

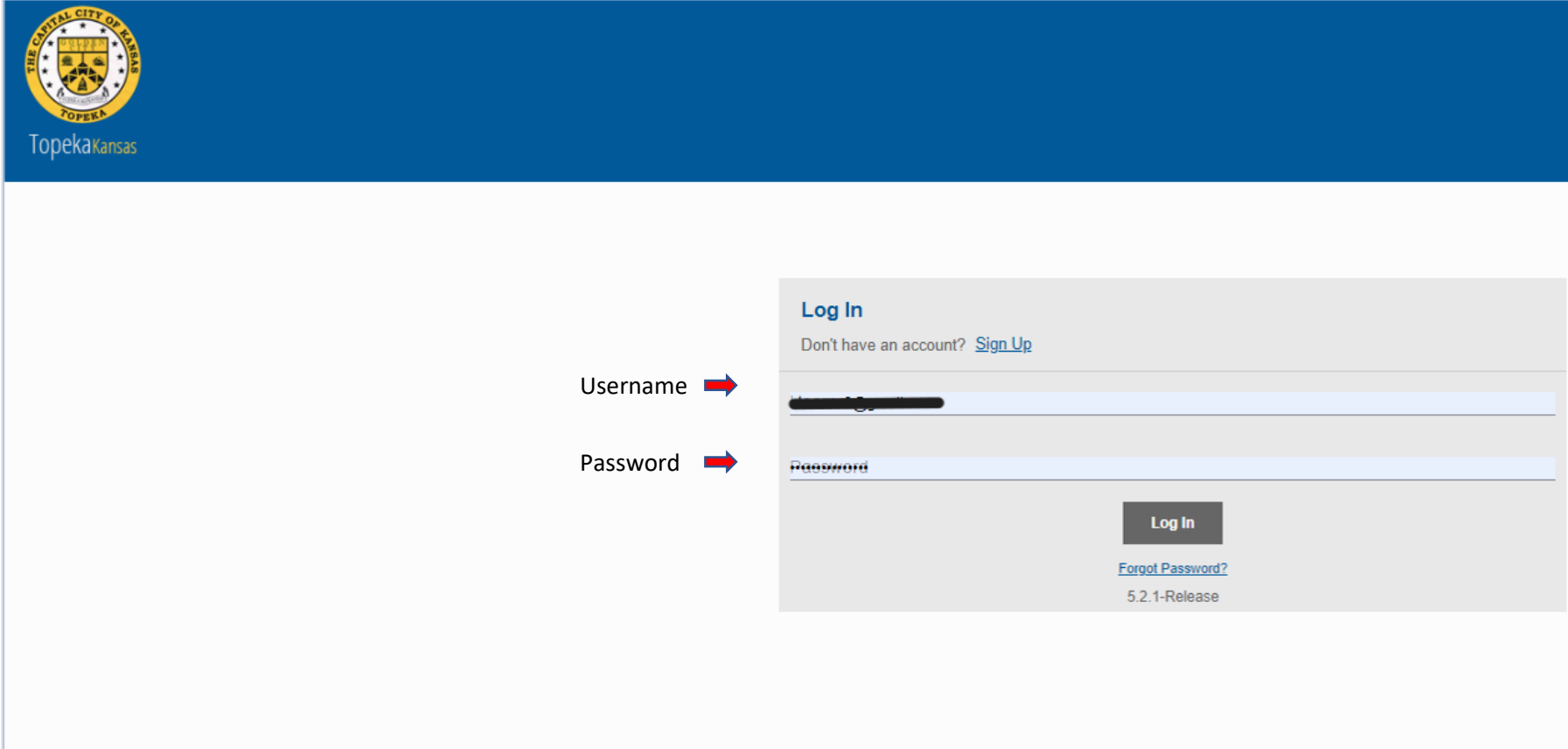
How to Renew License in the Portal



City of Topeka Permit Portal

Logging In to the Portal

- After creating your account, click the City of Topeka Seal in the top left-hand corner of the page (yellow arrow below). This will take you back to the log in screen shown below.
- Enter your new username and password in the fields with the red arrows pointing to them
- Link: <https://cityworks.topeka.org/PublicAccess/template/login.aspx>



The screenshot shows the login page for the City of Topeka. At the top left, there is a blue header containing the City of Topeka Seal and the text "Topeka Kansas". A yellow arrow points to the seal. Below the header is a white area containing a "Log In" form. The form has a title "Log In" and a link "Don't have an account? Sign Up". There are two input fields: "Username" and "Password". Red arrows point to these fields from the left. Below the input fields is a "Log In" button, a link "Forgot Password?", and the version number "5.2.1-Release".

Renewing License

When you log in, you will click on the “Renew License” tab at the top of the page (green arrow below)
You will then need to hover over the type of license below (purple arrow below) and the click on that.

THE CAPITAL CITY OF TOPEKA
TOPEKA

Create Application

Allie Berven

Submitted Incomplete Payment Pending Pending Review Permit Issued Closed Active License Renew License Expired License

Renew License

search

Sort

Electric Master License 202310045358	No Location Specified	BL-RENEWAL Actions...	Created 10/4/2023
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Once you click into your license, the screen will look like the below picture.



Create Application



Allie Berven

Back

Application

Electric Master License
202310045358

No Location Specified

BL-RENEWAL
Actions...

Created: 10/4/2023
Expires: 10/5/2023

People

Title	Name	Address
License Holder		

Application Information

Contractor Information

Last 4 SSN #

Drivers License Number

Birth Date

Exam Type
ELECTRICAL MASTER

Exam Location
PROMETRIC

Exam Score
95%

Exam Date
07/1/2012

Attachments

Add See Required Search documents

Fees

Fee	Amount	Amount Paid	Amount Due
Master Trade License Renewal	\$75.00	\$0.00	\$75.00
Technology Fee	\$3.00	\$0.00	\$3.00
Total Fees: \$78.00		Total Paid: \$0.00	Total Due: \$78.00

Payments

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

Workflow

Description	Result	Target End	Completed	M	Comments
Application Review	Approved	10/9/2023 11:29 AM	10/4/2023 11:29 AM	1	
Issue License	Issue	10/11/2023 11:29 AM	10/4/2023 11:29 AM	2	
Activate License	Activate License	10/5/2023 11:29 AM	10/4/2023 11:29 AM	3	
Application Review		09/3/2024 11:29 AM		4	
License Renewal Late Fee		09/3/2024 11:29 AM		4	

Once in your license, you will need to upload your current CEUs for the renewal year. You can do this by attaching the documents at the bottom of the page under “Attachments” (red arrow below). Please make sure to upload only your CEUs for your license. You will click the “Add” option with the paperclip next to it (green arrow below) to upload your CEUs.

People


Title	Name	Address
License Holder	[REDACTED]	[REDACTED]

Application Information

Contractor Information ^

Last 4 SSN #
Text
[REDACTED]


Drivers License Number
Text
[REDACTED]

Birth Date
[REDACTED] 


Exam Type
Text
ELECTRICAL MASTER



Exam Location
Text
PROMETRIC

Exam Score
Text
95%

Exam Date
07/1/2012 

Attachments

 Add See Required

Please wait for an email saying that we are ready
for your payment

Before the payment option is available to you we have to check your
uploaded certificates for accreditation and the State required Code
hours (and Non-Code hours if applicable)


You will then want to click the drop down menu under BL-RENEWAL (orange arrow below) and you will want to select the “Pay Fees” option from the drop down.

Application

Electric Master License
202310045358

No Location Specified
██████████

BL-RENEWAL

Actions... 

Created:10/4/2023
Expires:10/5/2023

From there, it will take you to the below screen where it will show your license renewal fee & the \$3.00 tech fee that is always charged.

Deposits

Fees

Fee	Amount	Amount Paid	Amount Due
Master Trade License Renewal	\$75.00	\$0.00	\$75.00
Technology Fee	\$3.00	\$0.00	\$3.00
	Total Fees: \$78.00	Total Paid: \$0.00	Total Due: \$78.00

Payment Amount: \$78 _____

Pay Now

Cancel

You will want to click the “Pay Now” button located at the bottom of the page (red arrow below). The payment amount (orange arrow below) should show the total amount due and that is what you will pay for the license renewal.

Deposits

Fees

Fee
Master Trade License Renewal
Technology Fee

↓

Payment Amount: \$78

Pay Now

Cancel

Once you hit the “Pay Now” button, a pop up will appear to confirm the redirection to Paymentus for payment of your license. You will select “OK” (blue arrow below).

Confirm [X]

The total amount due is \$78. You will now be redirected to Paymentus for payment processing, is that OK?

→ **OK** **Cancel**


After clicking “OK” it will take you to the screen below. You will enter all information needed below including payment information and the select “Continue” at the bottom of the screen (green arrow below)



One Time Payment

Payment Information

City of Topeka - Call 785-368-3111 to speak to a customer service representative.

 **Enter Payment Information**

All fields are required unless labeled as optional.

First Name

Middle Name

Last Name

Daytime Phone Number

Optional

ZIP Code


Email


Re-Enter email


Payment Components


Payment Type	Account Number	Date Due	Amount Due	Past Due Amount	Payment Amount
Permits	██████████		\$0.00	\$0.00	<input type="text" value="78.00"/>

Payment Method

 eCheck / Bank Account

 Debit Card

 Credit Card



Current Bill

Accounts

Important notice!

To view your Utility Water Bill or sign up for E-Bill [click HERE](#)

You can now also setup Auto-Pay, payment reminders or use mobile payments on any device.

Once you have uploaded all CEUs required & made payment, you will be able to also print your license.

You will print it by going back to the top of the screen and clicking the drop down. In the drop down you will then click "Print PDF Report" (purple arrow below & highlighted blue).



← Back

Application

Electric Master License
202310045358

No Location Specified

BL-ACTIVE

Created: 10/4/2023
Expires: 10/5/2024

Actions...
Actions...
Check Case Status
Schedule Inspection
Pay Fees
Print PDF Report
Create New Case From Current
Link Case

People

Title	Name	Address
License Holder		

Application Information

Contractor Information

Last 4 SSN #
Text
[REDACTED]

Drivers License Number
Text
[REDACTED]

Birth Date
[REDACTED]

Exam Type
Text
ELECTRICAL MASTER

Exam Location
Text
PROMETRIC

Exam Score
Text
95%

Fees

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License Renewal Late Fee		09/3/2024 11:29 AM		4	

Once you click that, it will take you to the below screen. You will want to make sure you print your “DS – License – Portal” license. You will get click on “Get PDF” (green arrow below)

This will open a window with your license on it. You will want to print this and keep it on you at all times out in the field.

