



# HillsGovHub

## User Guide

### Update Contractor Information



**Hillsborough**  
**County Florida**

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# Update Contractor Information

## Update Contractor Information

- 1) Log in to the [portal](#).
- 2) Select **My Records** from the top menu bar.



- 3) Scroll down the page and select the arrow next to **Licenses** to display associated License Records to HillsGovHub account.



**Please note:** If a license is not displayed, you may need to tie the license to your login credentials first by selecting **My Account**, then **Add a License**.

- 4) Select **Update Information** link under Action to proceed to the **Update Contractor Information** page.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Name
12/08/2020	800294742	Local Specialty License		License created for #: HILLSBOROUGH LIC. TYPE: ALTERNATE SPECIALTY Contractor Type: Local Specialty	09/31/2021	Active	Update Information	

- 5) Select the box(es) within the Update Contractor Information section indicating what information on the License Record will be updated. Update **Contractor Information** fields will appear based on license type.

- a. **Update Contact Information:** available for all license types.
- b. **Update Workers Compensation Information:** available for State Certified, State Registered, and Local Specialty licenses.

**Please Note:** The workers compensation insurance document must read the following in the Certificate Holder section:

Hillsborough County Development Services  
601 E. Kennedy Blvd., 19th Floor  
P.O. Box 1110  
Tampa, FL 33601

- c. **Update Liability Insurance Information:** available for State Registered and Local Specialty licenses.

**Please Note:** Hillsborough County does not require State Certified license holders to update general liability insurance.

- d. **Update Code Compliance Bond Information:** available for State Registered and Local Specialty license

- 6) Confirm **Contractor License Info** section is correct.

- 7) Select **Continue Application** to proceed.



## Update Contact Information

- 1) Update contact information fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

## Update Liability Insurance Information

- 1) Update **Liability Insurance** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

# Update Workers Compensation Information

- 1) Update **Workers Compensation** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.



# Update Code Compliance Bond Information

- 1) Update **Code Compliance Bond** fields as needed. Fields will auto-populate with license information provided previously to Hillsborough County.
- 2) Select **Continue Application**.

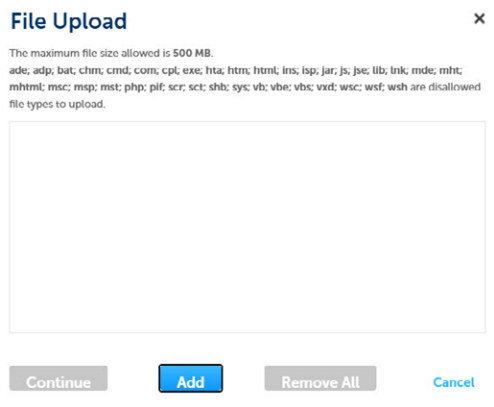


# Add Documents

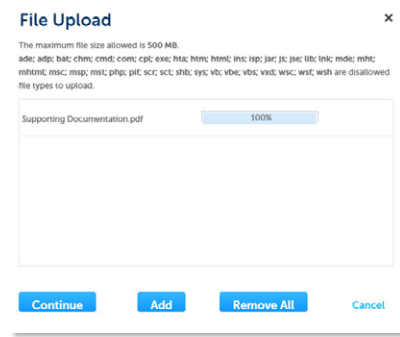
- 1) Select **Add** in the **Document** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



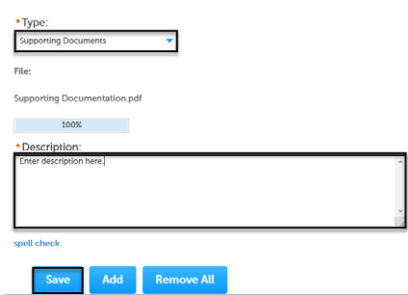
- 2) Select **Add, Browse for file**, and select **Open**.



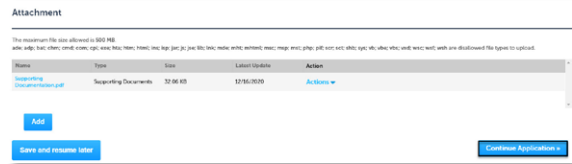
- 3) Select **Continue** once the file upload is complete.



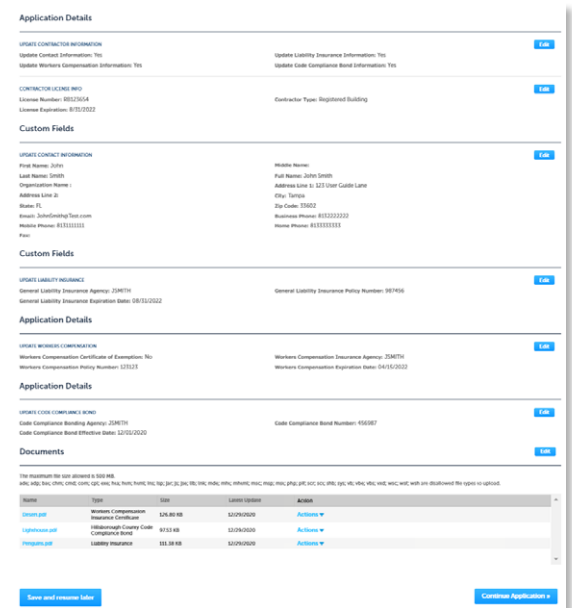
- 4) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



- 5) Select **Continue Application** to review the application.



- 6) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



- 7) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.