City of Chicago

Claim your Trade License

User Guide [Ver. 2.0]
When claiming your trade license in this system, please note that your license number has changed.

The numeric portion of your license number is the same, however if there were less than 6 digits in your old license number, you must drop the letters and add zeros to the left side until there are 6 digits. For example, if your old number was “AB1234” drop the letters and add zeros to get “001234”. If your old license number was “AB27” drop the letters and add zeros to get “000027”.

Your license number also has a new 4-letter prefix based on the license type:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Old Prefix</th>
<th>New Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationary Engineer</td>
<td>EN</td>
<td>BBRI</td>
</tr>
<tr>
<td>Crane Operator</td>
<td>CR</td>
<td>BCRI</td>
</tr>
<tr>
<td>Crane Operator Apprentice</td>
<td>CRA</td>
<td>BCRA</td>
</tr>
<tr>
<td>Supervising Elevator Mechanic</td>
<td>EVM</td>
<td>BEVS</td>
</tr>
<tr>
<td>Elevator Mechanic Contractor</td>
<td>EVCO</td>
<td>BEVC</td>
</tr>
</tbody>
</table>

There is no space between the prefix and the numeric portion of the new license number. For example, “EVM7” is now “BEVS000007”.

Enter your user ID and password.
Click on the Sign In button.
Once you have logged in, you will be taken to the Web Portal Dashboard. If you have previously applied for any permits, they would show up here.

To claim your license, you will need to click on the Trade Licenses button.
This will take you to the Trade Licenses page.

To search for your license, you will need to select the License Type drop-down to select the license you are looking for.

Select the license type you have.
After you have selected your License Type, enter your License Number, Last Name and Last 4 of SSN. (Social Security Number)

When the information has been entered, click on the Search for Trade License button.
When the web portal has completed the search, you will get a message stating your trade license was found and you will have a button that will state this is my license.

Click on this button to claim your trade license.
After clicking the “This is my license” button, you will get a confirmation message with the information associated with you as the applicant and you as the Trade License holder. If all information is correct, Select the confirm button.

**Confirm This Is Your License**

The following is the contact information on the Trade License you are claiming:

TERI OSMON  
1234 Main St Chicago, IL, 60606

The following is the contact information of the account you are currently logged in as:

Teri Osmon  
Round Lake Beach, IL, 60073  
(312)222-3333  
teriosmon@606digital.com

Note that by claiming this license, the contact information at top on the license will be replaced with the contact information at the bottom.

**Click on the Confirm button if information is correct**
Once you have confirmed all information is correct, it will associate the license to your Login ID and will take you to your License Status page.

All information from your application will be on this page. This page will also tell you if your license is active, inactive, closed or in the renewal cycle. The Application Information section will let you know if anything is needed at this time.

You will receive an email notification when your License is up for renewal.
Next time you log in, your Trade License will be on your dashboard. You just click on the number to open it.

Click on the License number to open.