



How To Attach License To Your Account

ACCELA – LICENSING PORTAL

The Information Provided Will Provide Steps To Attach Your Existing License To Your License Portal Account.

- The steps presented are for individuals who have a license and received a letter outlining the process. If you don't have a license, you can disregard and go directly to apply for a license application.
- Before beginning have the letter you received with provided PIN and license number.
- Sign In

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Notice:
The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions:
Internet Explorer 11
Edge 15
Mozilla Firefox 47
Chrome 55
Safari 10
Opera 29

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

- Select License tab

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' tab is circled in red, and a red arrow points from the text 'Select License tab' to it. Below the navigation bar, the user is greeted with 'Hello, AccountName'. The main content area is divided into three sections: 1. 'Saved in Cart (0)' with a 'View Cart' button and the message 'There are no items in your shopping cart right now.' 2. 'My Collection (0)' with a 'View Collections' button and the message 'You do not have any collections right now.' 3. 'Work in progress' with a 'View All Records' button and a table. The table has columns for Record Name, Record ID, Module, Creation Date, and Action, and currently displays 'No records found'.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

- Apply for a license

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search General Search ▾

- Review disclaimer then check box to accept terms, then continue application

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

- Select "link Account to License" and select PIN record


- Continue application

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

Select a Record Type

Select the following license type.

 [Search](#)

- ▶ Continuing Education
- ▶ Electrical Licenses
- ▶ Mechanical Licenses
- ▶ Plumbing Licenses
- ▼ Link Account to License
 - PIN Record

[Continue Application »](#)

- Select Add a row
- Popup - add license number as shown on license ID with capital letters and provided PIN (PIN case sensitive) from letter
- Click submit to continue

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 1
Enter the license number and associated PIN number by selecting ADD A ROW below.

* indicates a required field.

Custom Lists

RECORD MATCH CRITERIA

Showing 0-0 of 0

License Number	PIN #
No records found.	

Add a Row **Edit Selected** **Delete Selected**

Save and resume later [Continue Application »](#)

RECORD MATCH CRITERIA ×

* License Number: * PIN #:

Submit Cancel

- Select Continue application, then select for second time. Second page is review of license number and PIN that was input

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 1
Enter the license number and associated PIN number by selecting ADD A ROW below.

* indicates a required field.

Custom Lists

RECORD MATCH CRITERIA

Showing 1-1 of 1

<input type="checkbox"/>	License Number	PIN #	
<input type="checkbox"/>	ML1 [REDACTED]	[REDACTED]	Actions ▾

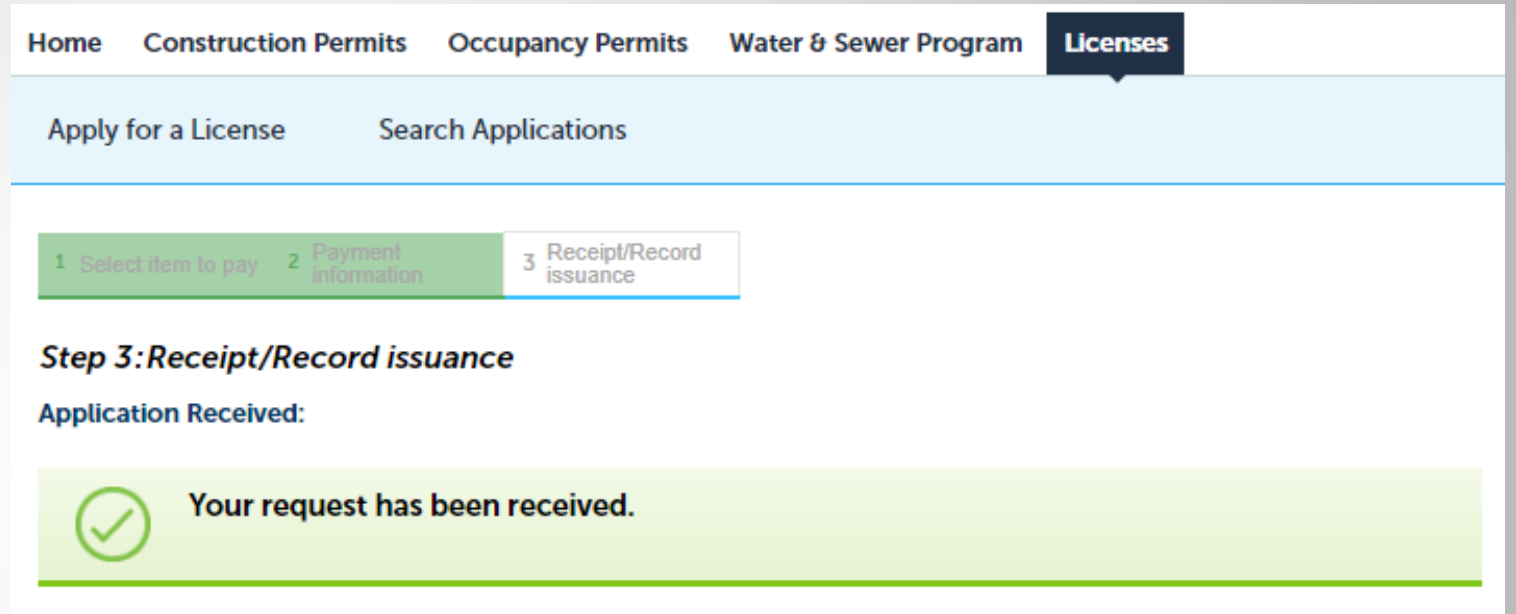
[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

Congratulations!

- We are about to wrap this up, but one more item is required to ensure everything works as designed
- You need to log out then log in for the system to recognize you (upper right of the screen)




Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications


1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Application Received:

 Your request has been received.

- Select Account Management

Announcements Logged in as: AccountName Collections (0)  Cart (0) [Account Management](#) [Logout](#)

This site is compatible with the following browsers:
IE10, IE11, Firefox 32, Chrome 37, Opera 24, Safari 6
(Use this guide to adjust [IE Compatibility](#))

[ACA Tutorial](#) (Right-Click on link and select 'Open in new window')

For customer service requests please [Contact Us](#) with your name, phone number and description of the request.

Any commercial use of the materials stored on this website is strictly prohibited without the prior written permission of Saint Louis County.

[Home](#) [Construction Permits](#) [Occupancy Permits](#) [Water & Sewer Program](#) [Licenses](#)

Hello, AccountName

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

- Scroll down to review License information, your license is attached to your account

License Information Add a License

Electrical and Mechanical Contractors and Master License Holders under the Plumbing Code may add professional license(s) to their public user account by clicking the Add a License button. Your professional license(s) must be validated by the appropriate permitting agency before you can use it.

Journeyman & Apprentices under the Plumbing & Mechanical Codes do not need to add licenses.

Construction Permits - 314 615-5184
Re-Occupancy Permits - 314 615-5452
Mechanical Licensing - 314 615-7096

Showing 1-1 of 1

County License #	License Type	Action	First Name	Last Name	Business Name	Status
ML: [REDACTED]	Mech Sheet Metal Journeyman	Actions	[REDACTED]	[REDACTED]	N/A	Approved

Contact Information Add a Contact

Showing 1-2 of 2

Action	Contact Type	First Name	Middle Name	Last Name	Business Name	Home Phone	Work Phone	Mobile Phone	Status
Actions		[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]			Approved
Actions	Applicant	Account		Name				1234567890	Approved

- Contact information needs to be updated to ensure the correct record will be used

- Click on carrot next to Actions for the record that has a blank contact type

License Information Add a License

Electrical and Mechanical Contractors and Master License Holders under the Plumbing Code may add professional license(s) to their public user account by clicking the Add a License button. Your professional license(s) must be validated by the appropriate permitting agency before you can use it.

Journeyman & Apprentices under the Plumbing & Mechanical Codes do not need to add licenses.

Construction Permits - 314 615-5184
 Re-Occupancy Permits - 314 615-5452
 Mechanical Licensing - 314 615-7096

Showing 1-1 of 1

County License #	License Type	Action	First Name	Last Name	Business Name	Status
ML: [REDACTED]	Mech Sheet Metal Journeyman	Actions ▾	[REDACTED]	[REDACTED]	N/A	Approved

Contact Information Add a Contact

Showing 1-2 of 2

Action	Contact Type	First Name	Middle Name	Last Name	Business Name	Home Phone	Work Phone	Mobile Phone	Status
Actions ▾		[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]			Approved
Actions ▾	Applicant	Account		Name				1234567890	Approved

- Select "set as Account owner", your information is linked

Contact Information

Showing 1-2 of 2

Action	Contact Type
Actions ▾	Applicant

View
Remove
Set as Account Owner