Purpose
Contractor Licensing has expanded its capabilities to receive updated certificate of insurance documents from registered users.

General Information
➢ You must be a registered Collier County Portal user.
  o How to Register with Collier County GMD Public Portal:
    https://www.colliercountyfl.gov/home/showdocument?id=71812
➢ CityView will automatically generate an email reminder notice to contractors with a valid email address when insurances are nearing expiration.
➢ Contractors can upload updated certificate of insurance documents via the portal.
➢ Application status will be updated once staff has reviewed the uploaded certificate of insurance documents to confirm details.

Procedure
A. Getting Started
  1. Navigate to the GMD Public Portal: https://cvportal.colliergov.net/cityviewweb

B. Signing In
  1. Select Sign In link at the top of page
  2. Enter Email Address and Password
  3. Select Login

B1

B2

B3

C. Contractor Licensing
  1. Select Status, Fees and Insurance
  2. Enter Captcha Code (not case sensitive)
3. Select Submit

D. Search for a Business License Application
   1. In Search box Enter Business Name, License or Issuance number
   2. Select Go
   3. Scroll down to Conditions section, click on the arrow

E. Conditions
   1. Select Browse button
   2. File Explorer opens. Select your document to insert and select Open
   3. Document name appears under Browse button
   4. Select Upload Documents
5. Uploads Complete dialog box appears
6. Select OK

**Uploads Complete**

All documents were uploaded successfully.