OSFM UST Portal



New Contractor License Instructions



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1 CONTRACTOR LICENSING APPLICATIONS – NEW CONTRACTOR

For a new contractor to apply for a Contractor License, they will need to go to the USTPortal. On the welcome page under Forms / Applications in the Online Applications section is Contractor Licensing Application.

1. Click on Contractor Licensing Applications link. A page will open giving you the option to 'Start a New Application' or 'Continue with Unsubmitted Application'.

This site allows any corporation lines underground storage tan Fire Marshal. In order to use th applicant submitting this applic shared with anyone. If you do Application to be mailed.	n, partnership or other business entity that installs, removes, upgrades, repairs, tests or ks in Illinois to submit an online application to apply for a license from the Office of the State le online application system, you must provide an email address associated with the ation. This email address will only be used for communication purposes and will not be not have an email address, you must submit the application by mail. Click <u>here</u> to access the
Please save the Access Code, appear at the top of the page	it is required to re-open the application if you close the browser. (The access code will and will be e-mailed after the contractor information is saved on the next page)
	Start a New Application
You can search for an applicati the Application ID that was pro	on that you had previously started, not yet submitted, and continue working on it by entering vided to you when you first started the application and your email address.
	the state of the s

Figure 1: Start or Continue a New Application

- 2. Click on 'Start a New Application' if nothing has been entered.
- 3. Click on 'Continue with Unsubmitted Application' to continue. Use the email address that was entered previously and the Access ID sent in the email.

1.1 CONTRACTOR INFO:

1. The Contractor Info page opens. Enter values into all the fields. All fields that are required to have data entered are marked with a red asterisk.

Contractor	info 🔪 1025								
lease update	any informat	ion as neces	sary.		CONTACT INFO	RMATION			
• Last Name	/Company	I'm A New	Contractor		• First Name		Your		
First Name					+ Last Name Co		Contact	Iontact	
	Address	1234 Your	City St		• Email Address		YourEmail@a	YourEmail@address.com	
* City * State * County		Your City IL Vip Code 65555		Verify Email Contact Phone Numbers		YourEmail@address.com			
						O Add		O Add	
				Type N	mber	Ext			
		Sangamor	1		Mobile	(555) 55	5-5555		10
	+ FEIN	77-777777	7						
Contractor Pl	none Numbe	rs		O Add					
Туре	Ne	mber	Ext						
Work	(555) 55	5-5555	222	/8					
Legend	-					2.02010	-	17221	
Required Fi	eld 🖉 - 1	vill Edit Enisting	(0 -will	Delete Emisting	× - will Remove	Existing	OAdd - will A	dd New	

Figure 2: Contractor/Contact Information Entry

- 2. Enter the name of your Company or a Last Name.
 - a. If a last name was entered, enter the First Name.
- 3. Enter an address in the first Address line.
 - a. A second address line is provided if needed.
- 4. Enter the city in City field.
- 5. Select the state from the State drop down list.
- 6. Enter the Zip Code.
- 7. Select the county from the County drop down list.
- 8. Enter the FEIN for this company.
- 9. To add the Contractor Phone Number, click on the Add button.

Extension	

Figure 3: Create a Phone Number

10. Select the Phone Type.

Select	
Fax	
Home	
Mobile	
Pager	
Work	

Figure 4: Phone Number Types

Note: You can add multiple phone numbers but only one of each Phone Type.

- 11. Enter the number and an extension if there is one.
- 12. Click on the Save button.

Туре	Number	Ext		
ontact Phone I	Numbers		O Add	
* Ver	ify Email		- 	
* Email	Address			
* La	st Name			
* Fir	st Name			
on nor an on	MATION			

Figure 5: Contact Information Entry

Note: The Contact Information is the information OSFM will use as your primary contact source for your company.

- 13. Enter the contact's First Name and Last Name in the appropriate fields.
- 14. Enter the contact's Email Address.
- 15. Enter the same email address in the Verify Email field. This is to ensure that the email has been added correctly.
- 16. A phone number is also required for the contact. Select the Add button to add the Contact Phone Number(s).
- 17. Select the phone type from the dropdown selection. Again, only one phone of each type is allowed.
- 18. Enter the Phone number.
- 19. Enter an extension if needed.
- 20. Click on the Save button.

Edit / Delete:

			O Add	
Туре	Number	Ext		
Mobile	(555) 555-5555		11	

Figure 6: Edit/Delete Options

21. If you need to edit the phone number, click on the pencil icon , make your edits and click Save.
22. To delete a phone number, click on the trash can icon .

Complete the Contractor Info window:

Back	Save and Continue
------	-------------------

Figure 7: Back/Save and Continue Buttons

- 23. When you have finished entering data, click on the Save and Continue button.
- 24. You may also go to a previous window by clicking on the Back button. You will be asked if you want to save changes before leaving the page.

Contractor Info	Modules	Branches	Terms & Conditions	Summary	Payment	Confirmation
· · · · · · · · · · · · · · · · · · ·						

Figure 8: Progress Bar

- 25. Notice the chevrons at the top changing colors as you complete each page of the application.
 - a. Blue is completed.
 - b. Green is currently working on.
 - c. Gray hasn't been worked on yet.
 - d. The Green and Blue chevrons may be clicked on to navigate in addition to the buttons at the bottom of each page.

1.2 MODULES:



Figure 9: Modules Window

Note: On the Modules page, you will notice that an Access Code is listed in the upper right corner. You may want to write this down. An email will be sent to the address that you entered on the previous page with the same Access Code. If you chose to close the application before you complete it, you will need the Access Code to continue working on the application.

1. Place a check in front of each module that a license is being requested for.



Figure 10: List of Modules

2. The question mark[@] next to Reline will display the text message when you click on it.



Figure 11: Help Text

3. Enter the data needed in the Insurance Information.

Commercial General liabil	lity insurance 🛛
★ Attach original annual cer	tificate of general liability insurance.
* Insurance Co.	
* Policy Number	
* Liability Limit	
* Effective Date	
* Expiration Date	E.C.

Figure 12: Insurance Information Section

- 4. Attach the original annual certificate of general liability insurance file.
 - a. To do this, you will need to scan it in and save the file as an Adobe Acrobat Document (pdf). Only pdf files are allowed to be uploaded to the system.
 - b. Click on the paper clip icon $^{\circ}$.

Organize • New	folde	ê			H • 🛄	0				
🗽 Recent Places	*	Documents library Includes: 2 locations		Arrange	e by: Folder •	8				
> Documents		Name	Date modified	Туре	Sze	1				
Music		Taciist20110630	6/30/2011 #53 AM	Adobe Acrobat D	49.13					
Pictures		5 faciist20110706	7/6/2011 2:44 PM	Adobe Acrobat D	475 KB					
Videos		E LeaveRequestReport	4/15/2014 9:33 AM	Adobe Acrobat D	41 KB					
	÷	🔁 LeaveRequestReportFMLA	4/15/2014 9:34 AM	Adobe Acrobat D	42 KB					
Computer		20 20				Notice of Violation-UST-2009088-201608	8/23/2016 3:15 PM	Adobe Acrobet D_	53 KB	
Local Disk (C:)			Notice of Violation-UST-2009088-220160	8/23/2016 3:10 PM	Adobe Acrobet D	62.10	1			
Local Disk (E)			🔁 PowerBuilder	11/2/2011 10:30 AM	Adobe Acrobat D	19 KB				
		🔁 SAP Crystal Reports ActiveX Designer -	5/20/2014 8:43 AM	Adobe Acrobat D	7 KB	1				
> 💵 Network		🔁 Untitled.PDFAdobe_Acrobat_Pro[1]	10/26/2011 11:27	Adobe Acrobet D	213 KB					
	*	🛃 USTS Invoices	4/24/2012 11:23 AM	Adobe Acrobat D	13 KB					
	File na	mt		- Adobe Acrobat	Document	-				

Figure 13: Locate File for Upload

- c. Locate the pdf file, highlight it and click on the Open button.
- 5. You are required to attach the Evidence of registration.



Figure 14: Evidence of Registration

- a. The same rules apply as did for the insurance, the file has to be in pdf format.
- b. There is a link to the ILSOS site where you can obtain a copy to attach.
- 6. Select if it is a Corp/LLC or Cert of Good Standing or an Assumed Business. The question mark icon next to the drop down shows:

225 ILCS 729/	35 (2): EVIDENCE OF
corporation or and, when app compliance wit Business Name	other business entity licable, evidence of the Assumed Act;

Figure 15: Help Text

- 7. Click Save and Continue.
- 8. If you have not entered an amount that is at least \$1,000,000, you be given a message when you try to Save and Continue.



Figure 16: Help Message on Save

1.3 BRANCHES:

lease add any addit	and branch officer if t						
se the edit button	to add or edit Branch	here are none, click Save Modules	and Continue t	o proceed.			
RANCH OFFICES							
KANCH OFFICES							O Add
Name 🌰	Status *	Modules	Address	City	State	Fee	
			witchie in table				_
		No data a	vallable in table	1			
Showing 0 to 0 of 0	entries	No data a	vallable in cable			Previous	Next
ihowing 0 to 0 of 0	entries	No data a	vallable in cable			Previous	Next
ihowing 0 to 0 of 0 legend Required Field	entries	No data a	xanable in Cable	ve Existing (Add - will Add New	Previous	Next

Figure 17: Branches Window

- 1. The next screen is used to enter any branch office that the Contractor may have.
- 2. To add a new branch, click on the Add button.

dit branch					
	* Name	A Branch			
	Address	123 A			
Addre	ss line 2				
* City * State		A City IL • 2ip 55655			
Contact First name Contact Last name		Abe			
		Branch			
oomedet Lu	at manne	branch			
• Conta	ict Email	ab@osfm.go	/		
• Conta ranch Phone	ict Email e Number	ab@osfm.go s	(Add	
Conta anch Phone Type	e Number	ab@osfm.go 's tumber	Ext	Add	
* Conta ranch Phone Type	e Number No dat	ab@osfm.go 's Number a available in	Ext	Add	
Conta anch Phone Type the branch	No data	ab@osfm.go s sumber a available in in operation?	Ext table • Ye	Add	
* Conta ranch Phone Type the branch Select Mode	No data currently i	ab@osfm.go s sumber a available in in operation? is Branch	Ext table • Ye	Add	
Conta ranch Phone Type the branch -Select Mode Cathodic	No dat currently i Protectio	ab@osfm.go 's Number a available in in operation? is Branch n	table • Ye	Add	
Conta ranch Phone Type the branch Select Mode Cathodic Decomm	No data currently i ules for thi	ab@osfm.gov s sumber a available in in operation? is Branch	Ext table • Ye	Add	
Conta ranch Phone Type the branch -Select Mode Cathodic Ø Decommi	No data currently ules for thi Protectio	ab@osfm.gov s sumber a available in in operation? is Branch	Ext table Ve	Add	
Conta ranch Phone Type the branch -Select Mode Cathodic Decommi	No dat. Currently i ules for thi	ab@osfm.gov *S *umber a available in in operation? is Branch n	Ext table • Ye	Add	

Figure 18: Branch Information Entry

- 3. Only the modules that were selected on the Modules window are shown and available to choose.
- 4. Enter all the data.
- 5. A phone number is also required. Click on the Add button.
- 6. Select a type, enter the phone number and Click the Save button.
- 7. Select the modules that the branch will need to be licensed for.
- 8. Click on the Save button.

ease add any add	ditional branch offices, if there are none,	click Save and Continue to proceed.		
RANCH OFFICES				O Ad
ranch				
iditeit				
Branch Name	Jorgensen Petroleum Maint Inc			🖋 Edit
Branch Name Status	Jorgensen Petroleum Maint Inc Active	Module	Expiration Date	🖋 Edit
Branch Name Status Address	Jorgensen Petroleum Maint Inc Active 1709 A North Fares Avenue	Module Tank Tightness Testing	Expiration Date 6/29/2007	Fee \$50.00

Figure 19: Branches List

- 9. The newly added branch is shown in the list.
- 10. Repeat the above steps for any additional branches that need to be added.
- 11. If you are not adding any branches or are finished with adding branches, click on the Save and Continue button.
- 12. You will be taken to the Employee List window.

1.4 EMPLOYEE LIST:

NOTE: It is required that there be at least one employee certified for each module on the application.

* See the help document on the Employee List page for in-depth help

1. Click on Add New Employee button. The Edit Employee window opens.

Employee First Name Employee Last Name Employee Middle Name ICC ID# Does this employee current	tly work f	or another	http://verify.iccsa	fe.org/	Contractor Selected: Cathodic Decommis	Modules: - Active: Protection ssioning Yes O No	
Certification Module	ID#		Effective Date	Exc	piration Date	Exam with Picts	re ID
Cathodic Protection Testing Only Yes O No O					p		Ø
							-
Decommissioning					E		Q
Decommissioning DSHA Certification Module		Effective D	ate	Expirat	ion Date	Certificatio	n
Decommissioning DSHA Certification Module OSHA 40 Hour		Effective D	ate	Expirat	ion Date	Certificatio	9
Decommissioning DSHA Certification Module OSHA 40 Hour OSHA 8 Hour Refresher		Effective D	ate	Expirat	ion Date	Certificatio	10 10 10
Decommissioning DSHA Certification Module OSHA 40 Hour OSHA 8 Hour Refresher Employees that have Testing The Also needs licensed in Decor Legend	modules on	Effective D	ate	Expirat	ion Date	Certificatio	

Figure 20: Add Employee Entry

- 2. Enter data for the employee.
 - a. Fields requiring data are marked with a red asterisk.
 - i. Employee First Name
 - ii. Employee Last Name
 - b. The ICC ID# can be verified by using the http://verify.iccasfe.org/ link.
- 3. Attach Picture ID and Certifications where needed.
 - c. Only PDF file formats are allowed to be uploaded.
 - d. Use the paperclip icon to locate the file.
 - e. Click on the paper clip icon[®].

	eries	• occuments •		search bocan	5713-	-							
Organize · New	folde	£		1	H • 🔟	0							
Recent Places	•	Documents library Includes: 2 locations		Arrange	e by: Folder •								
Documents		Name	Date modified	Туре	Size								
b 🎝 Music	11	Taclist20110630	6/30/2011 E53 AM	Adobe Acrobat D	49 KB								
Pictures									5 faclist20110706	7/6/2011 2:44 PM	Adobe Acrobat D_	475 KB	
Videos		LesveRequestReport	4/15/2014 9:33 AM	Adobe Acrobat D	41.KB								
		🔁 LeaveRequestReportFMLA	4/15/2014 9:34 AM	Adobe Acrobat D	42 KB								
Computer	4	1 Notice of Violation-UST-2009008-201608	8/23/2016 3:15 PM	Adobe Acrobat D	53 KB								
D 🏭 Local Disk (C:)		10 Notice of Violation-UST-2009088-210160	8/23/2016 3:18 PM	Adobe Acrobat D	62 KB								
Disk (E)		🔁 PowerBuilder	11/2/2011 10:30 AM	Adobe Acrobat D	19 KB								
		🔁 SAP Crystal Reports ActiveX Designer -	5/20/2014 8:43 AM	Adobe Acrobat D	7.88								
Network		🔁 Untitled.PDFAdobe_Acrobat_Pro[1]	10/26/2011 11:27 _	Adobe Acrobat D	213 KB								
		🔁 USTS Invoices	4/24/2012 8:23 AM	Adobe Acrobat D	13 KB								
,	File na	me:		- Adobe Acrobat	Document	•							
				Opro	Cancel								

Figure 21: Locate File Upload

f. Locate the pdf file, highlight it and click on the Open button.

• Employee First Name	Bob	×	Contractor Modules: 0		
• Employee Last Name	Evans		Cathodic Protection		
Employee Middle Name	[C Decommissioning		
ICC ID#	123456	http://verify.iccsafe.org/			
Does this employee curr	ently work for another contractor that is licensed by OSFM?				
		 Upload I 	Employee's Authorization to Transfe		
Does this employee alre ■ Yes ○ No	ady have their o	certification documents on file a	BobEvanAuth.pdf 🖨 🍕		
Does this employee alre ♥ Yes ○ No What certifications does t ♥ Cathodic Protection	ady have their o	certification documents on file at	BobEvanAuth.pdf 🗎 🤇		
Poes this employee alre ■ Yes ○ No What certifications does t @ Cathodic Protection Testing Only Yes ® No	ady have their o	certification documents on file at	BobEvanAuth.pdf 🗎 🤇		
Does this employee alre Yes ○ No What certifications does t Cathodic Protection Testing Only Yes ® No Decommissioning	ady have their o his employee cu	certification documents on file at	BobEvanAuth.pdf 🗎 🤇		
Does this employee alre Yes ○ No What certifications does t Cathodic Protection Testing Only Yes ® No Decommissioning OSHA 40 Hour	ady have their o his employee cu	certification documents on file at	BobEvanAuth.pdf 🗎 🤇		
Does this employee alree Yes ○ No What certifications does t Cathodic Protection Testing Only Yes ® No Decommissioning OSHA 40 Hour OSHA 8 Hour Refresher	ady have their o his employee cu O	certification documents on file at	BobEvanAuth.pdf 🗎 🤇		

Figure 22: Employee - Currently with another Contractor

- 4. If the employee is working for another contractor, select Yes for 'Does this employee currently work for another contractor that is licensed by OSFM?'.
 - g. Upload the employee's Authorization to Transfer using the paperclip icon to locate the file. This too needs to be in PDF file format.
 - h. If the employee already has their certification documents on file at OSFM, select Yes to 'Does this employee already have their certification documents on file at OSFM?'.
 - i. The Certification and OSHA modules are gone and a question asking which certifications the employee currently has.
 - ii. Select all the certifications that the employee currently has, including OSHA.



Figure 23: Employee - Certifications on File

- i. If the employee has been working for another contractor, but does not have their certification documents on file at OSFM, select No to 'Does this employee already have their certification documents on file at OSFM?'.
 - i. Select the modules the employee is certified in.
 - ii. Enter the ID#.
 - iii. Enter the Effective and Expiration Date of each module.
 - iv. Upload the Exam Picture ID or Certification for each module selected.
 - v. Add the information for OSHA and upload files for each.

					 Upload Employe 	e's Authorization to Transfe	
 Does this employee 	already hav	e their o	certification do	cumen	ts on file at OSFM?	○ Yes [®] No	
Certification Module	ID# Effective Date ommissioning 45654 12/01/2016		Expiration Date	Exam with Picture ID			
Decommissioning			12/01/2016		12/01/2018	PictureID.pdf 🛍 🍳	
DSHA		Effectiv	e Date	Exp	iration Date	Certification	
Certification Module	Effective 01/10/		01/10/2001			OSHA40.pdf	
Certification Module		01/10	/2001	01	/10/2002	OSHA40.pdf	

Figure 24: Employee – Certifications Not on File

5. If the employee has not been working for another contractor, select No to 'Does this employee currently work for another contractor that is licensed by OSFM?'.

Employee First Name	Johr	ı	Contractor Modules: ◎ Selected: ☑ - Active:				
* Employee Last Name	Eva	ns			Cath	odic Protection mmissioning	
Employee Middle Name ICC ID# • Does this employee curr	875 ently	4 work for anothe	http://verify.iccsafe.org/ er contractor that is licensed by OSFM? O Yes No				
Certification Module		ID#	Effective	Date	Expiration Date	Exam with Picture ID	
Cathodic Protection Testing Only Yes • No		8754	12/27/	2016	12/27/2018	edapp0.pdf 🛍 📎	
Decommissioning		9568	12/27/2016 12/2		12/27/2018	edapp2.pdf 🛍 📎	
OSHA Certification Module		Effective Date		Expiration	Date	Certification	
OSHA 40 Hour		12/01/2016		12/01/2	017	OSHA40.pdf 🛍 📎	
OSHA 40 Hour		12/01/2010					
OSHA 40 Hour OSHA 8 Hour Refresher						9	
OSHA 40 Hour OSHA 8 Hour Refresher Employees that have Testir Also needs licensed in Dec	ng mo	dules only do not r	require OS	5HA certificat	ion.	Ø	

Figure 25: Employee - Not Currently with another Contractor

- 6. Select the modules the employee is certified in.
- 7. Enter the ID#.
- 8. Enter the Effective and Expiration Date of each module.
- 9. Upload the Exam Picture ID or Certification for each module selected by using the paperclip icon to locate the pdf file.
- 10. Add the information for OSHA.
- 11. Click on the Save button, then Close.
- 12. If any item is incomplete you will receive a message in red print displayed in the upper left corner. Correct these and Save again.

lit Employee	
TOF	
rst Name is Required in order to save ast Name is Required in order to save	e.

Figure 26: Help Message

- 13. Click on the Close button.
- 14. Repeat the above steps for each employee being added.

vlication and add their certificat	tions Contractor Modules: Selected: Cathodic Protection Cathodic Protection Cocommissioning
ifications	
	🖋 Edit 🔋 Remove
Candidate ID	Expiration
	BobEvanAuth.p
	🖌 Edit 🛛 🛱 Remove
Candidate ID	Expiration
Construction of the second	
8754	12/27/2018
	Candidate ID

Figure 27: Certified Employee List

- 15. On the Employee List page, you will see the employees you've added.
- 16. When all the employees have been added, click on the Save and Continue button.

1.5 TERMS & CONDITIONS:

- 1. Select that As Representative of 'contractor', I agree to the Terms and Conditions.
- 2. Save and Continue.

1.6 SUMMARY:

- 1. A Summary page of the application is shown for you to review.
 - a. If changes need to be made, click on the Back button or use the chevron progress bar to return to a specific window.
 - I. You will be asked if you like to save changes before leaving the page.
 - b. If the application is complete, click on Continue to Payment button.

ontractor Inform	nation					
ontractor Info			Contact Info-			
Contractor Name	I'm A New Contractor		Contact Name Your Contact			
Address	1234 Your City St		Email Addre	ss YourE	mail@address.com	m
Country	Your City, IL 65555		Mob	ile (555)	555-5555	
County	Sangamon	A				
EEIN	(555) 555-5555 #Xt(222	2				
anches						
odules						
elected Modules			Insurance Info-			
	Decommissioning		Insurance C	o. Your	Insurance Co	
	Reline		Policy Numb	er 12343	56	
			Liability Lin	nit \$1,00	0,000.00	
			Effective Da	te 3/9/2	017	
			Expiration Da	CO 3/9/2	010	
odule Files						
ype			Fi	le Name		
ertificate of Insurar	900 Standing		1	surance.p	f Reg adf	
orphics of certors	sood standing				LOS MIKO	
nployees						
Your Employee	- ICC#: 13215					
New						
Certifications:						100
Туре		Certification	Candid	ate ID	Effective	Expiration
Decommissioning		Decommisioning.pdf	13213	5	3/9/2017	3/9/2019
Reline - Some M	lanufacturer	ManufacturerID.pdf			3/9/2017	3/9/2019
USHA 40 HOUR		Content por			3/9/2017	3/9/2018

Figure 28: Application Summary

PAYMENT:

- 1. On the Payment page, you are shown the modules that were selected and the amount for each. If there were branches added, you will also see those listed with the amount for them.
- 2. Select if the payment is to be submitted online or through the mail.

Payment	
Please select whether you're going to pay online or whether you're going to mail in your payme Note: Paying by mail will significantly increase approval time.	at with your application summary.
Module	Fee
Module: Cathodic Protection	1000.00
Module: Decommissioning	1000.00
Branch: A Branch - Cathodic Protection	50.00
Branch: A Branch - Decommissioning	50.00
Showing 1 to 4 of 4 entries	Previous Next
Total Amount Owed: \$2100.00	
O Pay Online	

Figure 29: Payment Window

3. Click on the Continue button.

otal Amount Owed: \$2100.00			
Pay Online			
Mail Dayment			
lail Payment			
tail Payment for some reason you are unable to pay online you can see avable to the Office of the State Fire Marshal. Please not	nd a check or e this will in	money order in the amount of \$20	0.00 (for each site). Please make
tail Payment for some reason you are unable to pay online you can ser ayable to the Office of the State Fire Marshal. Please not	nd a check or e this will in	money order in the amount of \$20 crease the approval time by up	00.00 (for each site). Please make to 14 days.

Figure 30: Select Payment Method – Mail Payment

0101 / 11100111 Offes: \$2100.00		
Pay Online		
Mail Payment		
ay Online		
ress continue to proceed to the pay pplication summary page is displ	ment screens. Do not close the browser window until the payme ayed.	nt process is complete and th
We Accept: DISCOVER	VISA eCheck	
or issues with online payments conta	ct OSFM - Division of Petroleum & Chemical Safety at 217-785-1020.	
here is a convenience fee charge he Office of the State Fire Marshal do rocessing company and will show on	d for using this system. The fee is not charged or collected by the 0 es not receive any portion of the convenience fee. The convenience fe your credit card statement as a separate entry.	office of the State Fire Marshal. ee is charged by the payment
lick on the Illinois State Trassurar E	Pay link to find out more information about convenience fees and to s	iee a FAQ.
and of the minors state measures		

Figure 31: Select Payment Method – Pay Online

4. When selecting Pay Online you will be taken to a secure site to enter your payment information. Fill out the required information and submit the payment. Make sure you click the close button on the payment summary page to return to the license application summary. Once you have completed payment you will be brought back to the Confirmation page.

At any point, you can exit the application with the data that was entered and saved still completed. You can return to complete the application by selecting the Continue with Unsubmitted Application button.

This site allows any corpor	ation, partnership or other business entity that installs, removes, upgrades, repairs, tests or lines
underground storage tank	is in Illinois to submit an online application to apply for a ilcense from the Offee of the State Fire Marshal. It
order to use the online app	plication system, you must provide an email address associated with the applicant submitting this
application. This email add	frees will only be used for communication purposes and will not be shared with anyone. If you do not have
an email address, you mu	at submit the application by mail. Click there to access the Application to emailed.
Please save the Access	Code, it is required to re-open the application if you close the browser. (The access code will appea
at the top of the page and	will be e-mailed after the contractor information is saved on the next page)
	Start a New Application
You can search for an app	lication that you had previously started, not yet submitted, and continue working on it by entering the
Application ID that was pr	ovided to you when you first started the application and your email address.

Figure 32: Continue with Unsubmitted Application

Enter the Access Code along with the email address, click on the Search button.

ter the Access Code that was provided	to you when you first started the application. The correct email address must also be
itered.	
Access ID	
* Email	

Figure 33: Enter Access ID and Email

1.7 APPLICATION RESULTS

After you submit the application, OSFM will review it. During the review process more information may be needed before the application can be approved.

1.7.1 Returned for Corrections

If more information needs to be included, OSFM staff person will send an email to the address entered on the application. The email will include a link to open the 'Continue Unsubmitted Contractor License Application' page along with your Access ID to make the necessary changes.

From SFMUSTIL@FDMAIL.SFM.ILLINOIS.GOV Subject Contractor Licensing Application: Y9N9L1 A Contractor Licensing application has been returned for corrections. Access ID: <u>Y9N9L1</u> <u>Click Here to open application</u>

Figure 34: Return Email for Corrections

- 1. Click on the link.
- 2. Enter the email addressed entered on the application.

- 3. Enter the Access ID
- 4. Click on the Search button.

nter the Access Code that was provided ntered.	to you when you first started the application. The correct email address must also be
Access ID	
* Email	
	Count

Figure 35: Enter Access ID and Email

- 5. Look for the highlighted section.
- 6. OSFM staff person will have entered what is needed for that section.

There is an issue with this section eviewer's Comments		Issue resolved		
2/7/2017 3:01 PM dfafdadfadf				
ndate Section				
test test - ICC#:				
test test - ICC#: New Certifications:				
test test - ICC#: New Certifications: Type	Certification	Candidate ID	Effective	Expiration
test test - ICC#: New Certifications: Type Decommissioning	Certification Test%3F.pdf	Candidate ID	Effective 2/7/2017	Expiration 2/7/2019
test test - ICC#: New Certifications: Type Decommissioning Installation / Retrofitting	Certification Test%3F.pdf Test (1).pdf	Candidate ID 123 123	Effective 2/7/2017 2/7/2017	Expiration 2/7/2019 2/7/2019

Figure 36: Section Needing Corrected

7. Click on the 'Update Section'. What you will need to update will depend on the section that is highlighted. The above image is an example of additional information needed on an employee.

There is an issue with this section	 Issue resolved
eviewer's Comments	Enter comments
2/7/2017 3:01 PM adfafdadfadf	aadfadsfadsf



- 8. The 'Update Section' link will open whichever section needs the additional information.
 - Make the necessary changes.
 - Place a tick in 'Issue Resolved'.
 - o Enter any comments that are needed.
 - Click on the Save and Continue button. You will be taken back to the full application page.
- 9. After you have made the changes, click on the Resubmit button located at the bottom of the page.

1.7.2 Approved

Once OSFM has approved it, you will also be sent an email with instructions on how to activate your online account.