

WEST VIRGINIA CONTRACTOR LICENSING BOARD

EMAIL: CLBOARD@WV.GOV ☐ FACSIMILE: (304)558-5174 ☐ OFFICE #: (304)558-7890 ☐ WEBSITE: WVCLBOARD.WV.GOV



NEW WEBSITE USER ID/PASSWORD CREATION & LOGIN INSTRUCTIONS

OPEN YOUR PREFERRED WEB BROWSER AND TYPE **WVCLBOARD.WV.GOV**;

CLICK ON LICENSING & USER ACCOUNT REGISTRATION ON THE DROP DOWN LIST;

ENTER YOUR LICENSE #, **INCLUDING THE WV**; **SUBMIT & CONTINUE**;

ENTER EMAIL ADDRESS & CELL PHONE #; CHOOSE PASSWORD IN THE FOLLOWING FORMAT:

8 CHARACTERS: **1** CAPITAL LETTER – **1** NUMBER – **1** SPECIAL CHARACTER - Example: Wv000000@1

YOU WILL RECEIVE THE FOLLOWING MESSAGE WHEN COMPLETED CORRECTLY:

You've successfully setup your user account, please save the information to use when you access online forms. **CLICK EXIT**.

ONCE REGISTERED, THE FOLLOWING SERVICES WILL BE AVAILABLE:

PRINT DUPLICATE LICENSE INSTRUCTIONS

CLICK ON LICENSING & PRINT DUPLICATE LICENSE ON THE DROP DOWN LIST;

ENTER USERID & PASSWORD;

CLICK & AGREE TO THE \$10.23 PROCESSING FEE CHARGE THEN CLICK **SUBMIT & CONTINUE**;

ENTER FIRST & LAST NAME & CREDIT CARD INFORMATION **SUBMIT**; A **RECEIPT PAGE** WILL APPEAR WITH A **PRINT** BUTTON – **CLICK PRINT** AND A PDF WILL BE GENERATED THAT CAN BE PRINTED UNTIL THE LICENSE EXPIRES.

RENEWAL INSTRUCTIONS

CLICK ON LICENSING & RENEWAL ON THE DROP DOWN LIST;

ENTER USERID & PASSWORD;

IF WITHIN 45 DAYS FROM EXPIRATION, YOU WILL BE ABLE TO PROCESS YOUR RENEWAL. FOLLOW THE INSTRUCTIONS AND ENTER ALL REQUIRED INFORMATION, INCLUDING THE CREDIT CARD PAYMENT.

IF NOT, You are not eligible for renewal until 0/00/0000 WILL DISPLAY.

REAPPLICATION/REACTIVATION INSTRUCTIONS (FOR A LICENSE LAPSED 90 DAYS OR MORE)

CLICK ON LICENSING & REAPPLICATION/REACTIVATION ON THE DROP DOWN LIST;

ENTER USERID & PASSWORD;

YOUR WV TAX & SECRETARY OF STATE ACCOUNTS, IF APPLICABLE, MUST BE IN GOOD-STANDING TO USE THIS SERVICE. FOLLOW THE INSTRUCTIONS AND ENTER ALL REQUIRED INFORMATION, INCLUDING THE CREDIT CARD PAYMENT.

UPDATE CONTACT INFORMATION INSTRUCTIONS

CLICK ON LICENSING & UPDATE CONTACT INFO ON THE DROP DOWN LIST;

ENTER USERID & PASSWORD;

MAKE CHANGES; ANSWER THE PASSWORD QUESTION THEN CLICK **SUBMIT & CONTINUE**; **CLICK EXIT**.