Step-by-Step Guide to SmartGov Contractor Registration

Please call (830) 248-1501 with any questions.

STEP 1: Go to the SmartGov portal here: https://ci-boerne-tx.smartgovcommunity.com/Public/Home

STEP 2: Click “Sign Up” link in the top right corner to create a SmartGov user account. Please note: this is NOT the contractor registration sign up. This step is to create an account to have access to SmartGov.
STEP 3: Fill out SmartGov account information.

STEP 4: Verify your email account from your email inbox.
**STEP 5:** Once your email is verified, click on the “Go” link under My Portal to begin the contractor registration steps.

**STEP 6:** Click the “Apply” link under Apply Online.

**STEP 7:** Select “Contractor Registration and Licensing” from the drop-down menu.
STEP 8: Select Contractor Type. If you do not see your category here and you do not have a state-issued contractor’s license, then you will just register as a general contractor.

![Select Contractor Type](image1)

STEP 9: Enter your company’s name under “Doing Business As.”

![Enter company name](image2)
**STEP 10:** Enter your company’s mailing address. Please do not enter the address of a job site, you will enter that on the permit application later. If your mailing address does not show up on the auto-fill list, enter it manually to proceed.

**STEP 11:** Enter Contractor License details.
**STEP 12:** Review License Application.

[Image of license application review page]

Review your information to ensure everything is correct, then click 'Save and Continue' below.

**STEP 13:** Once you save and continue from Step 12, your status will show as “pending.” Click “Go to my new license” link to submit all required license documents. City of Boerne staff cannot approve your registration until these documents are uploaded.

[Image of license application submit page]

Your license application is submitted!

PL-0020

Confirmation email sent to your.email@address.com.

Application Status: Pending

The next page outlines the details of your license application. Please review this page to see if any additional actions are needed to process your application.

Click 'Go to my new license' below for information about your registration and to upload the required documents.

Once you submit your registration, the status will stay as 'Pending' until we review and approve it.

Before we can approve the registration, you will need to upload all required documents.
STEP 14: Click “VIEW” under My Applications to view your permit and registration status.

You can click here to view your permit and registration statuses.

STEP 15: Upload documents for license registration.
**STEP 16:** My Applications: Here you can view your contractor registration and permit status.

![My Applications](image)

**STEP 17:** You should receive an email notification when your registration is approved. Once approved, your license status will change from “Pending” to “Valid” in SmartGov. This is the final step for contractor registration.

![My Applications](image)

**FINAL STEP:** You should receive an email notifying you when your registration is approved.

![My Applications](image)

The License Status will change from “Pending” to “Valid” once approved. You are now registered and able to pull permits.