

my.WOODDALE.com Self Service Portal

Attaching Documents

<https://my.wooddale.com>



Apply for License - Contractor Registration

*REQUIRED



Attachments

Certificate of Insurance

Add Attachment



Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf,...

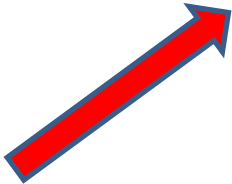
REQUIRED

Select Type 

Add Attachment



Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf,...



Depending on the application type, you will be asked to provide documentation.

Back

Create Template

Save Draft

Next

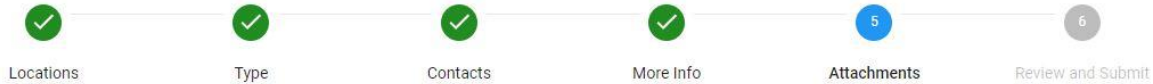
After logging in and starting the appropriate application, you will come to an “Attachments” screen.



WOOD DALE.com

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Certificate of Insurance
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+

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REQUIRED

Select Type

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+

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Back Create Template

Save Draft Next

Click on the appropriate attachment type.



Apply for License

selfservice.wooddale.com/EnerGov_Prod/SelfService#/businesslicense/apply/c52ef50d-a3ec-4d2d-8cd0-270ca0b976e0/36/0/0

Open

Desktop

Organize New folder

Libraries System Folder

Computer System Folder

Bluebeam Revu 2019 Shortcut 2.02 KB

Google Chrome Shortcut 2.13 KB

Wood Dale MERGED LIVE V6.07 Shortcut 1.06 KB

Network System Folder

BobsCode Shortcut 1.94 KB

Tyler Hub Internet Shortcut 60 bytes

General Information File folder

Next Round

File name:

All Files

Open Cancel

ry.v

Attachm

Certificate of Insurance
Add Attachment
+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

REQUIRED

Select Type

Add Attachment
+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

Choose the correct document and choose "Open".

After selecting the "+" sign, a pop-up will appear for you to choose the appropriate document.

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Attachments



If additional attachments are needed, click the “+” to add documents.

Helpful Tips:

- Upload the correct file type.
- Upload the necessary documents.

Failure to do either may delay application processing.

If no other attachments, click next.



Review the attached documents. If additional documents should be added click on the “+”. If no other documentation is needed, click “Next”.



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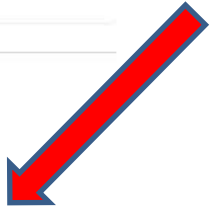
***REQUIRED**



Submit

Attachments

Certificate of Insurance



Back

Create Template

Save Draft

Submit

Review submittal. Summary of attached documents will be at the bottom. Click "Submit" to submit application.

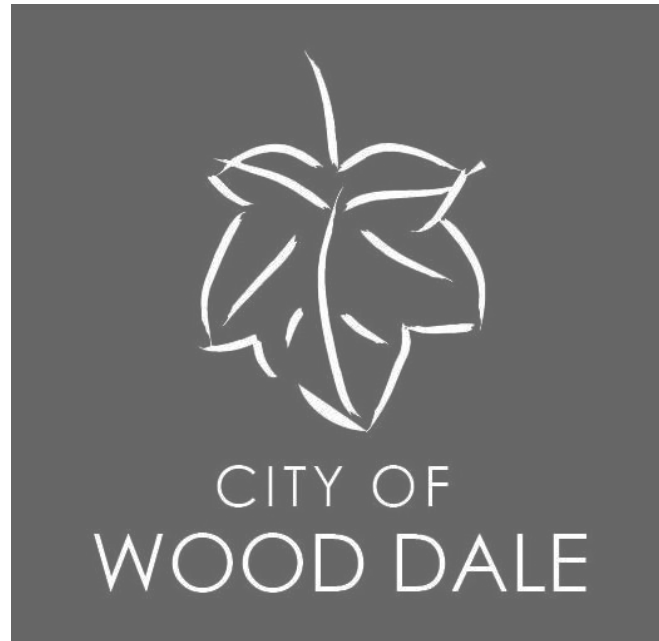
[Dashboard](#)[Home](#)[Apply](#)[My Work](#)[Today's Inspections](#)[Map](#)[311](#)[Utility/Parking Fine Payments](#)[Pay Invoices](#)[City Website](#)[Search](#)[Calendar](#)

✔ **Your application was successfully submitted!**

You application has been submitted and pending review.

[Continue to license](#)

Application has been successfully submitted.



Questions or need additional assistance?
Contact the Community Development at
(630) 766-5133.