Trade License
Application process
User Guide [Ver. 1.0]
Trade License

4/11/2022

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Signing into the web portal
To manage your account, sign in using your credentials.
Trade License

Apply for a Trade License
1. Click the ‘Trade Licenses’ button

2. Click on the Apply for Trade License button
3. Select the Trade License you are applying for
Stationary Engineer Trade License

4. Fill in the required information on the Application Information page
   a. Date of Birth – applicant must be 20 years of age or older
   b. Applicant must be a person of good character
   c. Applicant must have at least 2 years of experience
   d. Applicant must describe their experience
   e. Applicant must provide the last 4 digits of their Social Security number or their Chicago CityKey ID Number
   f. Answering the question – “Is your experience as a stationary engineer from working at a location in the city of Chicago?” is optional
Trade License

5. Once this section is filled out, scroll down and select an exam date
   a. Click on the + Add Stationary Engineer Exam Details button

   ![Image of Stationary Engineer Exam Details]

   b. In the pop-up box, select the ▼ in the Written Exam Date field. This will give the applicant a list of dates that exams are taking place to choose from. Select a date.

   ![Image of Add Stationary Engineer Exam Details]

   c. Once a date has been selected, click on the Add Stationary Engineer Exam Details button. This will add the exam date to the application.

   ![Image of Add Stationary Engineer Exam Details with selected date]
6. Click on the Next Step button

7. Applicant will be taken to the Documentation page. The application number has been added to the application and the documentation required for the application is listed.
   a. For a Stationary Engineer Trade License, the applicant must provide a Supervisor Experience Verification Letter. To add this letter to the application, click on the + Add Document button
Trade License

b. Select the Supervisor Experience Verification Letter option
c. Click on the Choose File button to search for your file on your computer
d. Once you’ve found it, click on the Upload button

8. Click on the Next Step button. This will take the applicant to the Legal Agreements page.
   a. Read the Legal Agreements
   b. Select the “I Agree” option
   c. Click on the Submit button
9. Applicant will be taken to their status page
   a. The Application Type is the application applied for
   b. The status of the Trade License is Inactive
   c. There is a message letting the applicant know that their application has been received and is under review
10. The rest of the status page will show the responses to the questions asked, the exam date and location chosen and documentation that has been uploaded.