

STEPS TO ADD YOUR LICENSE OR THE OUTTOBID LICENSE TO YOUR ACCOUNT:

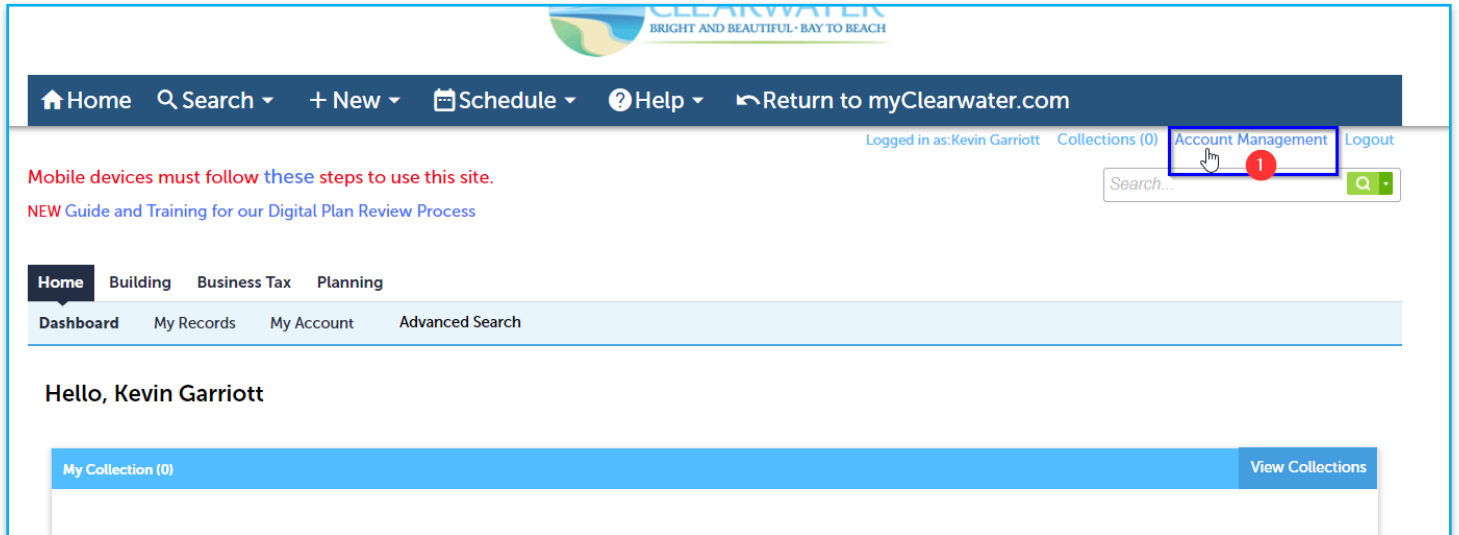
When applying for building or tree removal permits, you must have a license associated with your online account.

If you currently do not have a license associated with your account, follow the steps below to add a license:

If you are a **licensed Contractor**, search for and add **your** current license (Item 4).

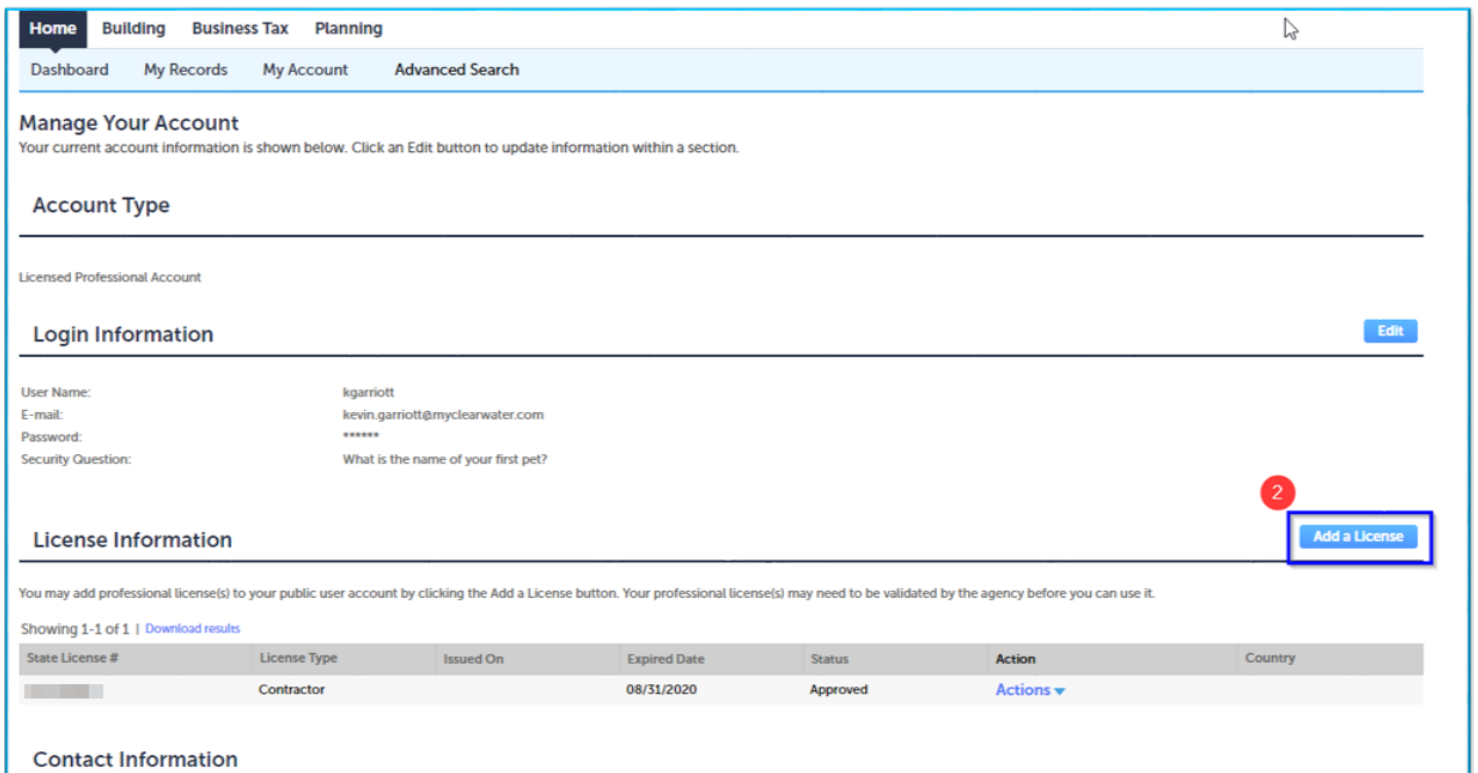
If you are a **design professional** (Engineer or Architect), add the **OUTTOBID** Contractor license to your account (Item 5):

1. Log into your existing ACA account with your user name and password
2. Click Account Management:



The screenshot shows the myClearwater.com dashboard. At the top, there is a navigation bar with links for Home, Search, New, Schedule, Help, and Return to myClearwater.com. The user is logged in as Kevin Garriott. A red circle with the number '1' highlights the 'Account Management' link in the top right corner. Below the navigation bar, there are several sections: a mobile device notice, a search bar, a main navigation menu with 'Home', 'Building', 'Business Tax', and 'Planning', and a sub-menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area displays 'Hello, Kevin Garriott' and a 'My Collection (0)' section with a 'View Collections' button.

3. Click Add a license



The screenshot shows the 'Manage Your Account' page. The user is logged in as Kevin Garriott. The page displays account information, including the account type (Licensed Professional Account) and login information (User Name: kgarriott, E-mail: kevin.garriott@myclearwater.com, Password: *****). The 'License Information' section is highlighted, and a red circle with the number '2' highlights the 'Add a License' button. Below the 'Add a License' button, there is a table showing the user's current license information.

State License #	License Type	Issued On	Expired Date	Status	Action	Country
	Contractor		08/31/2020	Approved	Actions ▾	

- If you are a licensed Contractor, search for and add your current license.
- If you are a design professional (Engineer or Architect), add the **OUTTOBID** license to your account:

Home Search + New Schedule Help Return to myC

Logged

Mobile devices must follow these steps to use this site.

NEW Guide and Training for our Digital Plan Review Process

Home Building Business Tax Planning

Dashboard My Records My Account Advanced Search

**Updating Your Account:
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number added to your citizen account.

Identifying the professional licenses you hold gives you access to additional features in the Citizen Portal. Enter license information.

****If your State License number is not found, it may have to be added to our contractor directory or it may have expired. You will need a copy of your State License, your Pinellas County Construction Licensing Board Registration and a copy of your Local Business License. Our staff can update the information.**

If you are still experiencing issues, please call 727-562-4567 EXT. 2565 for assistance.

License Information

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* License Type: ?
Contractor

* License Number: ?
OUTTOBID

1. From the License Type drop-down, choose Contractor.
2. Enter OUTTOBID in the License Number field
3. Click "Find License"

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Find License

- Create your new building permit application using the **OUTTOBID** "license".