

Customer Portal

How To: Set up a ROW License

1. From the top menu select Profile.



2. If you have not already registered as a New Contractor select Register as a New Contractor. Enter all information related to the business.

A screenshot of the 'My Profile' page in the Halifax Customer Portal. The page is titled 'My Profile' and contains several sections:

- CUSTOMER DETAILS:** Includes input fields for First Name, Middle Name, Last Name, and Email Address. There are 'Change Password' and 'Change Email' buttons. A 'Notification Method' section has radio buttons for 'Postal Mail' and 'Email' (selected), with a link for 'Action Completion Emails'.
- MAILING ADDRESSES:** A '+ Mailing Address' button is at the top. Below is a table with columns for 'Address' and 'Primary'. One address is listed with a checkmark in the 'Primary' column and a red 'X' icon.
- PHONE NUMBERS:** A '+ Phone Number' button is at the top. Below is a table with columns for 'Type', 'Phone Number', and 'Ext.'. One number is listed with 'Main' in the 'Type' column and a red 'X' icon.
- Contractor Information:** A checkbox 'I am associated with a Contractor?' is checked. Below is a section titled 'MY CONTRACTOR' with explanatory text and a link to the 'Contractor Profile Guide'. There is a 'Contractor PIN' input field and an 'Associate to Existing Contractor' button.
- Referral Agency:** A checkbox 'I am associated with a Referral Agency?' is unchecked.
- Buttons:** A 'Save' button is at the bottom left, and a '+ Register as a New Contractor' button is located above the 'Referral Agency' checkbox.

Customer Portal

3. If you are registered as a Contractor click the My Contractor icon.

My Profile

CUSTOMER DETAILS

*First Name:

Middle Name:

*Last Name:

Email Address:

*Notification Method: Postal Mail Email [Action Completion Emails](#)

*MAILING ADDRESSES

Address	Primary
 65 Hines Road PO Box 84 Eastern Passage, NS B3G1M4	<input checked="" type="checkbox"/> <input type="checkbox"/>

*PHONE NUMBERS

Type	Phone Number	Ext.
Main	(902) 223 - 0863	<input type="text"/>

MY CONTRACTOR

Update your contractor information

	Sheldon's Paving Phone: (902) 555-8888, No License Numbers	<input type="checkbox"/>
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I am associated with a Referral Agency

Customer Portal

4. Click on the + Contractor License button.



Contractor

*Business Name:

Doing Business As:

Notification Method:

Primary Phone Number: () -

Office Phone Number: () -

Cell Phone Number: () -

Fax Number: () -

Email Address:

MAILING ADDRESS

+ Mailing Address

Primary	Mailing Address
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LICENSES

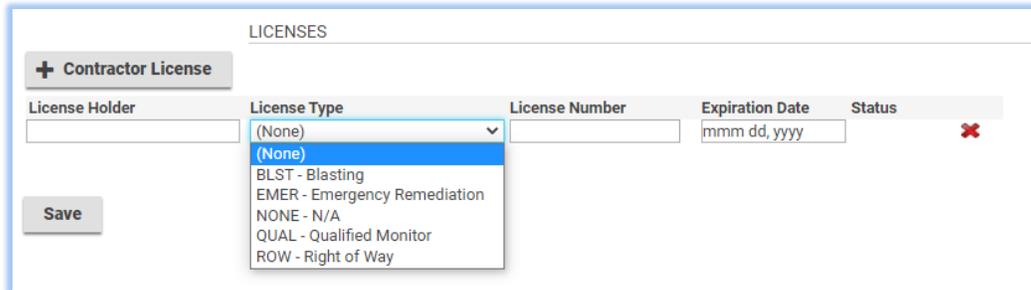
+ Contractor License

License Holder	License Type	License Number	Expiration Date	Status
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Save

Customer Portal

5. Enter the License information and select ROW – Right of Way as the License Type.



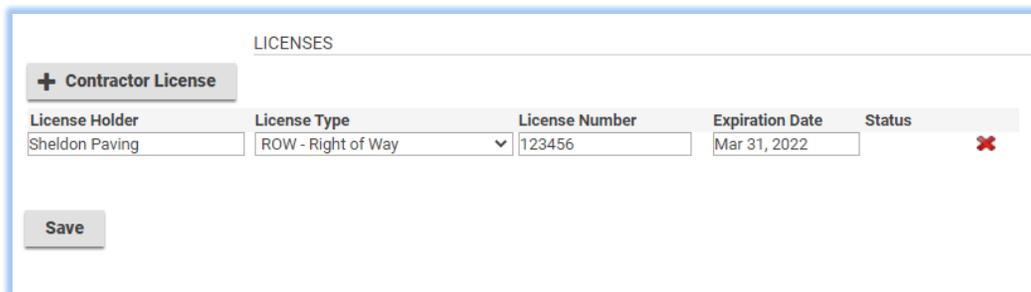
LICENSES

+ Contractor License

License Holder	License Type	License Number	Expiration Date	Status
<input type="text"/>	(None) (None) BLST - Blasting EMER - Emergency Remediation NONE - N/A QUAL - Qualified Monitor ROW - Right of Way	<input type="text"/>	<input type="text" value="mmm dd, yyyy"/>	<input type="checkbox"/> ✖

Save

6. Click Save.



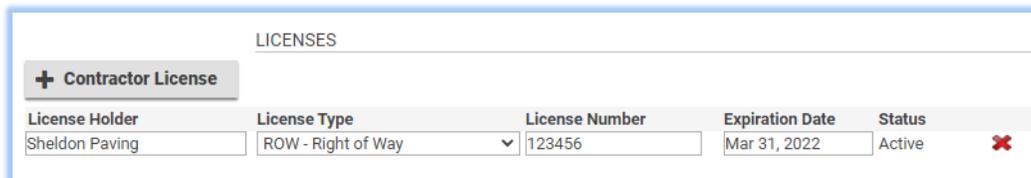
LICENSES

+ Contractor License

License Holder	License Type	License Number	Expiration Date	Status
<input type="text" value="Sheldon Paving"/>	ROW - Right of Way	<input type="text" value="123456"/>	<input type="text" value="Mar 31, 2022"/>	<input type="checkbox"/> ✖

Save

7. The Status will update to Active until the expiration date is met.

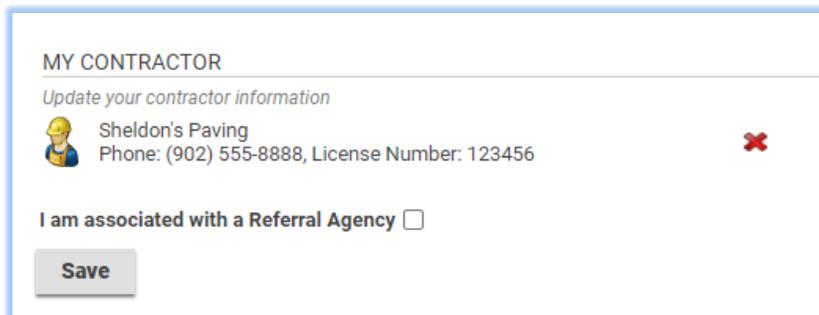


LICENSES

+ Contractor License

License Holder	License Type	License Number	Expiration Date	Status
<input type="text" value="Sheldon Paving"/>	ROW - Right of Way	<input type="text" value="123456"/>	<input type="text" value="Mar 31, 2022"/>	<input checked="" type="checkbox"/> Active ✖

8. Return to the Profile page to view the License number displayed.



MY CONTRACTOR

Update your contractor information

 Sheldon's Paving
Phone: (902) 555-8888, License Number: 123456 ✖

I am associated with a Referral Agency

Save