

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.
 - 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.

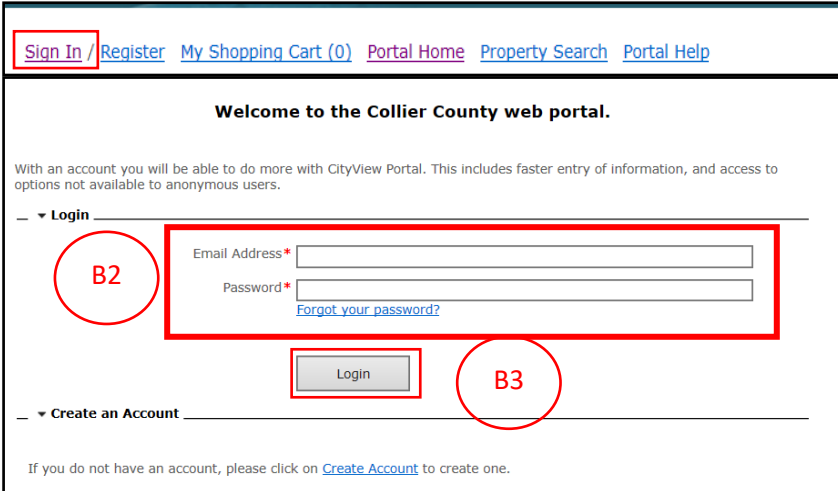
PROCEDURE

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

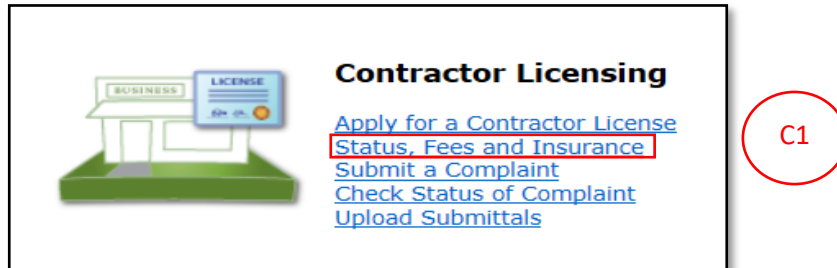


The screenshot shows the Collier County web portal login page. At the top, there is a navigation bar with links: [Sign In /](#) (circled in red with callout B1), [Register](#), [My Shopping Cart \(0\)](#), [Portal Home](#), [Property Search](#), and [Portal Help](#). Below the navigation bar, the page says "Welcome to the Collier County web portal." and provides information about account benefits. There are two main sections: "Login" and "Create an Account". The "Login" section contains a red-bordered box (callout B2) with "Email Address*" and "Password*" input fields, and a "Forgot your password?" link. Below this box is a "Login" button (callout B3). The "Create an Account" section has a "Create Account" link.

C. Contractor Licensing

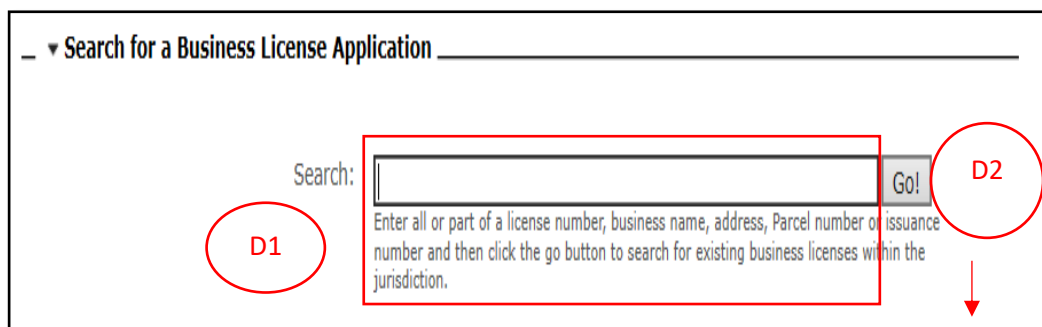
1. Select Status, Fees and Insurance
2. Enter Captcha Code (not case sensitive)

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 Condition section, click on the arrow **▼ Conditions**



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

▼ Conditions

▶ Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Description	Category
Workers Compensation (W)	Open	Licensing	Workers Compensation (W)	
	Documents	E1	<input type="button" value="Browse..."/>	

▼ Conditions

▶ Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Description
Workers Compensation (W)	Open	Licensing	Workers Compensation (W) E3
	Documents:		<input type="button" value="Browse..."/> Workers Compensation .pdf

E4

5. Uploads Complete dialog box appears
6. Select OK

E5 **Uploads Complete**

All documents were uploaded successfully.

E6