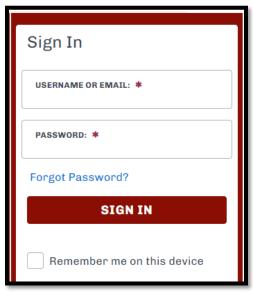


## **PWD – Civic Platform Registration Renewal Process**

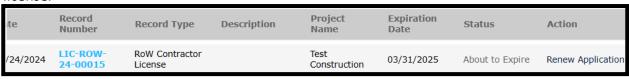
1. Go to <a href="https://aca-prod.accela.com/COSA/default.aspx">https://aca-prod.accela.com/COSA/default.aspx</a> and log in.



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

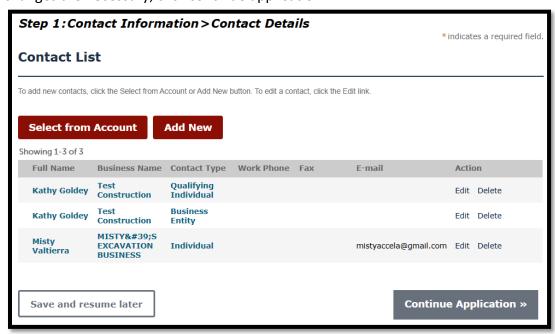


3. Under your records list, locate the license with a status of **About to Expire**. Click on the **Renew Application** link under the Action column to start the process of renewing your license.

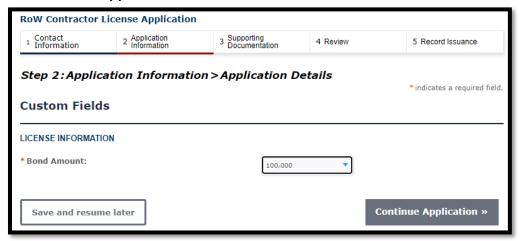




4. Step 1: Contact Information: You will need to confirm the information on the account. The first step will be to confirm the Contacts. You can edit/delete any current information on the account or Add New contacts as necessary. Please note, you must have a Qualifying Individual and Business Entity 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.

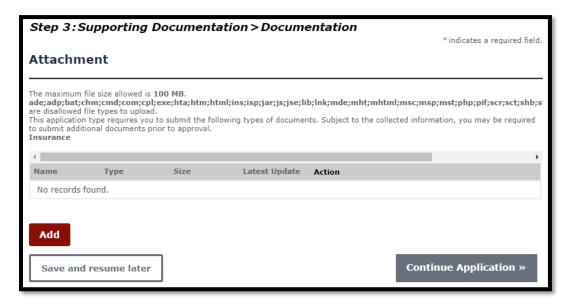


5. **Step 2: Renewal Information**: Choose the bond amount your company utilizes. Either \$10,00 per permit or \$100,000 unlimited permits/one year under **Bond Amount** and click **Continue Application**.

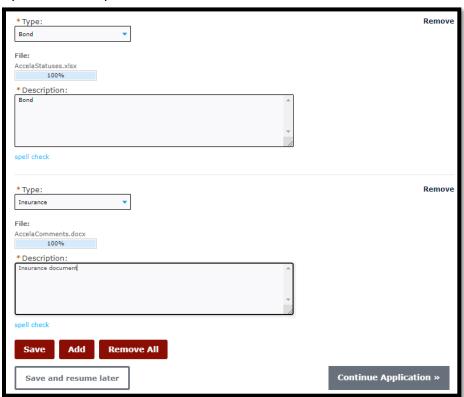




6. **Step 3: Supporting Documentation**: If any of your documents, insurance (COI) or \$100k bond, are expired, you will need to add them at this time. If not, click **Continue Application**.



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**.





- 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.

