



## AMENDING A COMPANY REGISTRATION

As your licenses expire or your business details change you will need to come back to your account and make amendments to your Company Registration.

1. From the Home page, **log in to your ePermitJC account**. You can also use the “I’ve forgotten my password” link to reset your account credentials.

The screenshot shows the ePermitJC Home page. At the top is the Jefferson County Alabama logo and navigation links: GOVERNMENT, DEPARTMENTS, RESIDENTS, BUSINESSES, HOW DO I?, and CONTACT. Below this is a red header bar with HOME, SEARCH, NEW, and HELP. A banner image shows various construction and business activities with the text 'ePermitJC' in large yellow letters. Below the banner are links for 'Register for an Account' and 'Login'. A secondary navigation bar includes Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. An 'Advanced Search' bar is present. The main login section has fields for 'User Name or E-mail' and 'Password', with a 'Login »' button. Below the login fields are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

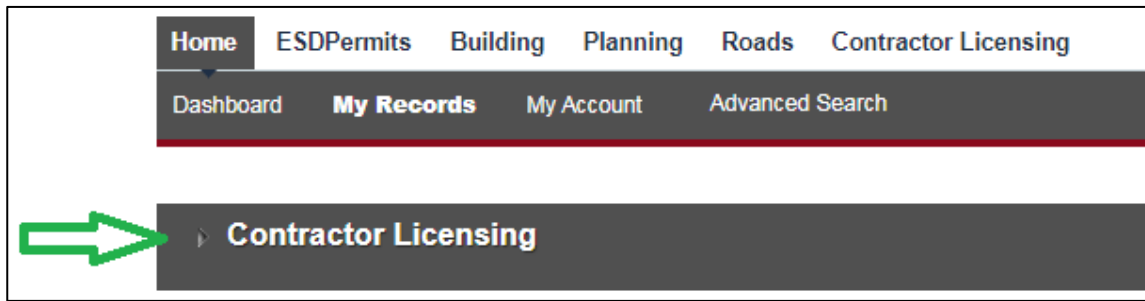
2. From the User dashboard **navigate to My Records** to see the list of all permits, applications and records associated with this account.

The screenshot shows the User dashboard for 'Kat LaChine'. The top navigation bar includes Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. Below this is a dark grey bar with links: Dashboard, My Records (circled in green), My Account, and Advanced Search. The main content area starts with 'Hello, Kat LaChine'. Below this is a section titled 'My Collection (0)' with a 'View Collections' button. A message states 'You do not have any collections right now.' At the bottom, there is a 'Work in progress' section with a 'View All Records' button. Below this is a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.



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3. **Click the small black arrowhead** next to the module name Contractor Licensing to expand the list of associated records. As the user applies for other permits different module sections will appear on this page; expand these modules in the same way to view all records listed beneath.



Contractor Licensing						
Showing 1-10 of 100+   <a href="#">Add to collection</a>						
<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	11/12/2019	<a href="#">CRA-19-0174</a>	Contractor Registration		Application Submitted	<a href="#">Amendment</a>
<input type="checkbox"/>	11/12/2019	<a href="#">RC-19-0118</a>	Registered Company		Issued	<a href="#">Resume Application</a>
<input type="checkbox"/>	11/12/2019	19TMP-002748	Contractor Registration			<a href="#">Resume Application</a>
<input type="checkbox"/>	11/05/2019	19TMP-002743	Contractor Registration Renewal			<a href="#">Resume Application</a>
<input type="checkbox"/>	11/05/2019	<a href="#">RC-19-0117</a>	Registered Company		Issued	<a href="#">Amendment</a>
<input type="checkbox"/>	11/05/2019	<a href="#">CR-19-0128</a>	Contractor License	11/05/2019	Issued	<a href="#">Renew Application</a>

4. Amend your Company Information – review the current Company registration in the Record Detail view by **clicking the Record Number** hyperlink in the 2<sup>nd</sup> column or **click the Amendment** hyperlink in the Action column (right-hand side) to be taken to the Company Registration Update application form.



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The current company information on file will be pre-populated in this form so you may adjust only the portion of your info that is needed. Review the listed company Contact information, **use Edit** or **Remove** to adjust or replace the Contact details and **click Continue Application** to move on.

Home ESDPermits Building Planning Roads **Contractor Licensing**

Create an Application Search Applications

Company Registration Update

1 Contact Information 2 Registration Update 3 Attachments 4 Review 5 Pay Fees 6

**Step 1: Contact Information > Contact**

\* indicates a required field.

**Company**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Kat LaChine  
LaChine Co  
LCC@gmail.com  
Home phone:  
Mobile Phone:  
Work Phone: 205-111-3333  
Fax:  
**Edit Remove**

**Save and resume later** **Continue Application »**

5. Use **Continue Application** to move through the pages as you review your registration information. Make changes to the information in the Company registration (ex. expiration date) as necessary and upload new copies of your license documents. Review your Amendment application and submit your new information.

After final submission staff will be alerted that you have made updates and will approve this record, applying the changes to your Company Registration. Related professionals will be able to use the updated information to renew their Registrations and your Company can apply for new permits (as allowed).

*NOTE: the Amendment record process is available at all times for your record so you can adjust items like phones number or address.*

*Users will be required to Amend their registration when the expiration date is passed before applying for new records.*

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