



# PUBLIC WORKS

## PWD – Civic Platform Registration Renewal Process

1. Go to <https://aca-prod.accela.com/COSA/default.aspx> and log in.

A screenshot of the "Sign In" form. It has a red border. The title "Sign In" is at the top. Below it are two input fields: "USERNAME OR EMAIL: \*" and "PASSWORD: \*". There is a link "Forgot Password?" below the password field. A red "SIGN IN" button is below the links. At the bottom, there is a checkbox labeled "Remember me on this device".

2. Click on **Licenses** across the top of the table.

A screenshot of the dashboard. At the top right is a search bar labeled "Search...". Below it are navigation tabs: "Home", "Public Works", and "Licenses" (which is highlighted in yellow). Below the tabs are links: "Dashboard", "My Records", "My Account", and "Advanced Search" with a dropdown arrow. At the bottom, it says "Hello, Michelle Goldey".

3. Under your records list, locate the license with a status of **About to Expire**. Click on the **Renew Application** link under the Action column to start the process of renewing your license.

ite	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
/24/2024	<a href="#">LIC-ROW-24-00015</a>	RoW Contractor License		Test Construction	03/31/2025	About to Expire	<a href="#">Renew Application</a>



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4. **Step 1: Contact Information:** You will need to confirm the information on the account. The first step will be to confirm the **Contacts**. You can edit/delete any current information on the account or **Add New** contacts as necessary. Please note, you must have a **Qualifying Individual** and **Business Entity** on the account. If you delete one, you must add one. **Click Continue Application** once all information is updated. If no changes are necessary, click continue application.

**Step 1: Contact Information > Contact Details**\* indicates a required field.

**Contact List**

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

Select from AccountAdd New

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Kathy Goldey	Test Construction	Qualifying Individual				Edit Delete
Kathy Goldey	Test Construction	Business Entity				Edit Delete
Misty Valtierra	MISTY&#39;S EXCAVATION BUSINESS	Individual			mistyaccela@gmail.com	Edit Delete

Save and resume later

Continue Application »

5. **Step 2: Renewal Information:** Choose the bond amount your company utilizes. Either \$10,00 per permit or \$100,000 unlimited permits/one year under **Bond Amount** and click **Continue Application**.

**RoW Contractor License Application**

1 Contact Information2 Application Information3 Supporting Documentation4 Review5 Record Issuance

**Step 2: Application Information > Application Details**\* indicates a required field.

**Custom Fields**

LICENSE INFORMATION

\* Bond Amount:

100,000

Save and resume later

Continue Application »



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6. **Step 3: Supporting Documentation:** If any of your documents, insurance (COI) or \$100k bond, are expired, you will need to add them at this time. If not, click **Continue Application**.

**Step 3: Supporting Documentation > Documentation** \* indicates a required field.

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### Attachment

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The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

**Insurance**

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

A pop-up window will open, click **Add** again. Choose your document and click **Open**. Your document will show at the top. If you have more than one document to attach, repeat these steps. Then click **Continue**.

\* Type: Bond

File: AccelaStatuses.xlsx  
100%

\* Description: Bond

[spell check](#)

Remove

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\* Type: Insurance

File: AccelaComments.docx  
100%

\* Description: Insurance document

[spell check](#)

Remove

Save

Add

Remove All

Save and resume later

Continue Application »



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7. **Step 4: Review:** Review the information you submitted then click **Continue Application**.
8. You will receive a confirmation of your submittal like the one below.

### ***Step 5: Record Issuance***



Your license has been successfully renewed.  
Please print and retain a copy of this page for your records.

Thank you for using our online services.

**Your license number is LIC-ROW-REN-25-00002.**