

Linking License to Contractor - End User Instructions

Step 1: Login to Building Pharr Citizen Portal.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Login functionality coming soon for contractors.

Step 2: Click on Account Management at the top of page.



Logged in as: Robert Test Collections (0) **Account Management** English ▾ Logout

g Pharr Citizen Portal

Environmental Health Licenses

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Step 3: Click on Add a License.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: robertTest3
E-mail: [REDACTED]
Password: *****
Security Question: first car make?
Mobile Phone: [REDACTED]

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 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

Step 4: Select a license type and enter your license number. Your license must be valid and active to be added to your citizen account. If your license does not display or is not already registered with us contact us at 956-402-4242 or visit us in person at 118 S. Cage Blvd, Pharr, TX 78577.

Updating Your Account:

Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency.

* indicates a required field.

License Information

* License Type:

* License Number:

Find License

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Step 5: You should now see a message at top of page saying a license has successfully been added to your public user account. Under License Information you should see a status of pending. A permit clerk will now have to review and approve linking your license.



██████████ professional license added successfully to your public user account.
This license must be activated before use.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Licensed Professional Account

Login Information

Edit

User Name: robertTest3
E-mail: ██████████
Password: *****
Security Question: first car make?
Mobile Phone: ██████████

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.

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State License #	License Type	Issued On	Expired Date	Status	Action	Country
██████████	Electrical	05/19/2021	05/19/2022	Pending	Actions ▼	

Contact Information

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Action	First Name	Middle Name	Last Name	Business Name	FFIN	Contact Type	Status
Actions ▼	Robert		Test			Individual	Approved