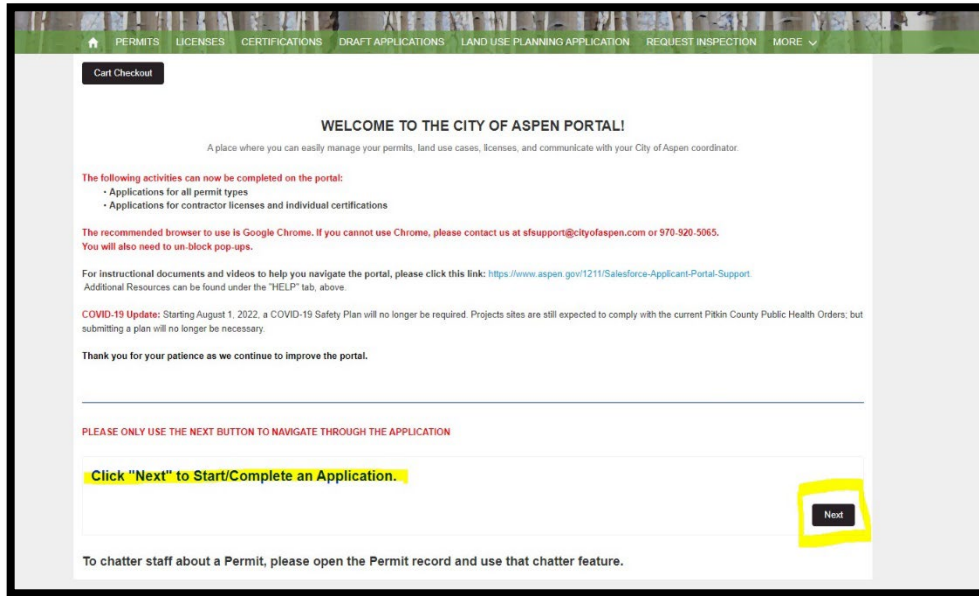
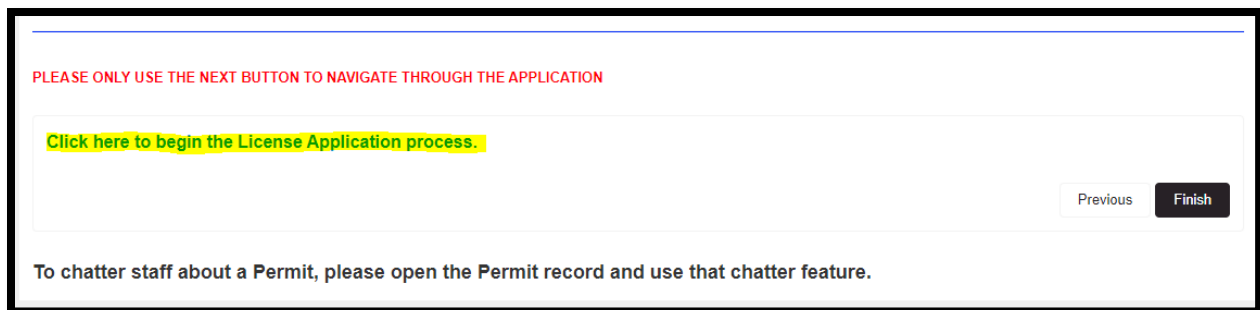


## Step – by Step – How to Submit a Contractor License Application

1. Log to your [Applicant Portal Account](#).
  - a. If you do not have an account, please make sure you [register to create your account](#).
2. Once logged in, click Next to start your application.



3. Follow the prompts by clicking the next button again. Once you reach this prompt, click the highlighted link to continue through the application process.





4. Once the application has been opened, complete the fields, and hit Next.
  - a) For “Licensee”, you will want to input the name of your company.
  - b) For ‘Applicant’, you will type your name as it appears on your Salesforce account.
  - c) For ‘type’, select the option that best reflects your scope of work.

In Progress Application Details

Save & Exit Print PDF

Complete each field below, and then click Next to continue. Red asterisks denote required fields.

\* Licensee: TEST ASPEN GROUP

\* Applicant: Another Test

\* Type: --None--

\* Requires Certification?: --None--

Associated Certification: Search

Save & Exit Print PDF Next

5. When you reach the page below, please upload a copy of your ID (driver’s license), a [signed and notarized affidavit of insurance](#) (please note that this is not the same as a copy of liability insurance), and a copy of your [BEST Card or reciprocal certification](#).
  - a) If you do not have a BEST Card or reciprocal certification, please contact [cdehadmins@aspen.gov](mailto:cdehadmins@aspen.gov)

License C-000216

SUBMISSION FILES

Title	Submission Date	Required	File
Affidavit of Insurance	N/A	<input checked="" type="checkbox"/>	
Picture Identification (e.g. driver's license)	N/A	<input checked="" type="checkbox"/>	
Certification or State License (both sides)	N/A	<input type="checkbox"/>	

Add more

Note: If you upload a new file(s) to a submission with an existing file, then the original file(s) will be overwritten and cannot be retrieved.

Done Upload

6. On the final page, you will click and hold the left mouse button to sign your name.

When you have completed your signature, hit the '**accept and save signature**' button and then hit the '**submit**' button to submit your application.



The screenshot displays a web interface titled "Sign and Submit". At the top, there are three buttons: "Save & Exit", "Print PDF", and "Previous". The main area contains a large white box with a blue ink signature that reads "test". Below the signature box, there are three buttons: "Reset", "Sign above", and "Accept & Save Signature". The "Accept & Save Signature" button is highlighted in yellow. To the right of the main interface, there is a "Submit" button.

Once your application has been submitted, someone from our administrative team will review the application. Please allow **two business days** for this to be completed. If you have any questions about your application, you can call (970)920-5090 **or** email [CDEHadmins@aspen.gov](mailto:CDEHadmins@aspen.gov).