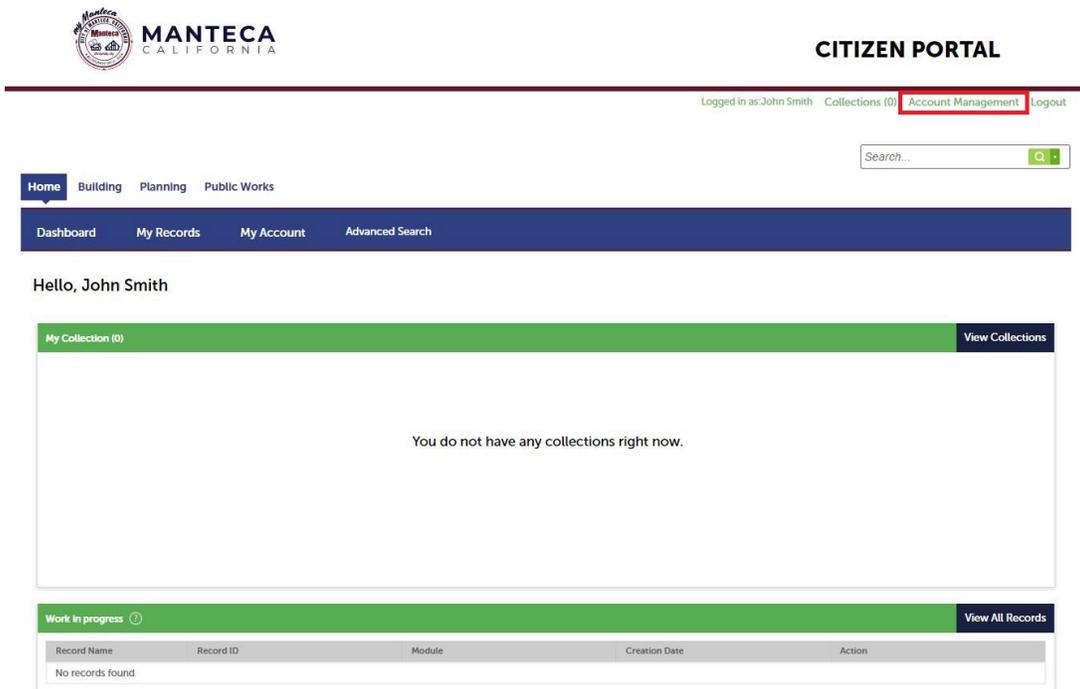


How to Link a Contractor's License to an Existing Account

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



2. Click on “Account Management.”



3. Then click on “Add a License.”

The screenshot shows the Manteca Citizen Portal interface. At the top left is the Manteca logo and the text 'MANTECA CALIFORNIA'. At the top right is 'CITIZEN PORTAL'. Below the header, it says 'Logged in as: John Smith' with links for 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present. A navigation menu includes 'Home', 'Building', 'Planning', and 'Public Works'. Below that, a sub-menu has 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area shows account information for 'Citizen Account' and 'Login Information' (User Name: MantecaJohn, E-mail: john@manteca.gov, Password: *****). Below this is the 'License Information' section, where the 'Add a License' button is highlighted with a red box. A table below shows 'Showing 0-0 of 0' records with columns for State License #, License Type, Issued On, Expired Date, Status, and Action.

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

This screenshot shows the 'Add a License' form in the Manteca Citizen Portal. The 'License Information' section contains two required fields: '* License Type:' and '* State License Number:'. The 'License Type' dropdown menu is open, showing options: '--Select--', '--Select--', Architect, Authorized Contractor Agent, Business, Business Professional, Contractor (highlighted with a red box), Engineer, and Other. The 'State License Number' text input field is also highlighted with a red box. A note at the bottom right states '* indicates a required field.'

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

Adding a License: * Indicates a required field.

License Information

If your license is listed below, click **CONNECT** to add the CSLB license.

If your license is not found, we will need to add your license to our system first before you can connect it with your account. Complete this [request form to add the license](#) to your account. You will be notified by email after we have verified and approved the license for your account.

Showing 1-1 of 1

Type	License Number	Business Name	License Expiration	Action
CONTRACTOR				Connect

[Search Again >](#)

6. If your license is not found, please complete the [Request to add a CSLB License to a User Account Form](#) 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 MantecaPermits@mantec.gov.

Please note - 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.