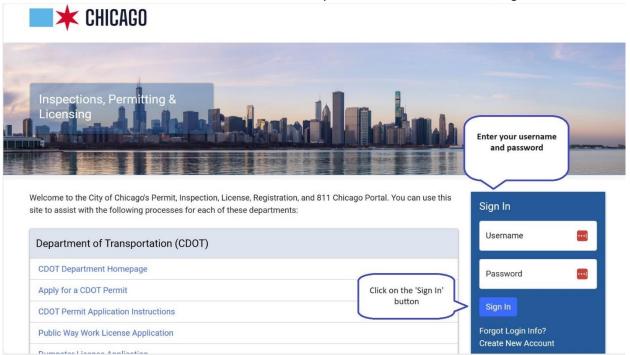
City of Chicago

# Claim your EVC (Elevator Mechanic Contractor) License

If your company has an EVC license with the City of Chicago, to "Claim" your company's license, you will need to do the following steps.

1. First you will need to create a user id and password for our website. Those instructions are here

https://ipi.cityofchicago.org/Resources/Information/CreateAccount.pdf



2. Once you have created an account, log into the website.

### 3. Select the drop-down menu next to your name.

<b>CHICAGO</b> > Inspections, Permitting & Licensing	Translate Select Language V
Tester Griffin ▼ Permits ▼ 811 ▼ Trade Licenses ▼ AIC Documentation	Cart (0)
My Account Change Password My Company Payment History Invoice History Sign Out Stationary Engineer License BBRI114669 2	Search Advanced Search Select Items To Pay
Status:License ActiveDue:View App:BBRI114669	

CHICAGO > Inspections, Permitting & Licensing
 Translate Select Language

Tester Griffin 🝷 Permit	ts ▼ 811 ▼ Trade Licenses ▼ AIC Documentation	Cart (0)			
Home > Inspections, Permitting & Licensing					
	t associated with a company. To associate with another company, search for the company using ig, you may request that a new company be created for you.	g the Click Find Company button			
Company Account In	formation Enter Company	Find Company			
Search for your company	using one of the company is not found in the system you will be able	to request a new company.			
Company Name	ELEVATORS R US				
BACP Account Number		Lookup My BACP Account			

- 5. Enter your company name and click on the Find Company button.
- 6. Select the button to Request Enrollment in Company.

## 🔚 My Company

Your account is currently not associated with a company. To associate with another company, search for the company using the form below. If you do not find your company after searching, you may request that a new company be created for you.

Company Account Ir	nformation		Find Company Request New Company			
Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.						
Search for your company using one of the search fields below. If your company is not found in the system you will be able to request a new company.						
Company Name	ELEVATORS R US					
BACP Account Number			Lookup My BACP Click Request			
Company Name	BACP Account Number(s)	Address	Enrollment in Company button			
Elevators R Us		1234 Test Ave Chicago IL 60610	Request Enrollment in Company			

7. Once you have clicked on the Request Enrollment in Company button, you will get a "Confirm Enrollment Request" pop-up. (if you didn't get this, make sure you do not have your pop-up blockers on) Select the Department of Buildings Trade Licenses from the drop-down menu. Then select the Request button.

Confirm Enrollment Re	quest ×
Are you sure you want to rec Chicago Department that yo	
City Department	Department of Buildings Trade Licenses Click Request button
	Cancel Request

8. You will get a message telling you that your Enrollment Request is Pending.

<b>CHICAGO</b> > Inspections, Perm	itting & Licensing	Translate Select Language V
Tester Griffin ▼ Permits ▼ 811 ▼ Trade Licenses ▼	AIC Documentation	Cart (0)
Home > Inspections, Permitting & Licensing	Enrollment request	
✓ The enrollment request has been sent successfully.	pending message	

# Pending Enrollment Request

Your request to join following company(s) is waiting for an administrator to confirm that you work for the company. Please allow 1 - 2 weeks for your request to be completed. If your request is not completed by that time, please contact the appropriate administrator listed below.

Company	Address	Email	Administrator(s)	Cancel
Elevators R Us	1234 Test Ave	testElevator@test.com		Cancel Request

9. You will get an email once you have been approved to be a part of the company. Once you have been approved, the EVC (Elevator Mechanic Contractor) license will appear on your dashboard.

CHICAGO > Inspections, Permitting & Licensing     Translate Select Language					
Tester Griffin ▼ Permits ▼ 811 ▼ Trade L	icenses - AIC Documentation	Cart (0)			
Home					
i≡ Dashboard					
Search Click on license number to open the elevator license		Search Advanced Search Select Items To Pay			
Elevator License BEVC203695 ☑	Stationary BBRI114669 ☐ Engineer License				
Status: Intake Due: View App: BEVC203695	Status: License Active Due: View App: BBRI114669				

10. Click on the application number to see the license information. You will be able to print the License Certificate by selecting the Print button.

<b>*</b> C	HICAGO > Inspec	tions, Permitting	& Licensing	Translate	Select Language   🔻
Tester Griffin 🔻	r Permits ▼ 811 ▼ Tra	ade Licenses 👻 AIC D	ocumentation		Cart (0)
Home > Trade Li	censes				
Elevator Trade Licenses (Application Number - BEVC203695)					
Application Type	Basic License Information	Applicant	Documentation	Legal Agreements	Status
Application Information:   • Your license is currently active and will be available for renewal at the renewal date listed below.  Click Print button to print certificate  Print					