

Quick Reference Guide - Business

Register Account

1. Go to <https://www.civil-systems.com/Account/Register> For the best experience, use Google Chrome.
2. Complete information on registration page and submit.
3. Check email to confirm account. If email is not in your inbox, check junk or spam folder.
4. Log in to complete account registration and setup.

Setup Account

Individual Profile

All accounts must have a complete individual profile which includes:

1. User Information with name, SSN# (last four only), and default city. (Default City should be where you do most of your business.)
2. User Address. Note: One address should be “home” which matches the address on your driver license or state issued identification.
3. User Phone.

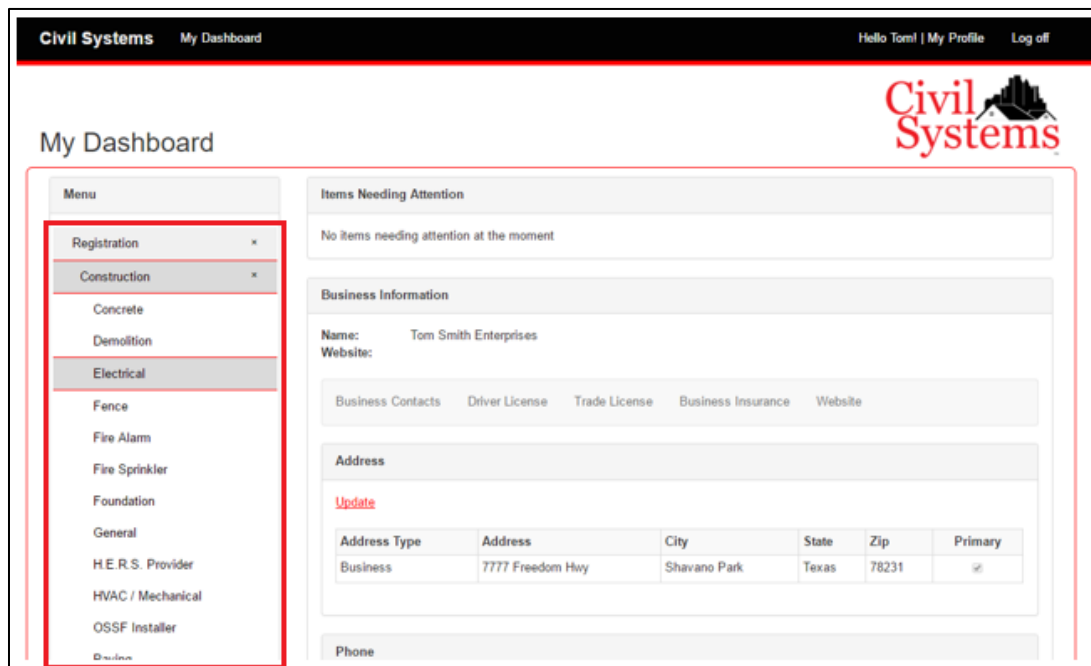
Business Profile

All business accounts must complete a business profile in addition to the individual profile:

1. Business Information with business name, type of business organization, federal tax ID# (not social security number!).
2. Business Address. One address must be the physical address location for the business. If state filed organization, this should match the state record.
3. Business Phone.

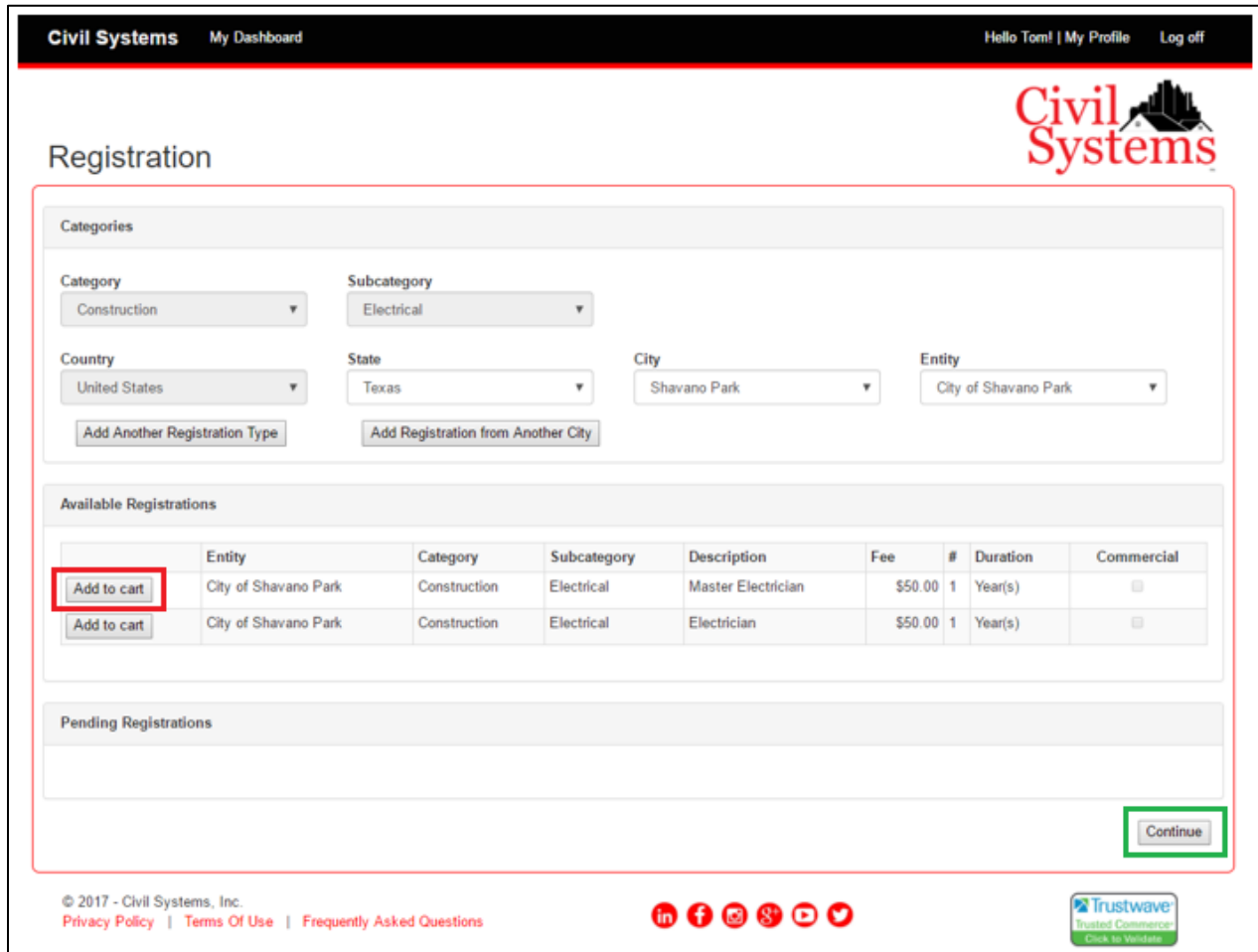
My Dashboard

Once your profile is complete, the system will direct you to “My Dashboard”. Select your registration type from the left menu as shown below. Click on the left navigation (red outline below) to interact with it. After selection, the Registration screen will open.



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On the Registration screen, find registration, then click **Add to Cart** (red outline below). When your selections are complete, click **Continue** (green outline below) and follow the directions on the next page, Pending Registrations, then checkout and payment.



The screenshot shows the 'Registration' page with the following details:

- Categories:**
 - Category: Construction
 - Subcategory: Electrical
 - Country: United States
 - State: Texas
 - City: Shavano Park
 - Entity: City of Shavano Park
- Available Registrations:**

	Entity	Category	Subcategory	Description	Fee	#	Duration	Commercial
Add to cart	City of Shavano Park	Construction	Electrical	Master Electrician	\$50.00	1	Year(s)	<input type="checkbox"/>
Add to cart	City of Shavano Park	Construction	Electrical	Electrician	\$50.00	1	Year(s)	<input type="checkbox"/>
- Pending Registrations:** (Empty section)
- Continue** button (green outline)

Requirements Overview

- Driver License is required for all principals/agents for the business.
- If state trade license is required, the state trade license holder’s driver license or state issued ID must be also be provided.
- Business Contacts:
 - Administrator – May update business information, business contacts, and business contact information.
 - Principal – Principal and/or registered agent(s) listed with the state registry for the business.
 - Responsible – The single point of contact or responsible person for the business. There is only one.
 - May Pull Permits – Business contacts with this designation may pull permits on behalf of the business.

Payment

Look for the confirmation screen or confirmation email. As a rule of thumb, if you haven’t made a payment then **your registration is not complete**. Exceptions include Plumbers and OSSF – Septic System Installers which have no fees per state law.

Insurance

- **Individual Insurance** – When insurance is in the name of the individual, submit using My Profile.
- **Entity Insurance** – When insurance is in the name of the business, the Business Administrator can add on My Dashboard. If you are a business administrator, you will see a “Business Section” with the business information on My Dashboard.