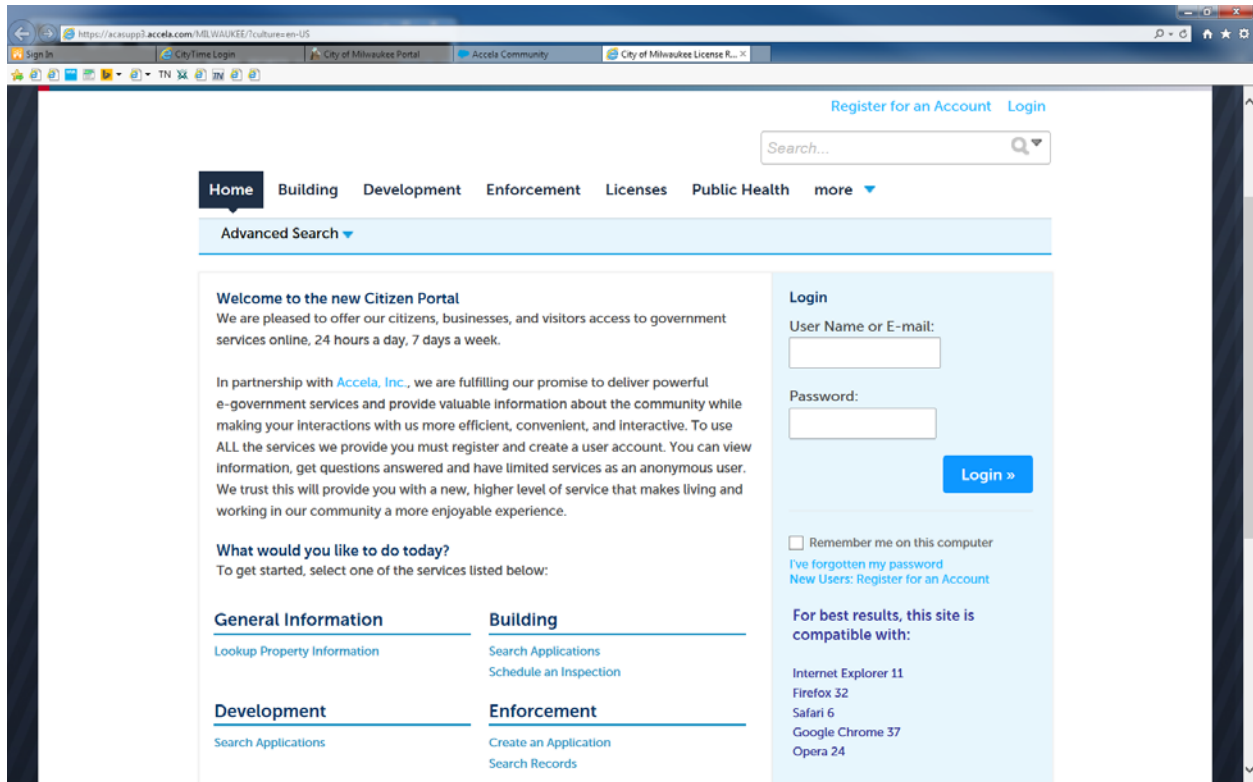


Instruction for Electrical, HVAC, and Plumbing contractors who are licensed by the City of Milwaukee to register with ACA

## STEP 1

### Create/Register for new LMS account

The login page shown below will appear. Current users should continue and enter either the **User Name** or **Email**.



**New users** will need to begin the registration process with steps 1 - 7 outlined below

The screenshot shows the 'Online Services' section of the City of Milwaukee Accela website. At the top, there is a navigation bar with 'Directory', 'Residents', 'Business', and 'Visitors' tabs, along with a search bar and a 'SEARCH' button. Below this, the 'Online Services' header is visible, with links for 'Register for an Account' and 'Login'. A secondary navigation bar includes 'Home', 'Building', 'Development', 'Enforcement', 'Licenses', 'Public Health', and a 'more' dropdown. The main content area is titled 'Account Registration' and contains the following text:

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**Disclaimer of Liability**

The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different purposes. The City also retains the right to change any content on its web site without prior notice.

I have read and accepted the above terms.

[Continue Registration »](#)

**Step 1:** Please read the disclaimer and check the box “ I have read and accepted the above terms” and click **Continue Registration**.

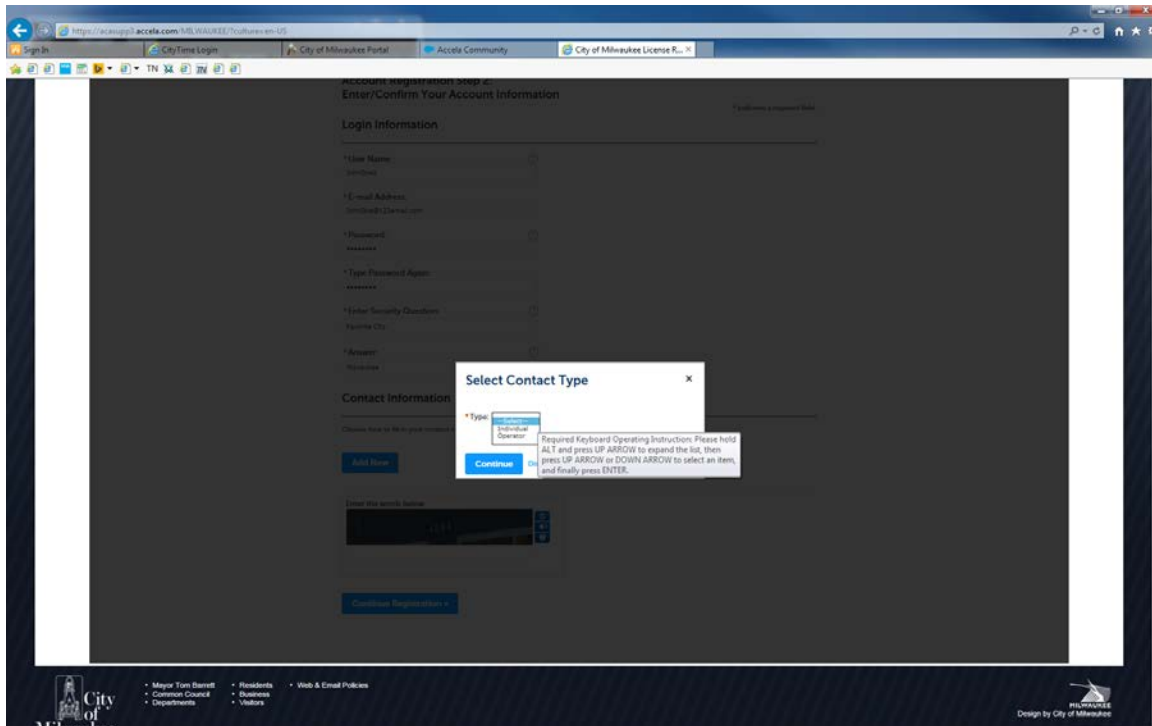
**Step 2:** Complete the required fields by entering the **Login Information:**

**User Name** – Create a unique user name

**Email Address** – Enter a valid email address for your forgotten password recovery

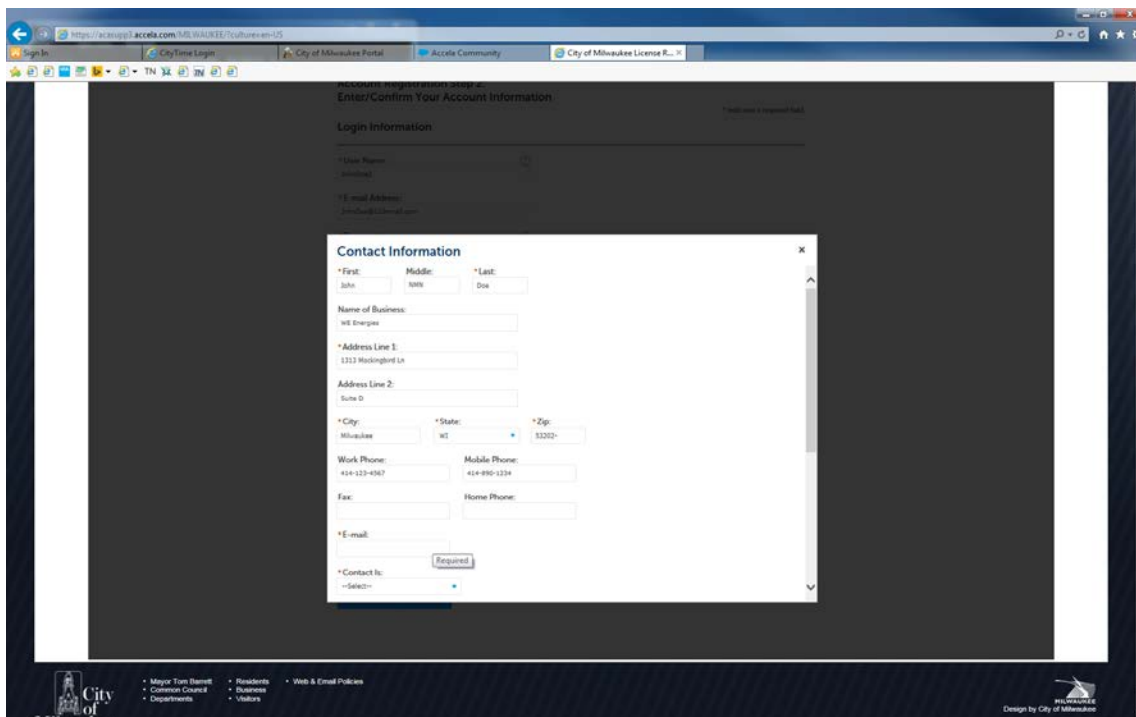
**Password** - Enter the password and verify it by entering it a second time

**Security Question/Answer** – Create a security question and answer that only you have access to and can remember. This is in case of a forgotten password.



### Step 3: Contact Information

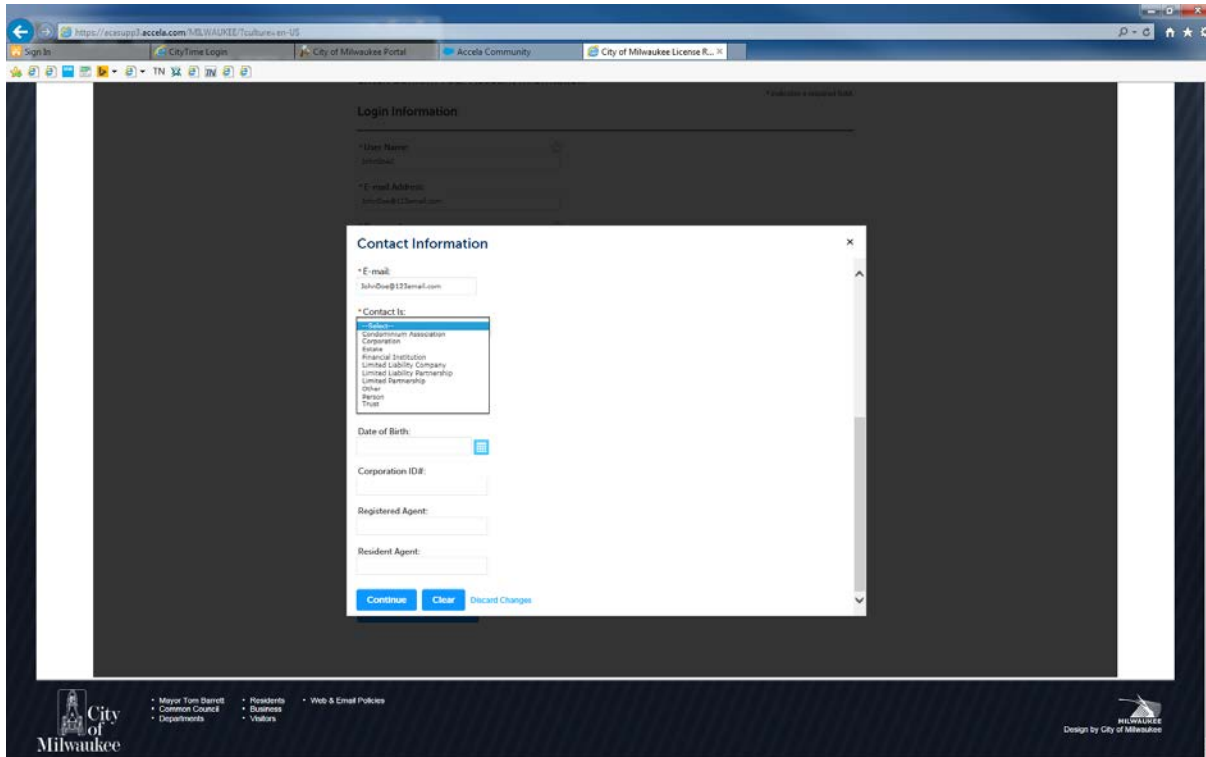
Select "Add New" and for Contact Type Select "Individual" and click Continue



### Step 4: Complete the required fields by entering the Contact Information:

\*First/Last, \*Address, \*City/State/Zip, \*Email Address, \*Contact Ids

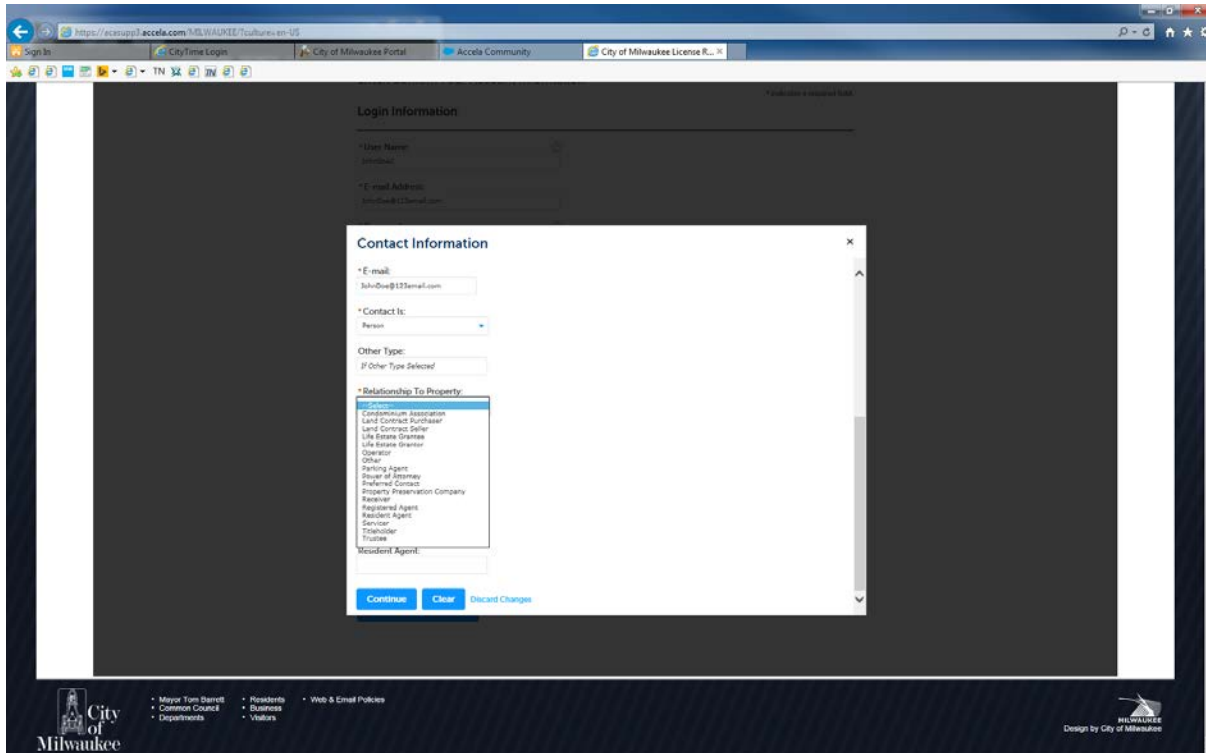
## Step 4: Continued



The screenshot shows a web browser window with the URL <https://accela.com/MILWAUKEE/Toolbars/en-US>. The page is titled "Login Information" and contains a "Contact Information" form. The form has the following fields:

- \* User Name: [text input]
- \* E-mail Address: [text input]
- \* Contact Is: [dropdown menu with a list of options: Condominium Association, Corporation, Estate, Financial Institution, Limited Liability Company, Limited Liability Partnership, Other, Person, Trust]
- Date of Birth: [text input]
- Corporation ID#: [text input]
- Registered Agent: [text input]
- Resident Agent: [text input]

At the bottom of the form are three buttons: "Continue", "Clear", and "Discard Changes". The City of Milwaukee logo and navigation links are visible at the bottom of the page.

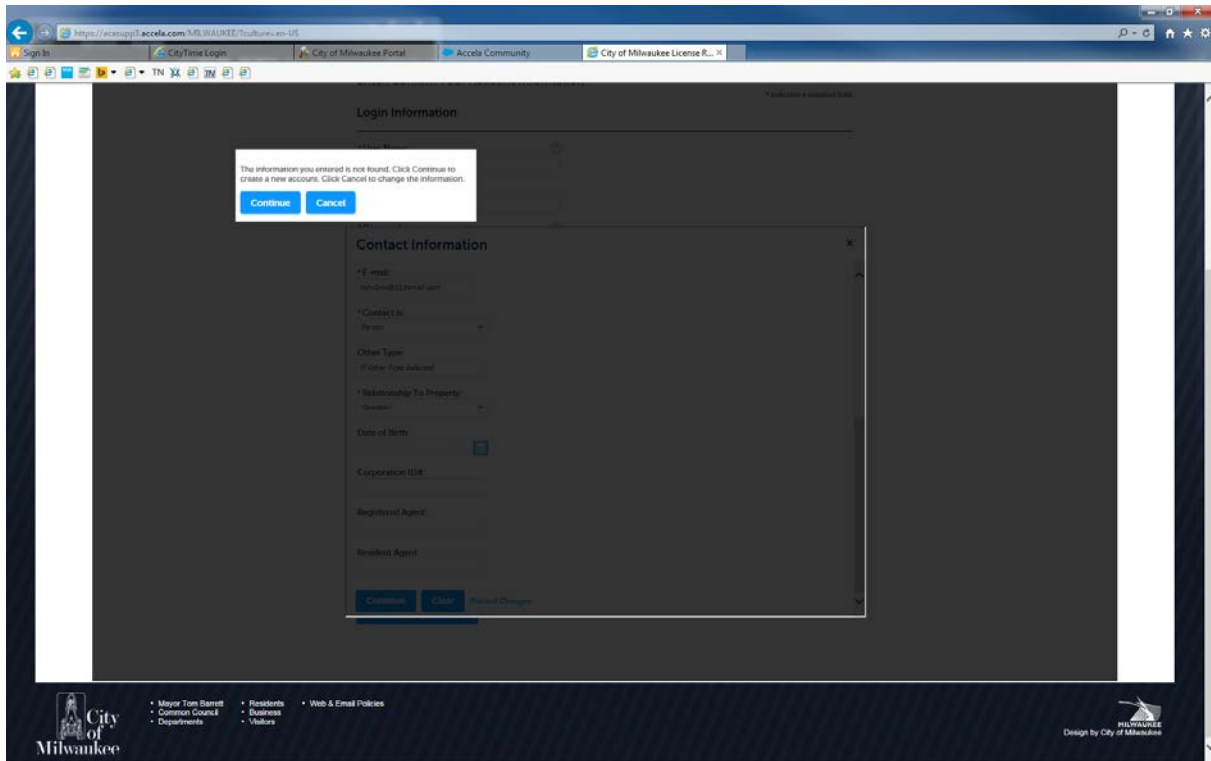


The screenshot shows the same web browser window as above. The "Contact Information" form is now filled out with the following values:

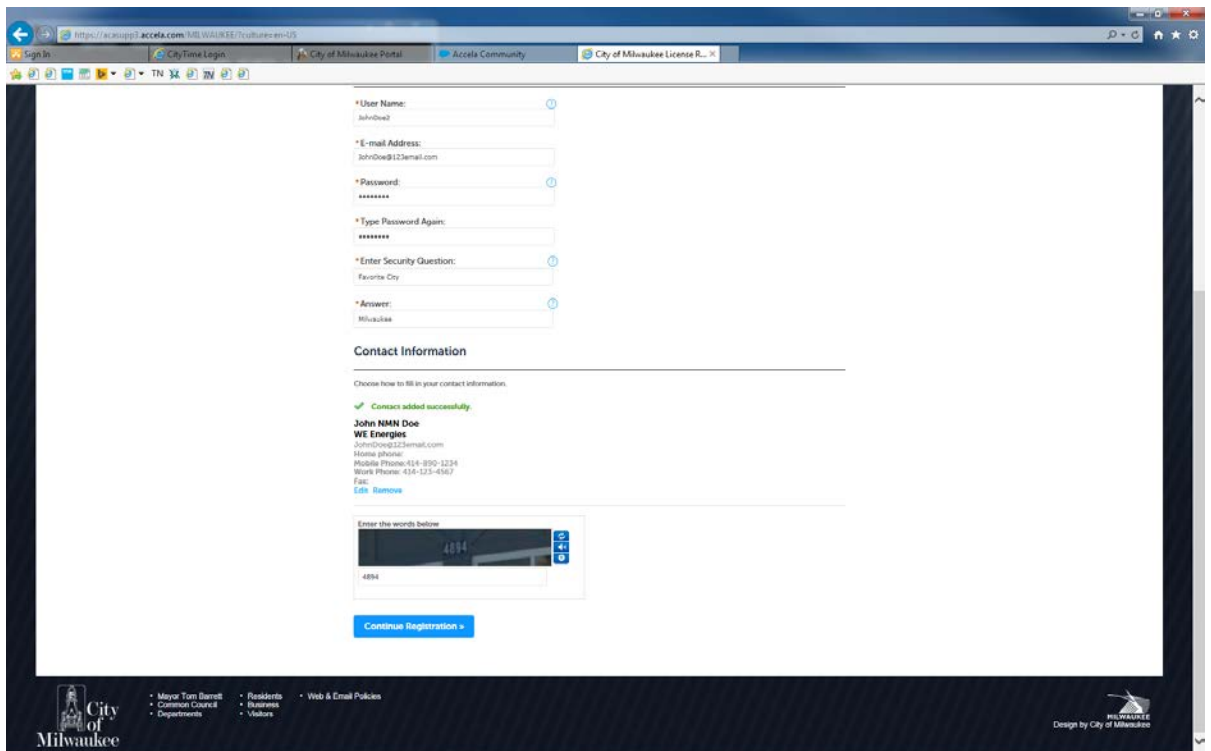
- \* User Name: [text input]
- \* E-mail Address: [text input]
- \* Contact Is: Person [dropdown menu]
- Other Type: [text input]
- If Other Type Selected: [checkbox]
- \* Relationship To Property: [dropdown menu with a list of options: Condominium Association, Land Contract Purchaser, Land Contract Seller, Life Estate Grantor, Life Estate Grantee, Operator, Other, Spelling Agent, Power of Attorney, Preferred Contact, Property Preservation Company, Receiver, Registered Agent, Resident Agent, Servicer, Trustee, Trustee]
- Resident Agent: [text input]

At the bottom of the form are three buttons: "Continue", "Clear", and "Discard Changes". The City of Milwaukee logo and navigation links are visible at the bottom of the page.

Step 4: Continued, \*Relationship to Property and click Continue

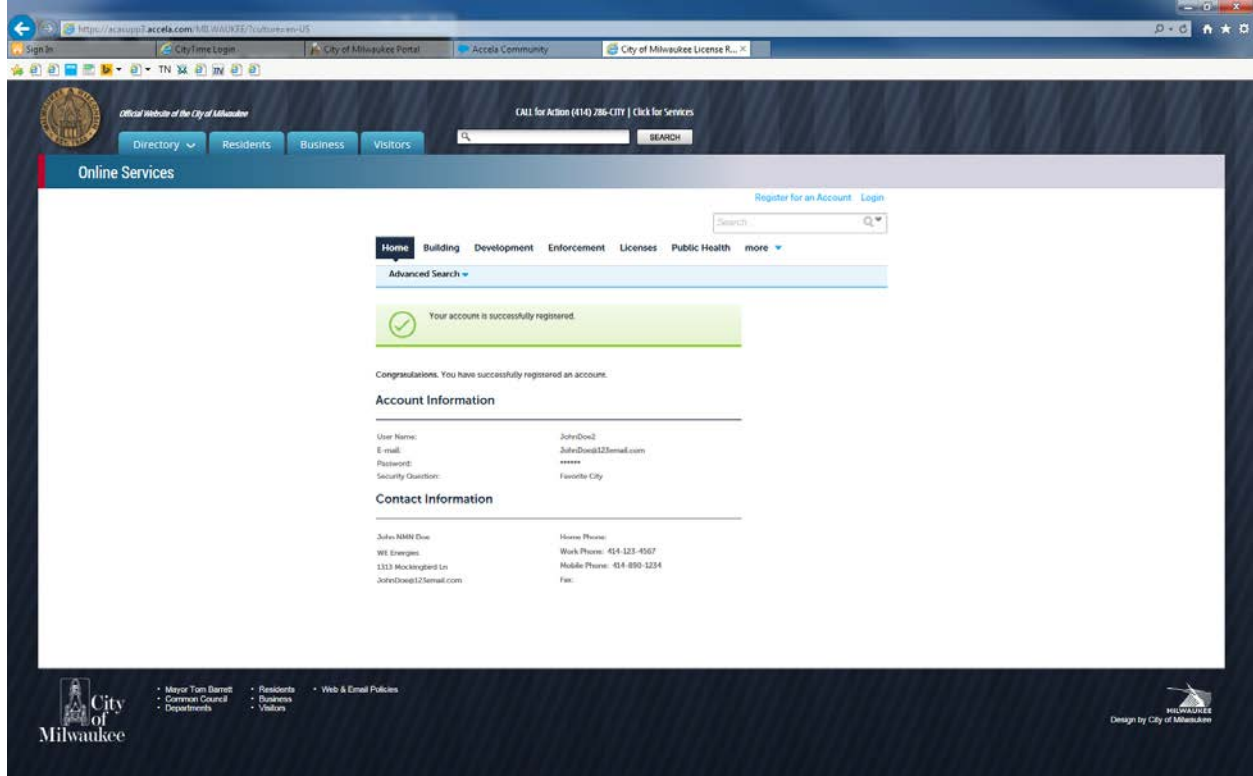


Step 5: A message will display "The information you entered is not found", Click Continue.



**Step 6: ✓ Contact Added Successfully** should display with your contact information.

*Special Note:* Enter the Words or Numbers in the Box shown above to Continue Registration



**Step 7:** A banner will display, ✓ **Your account successfully registered.**

## STEP 2.

### Connect your existing e-Permit system Account to your new LMS account

1. Using Internet Explorer 11, the preferred browser, navigate to the following web address: <http://milwaukee.gov/lms>

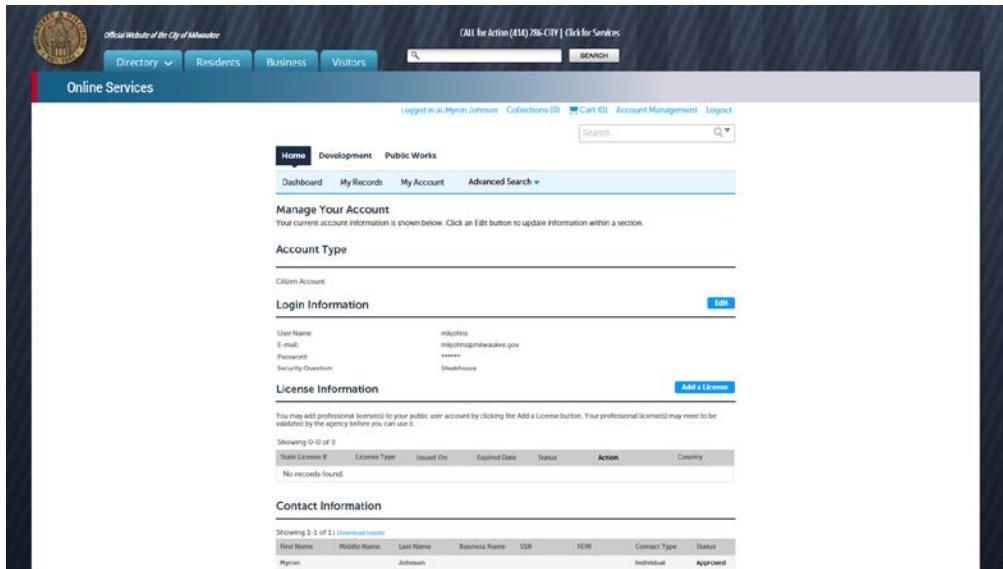
#### *Technical Tips:*

1. Form fields that are marked with a red \* asterisks indicate required fields and must have information in them to continue.
2. If you are prompted to by your browser to “**Show All Content**” please reply **Yes**
2. If you are prompted to by your browser to “**Show All Content**” please reply **Yes**



3. New Users, If you have not created an account in LMS click [here](#) for instruction, otherwise login and continue to step 4.

- Select the **Account Management** link located at the top of the page.



- Select the **Add a License** link located at the right side of the page.
  - Your professional license(s) may need to be validated by the agency before you can use it.
- Select a **License Type** from the Drop down list, **and** Enter your current State/e-Permit **License Number** click search.
- If correct license is found click on **Connect** under the Action column.

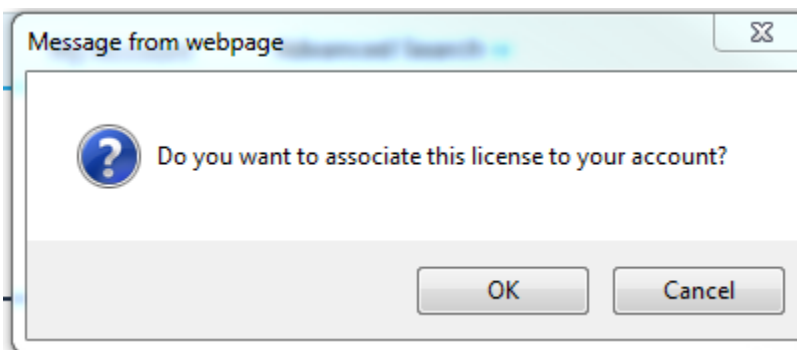
#### Adding a License:

\* indicates a required field.

#### License Information

Showing 1-1 of 1

License Number	Type	Name	Action
ELE-16-00040	Elevator Contractor	Testing Last Name	<a href="#">Connect</a> ←



- Click **OK**



The license selected will be associated to your account. You will now be able to pull permits.

## License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

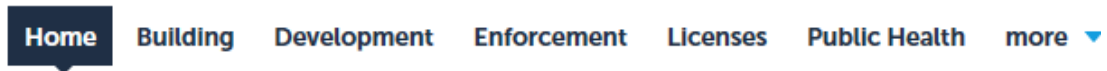
Showing 1-2 of 2 | [Download results](#)

State License #	License Type	Issued On	Expired Date	Status	Action	Country
ELE-16-00040	Elevator Contractor	09/20/2016	01/30/2017	Approved	<a href="#">Actions</a> ▼	
222684	Plumbing			Approved	<a href="#">Actions</a> ▼	United States

## Apply for a new City Contractor License

(For customers who were not previously registered in ePermits)

1. Click on Licenses tab new users will have to register for an LMS account. Click [here](#) for instruction.
2. Login to the LMS system
3. Click on Licenses tab



4. Please read the disclaimer and check the box “ **I have read and accepted the above terms**” and click **Continue Application**.
5. Select **License Type** from the available record types  
Tip: Contractor License will choose from:
  - Electrical License Application
  - Plumbing Contractor Application
  - Stationary Engineer Application
6. Click Continue Application
7. Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you already have a license, use the drop-down list to copy information from your contact record on file.
8. Fill out any required information
9. Click Continue Application
10. Enter General information:
  - a. Type of License from drop down
  - b. Expiration date if applicable
  - c. State License Number
11. Add any necessary documentation to keep on file
12. Click Continue Application
13. Review application and Click Continue Application

14. Receive new application number- keep this number to associate to your account. Click here for instruction on how to connect your license number to your account.

**Step 3: Receipt/Application Submittal**

**Receipt**



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**No Address**

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[ELEA-16-00029](#)



15. Click on record number to view Record details.

## Search for License number

1. Click on Advance Search to look up by License Application records
2. Click on Search All Records on the right hand side
3. Select License Type from drop down
4. Click Search