



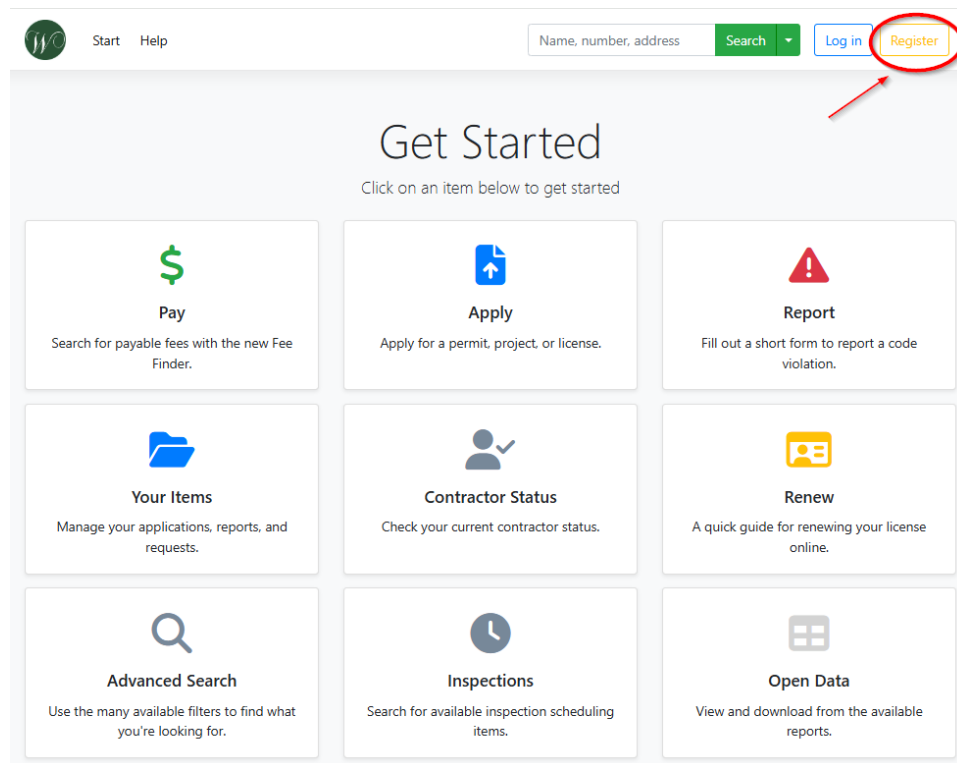
Contractor Registration Instructions:

Contractor registration is managed through the Village's online permitting system: LAMA.

Start here: <https://willowbrook.onlama.com>

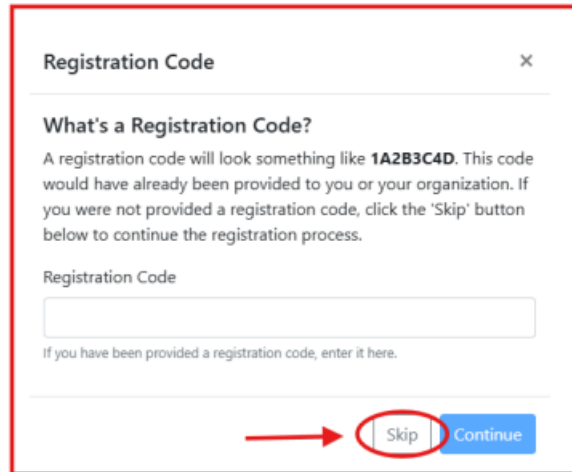
Step 1: Create an Account

1. Click Register in the upper right-hand corner of the homepage.
2. Already have an account? Skip to Step 5 to upload your license and insurance documents.



Step 2: Registration Code Box

If prompted with a Registration Code box, enter the registration code that you were provided:

A dialog box titled "Registration Code" with a close button (X) in the top right corner. Below the title is a section "What's a Registration Code?" with explanatory text: "A registration code will look something like 1A2B3C4D. This code would have already been provided to you or your organization. If you were not provided a registration code, click the 'Skip' button below to continue the registration process." Below this text is a text input field labeled "Registration Code". At the bottom of the dialog, there are two buttons: "Skip" and "Continue". A red arrow points to the "Skip" button, which is also circled in red.

If you **do not** have a registration code (used to link to an existing permit), click Skip to continue.

Step 3: Enter Account Information

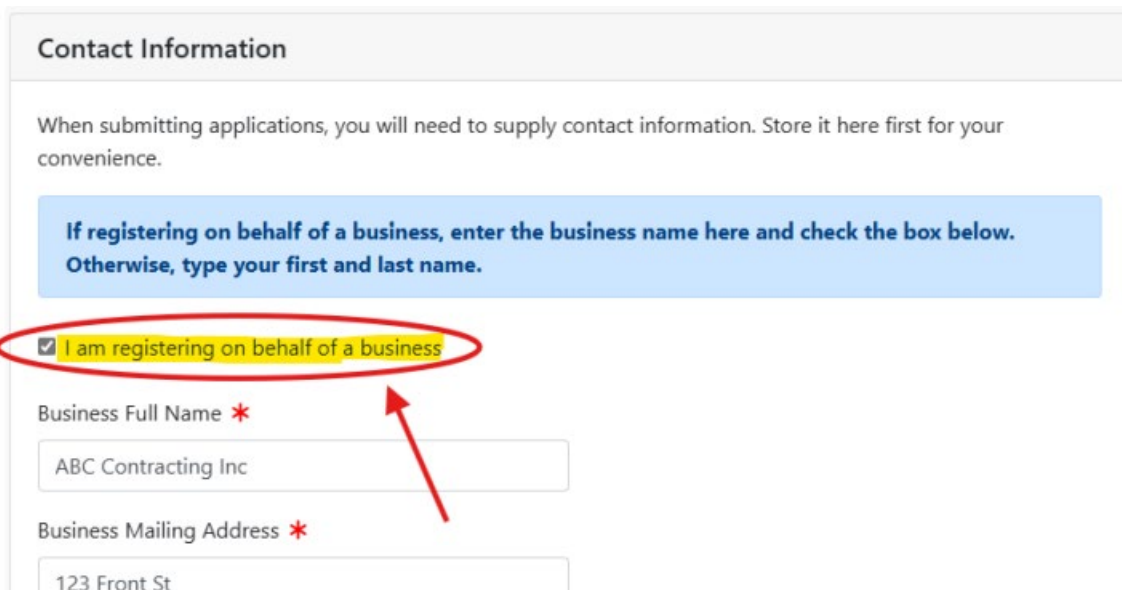
Create a username and password.

Important:

Check the box "I am registering on behalf of a business" and enter your:

- Full business name
- Mailing address (exactly as shown on your Certificate of Insurance)

This ensures that others can find your business and add you to permits. You'll receive notifications when added to a permit.

A form titled "Contact Information" with a subtitle: "When submitting applications, you will need to supply contact information. Store it here first for your convenience." Below this is a blue instruction box: "If registering on behalf of a business, enter the business name here and check the box below. Otherwise, type your first and last name." Below the instruction box is a checkbox labeled "I am registering on behalf of a business", which is checked and circled in red. Below the checkbox are two text input fields. The first is labeled "Business Full Name *" and contains the text "ABC Contracting Inc". The second is labeled "Business Mailing Address *" and contains the text "123 Front St". A red arrow points from the red circle around the checkbox to the "Business Full Name" field.

Step 4: Select Contractor Type

Check “I am registering as a contractor.”

Select all applicable trade types (e.g., General, Electrical, Plumbing).

Tip: Hold CTRL (or Command on Mac) to select multiple types.

The screenshot shows the 'Contractor Registration' form. A blue box at the top contains instructions: 'If you've already connected your account to a contractor type, you can [check your contractor status here](#). Registering as a contractor will allow you to apply for some permits where a contractor is required. To select multiple types, hold CTRL and select each of the applicable types.' Below this, the checkbox 'I am registering as a contractor' is checked and circled in red, with a red arrow pointing to it. Under the 'Type' label, a list of contractor types is shown: General, Electrical, Interior Plumbing, and Mechanical. The first three are highlighted with a red box, and a red arrow points to the 'Interior Plumbing' option. At the bottom, a blue 'Save Changes' button is visible.

Contractor Registration

If you've already connected your account to a contractor type, you can [check your contractor status here](#)

Registering as a contractor will allow you to apply for some permits where a contractor is required. To select multiple types, hold CTRL and select each of the applicable types.

☒ I am registering as a contractor

Type

- General
- Electrical
- Interior Plumbing
- Mechanical

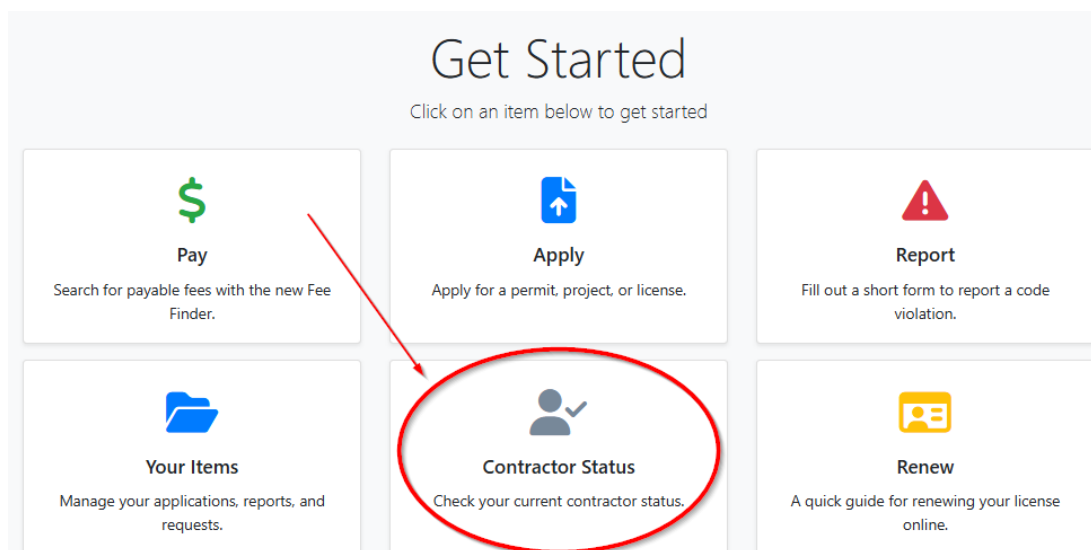
Select all applicable contractor professions for this account. To select multiple types, hold down Ctrl (Windows) / Command (Mac) and click each type.

[Save Changes](#)

Uploading Required Documents

Step 5: Upload Insurance and Licenses

1. From the homepage, click Contractor Status.



2. Based on your selected contractor type(s), a list of required documents will appear.
3. Click the blue link next to Certificate of Insurance to upload.

Contractor Status

View your current contractor status below

Electrical ✕

Requirements

- [Certificate of Insurance](#) ✕
- [Municipal License](#) ✕
- [Surety Bond](#) ✕

Roofer ✕

Requirements

- [Certificate of Insurance](#) ✕
- [State of Illinois Roofing License](#) ✕

Uploading Your Certificate of Insurance (COI)

- Enter:
 - Policy number
 - Issued by
 - Issue and expiration dates
- Upload a digital copy of your COI.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 01/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

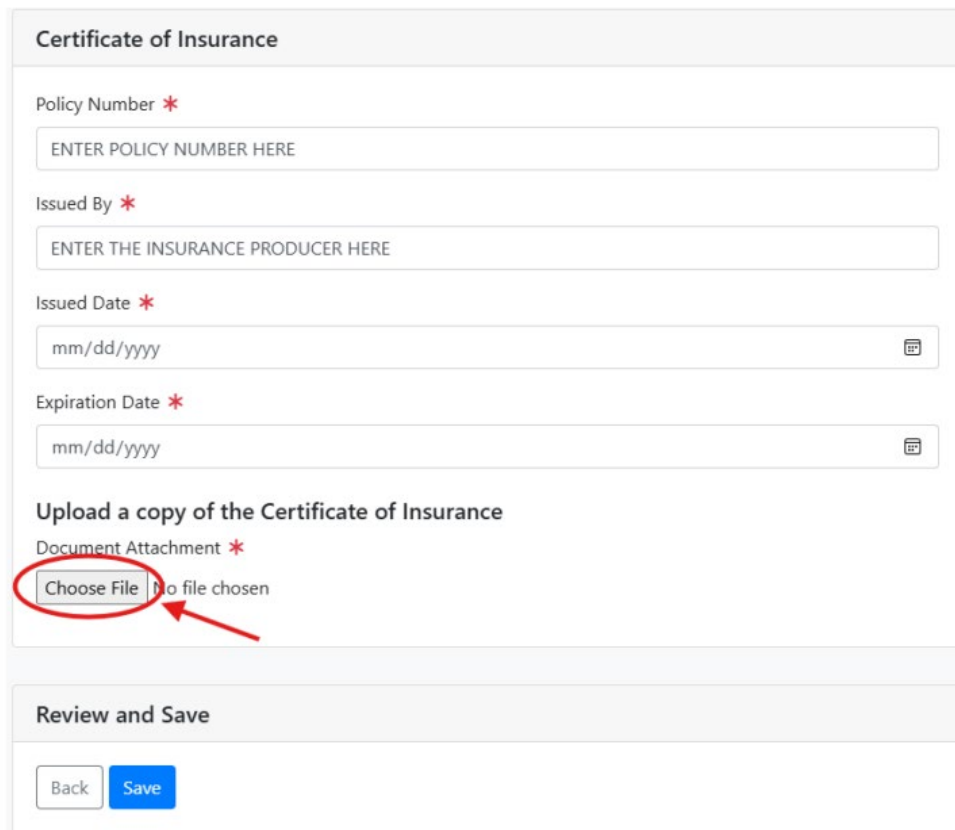
PRODUCER AGENCY NAME 123 MAIN ST BURBANK CA 91502		CONTACT NAME PHONE (A/C, No, Ext) FAX (A/C, No) E-MAIL ADDRESS	
INSURED INSURED NAME 123 MAIN ST BURBANK CA 91502		INSURER(S) AFFORDING COVERAGE INSURER A: INSURANCE COMPANY NAME INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MBD EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$

Once you've entered all the information as it appears on your Certificate of Insurance, upload a copy of the COI and click '**Save**'.



Certificate of Insurance

Policy Number *
ENTER POLICY NUMBER HERE

Issued By *
ENTER THE INSURANCE PRODUCER HERE

Issued Date *
mm/dd/yyyy

Expiration Date *
mm/dd/yyyy

Upload a copy of the Certificate of Insurance

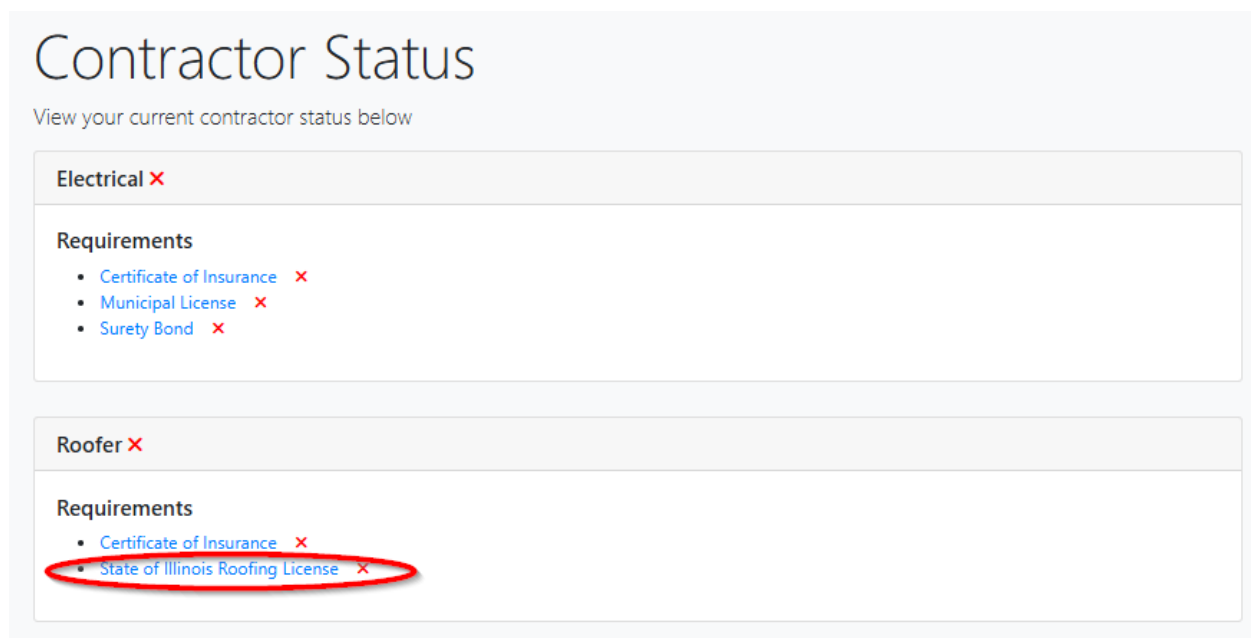
Document Attachment *
Choose File | No file chosen

Review and Save

Back Save

Uploading Your License (If Required)

1. Click the blue link next to your license requirement (e.g., State of Illinois Roofing License).



Contractor Status

View your current contractor status below

Electrical ✕

Requirements

- [Certificate of Insurance](#) ✕
- [Municipal License](#) ✕
- [Surety Bond](#) ✕

Roofer ✕

Requirements

- [Certificate of Insurance](#) ✕
- [State of Illinois Roofing License](#) ✕

2. Fill in:

- License number
- Issuing authority
- Issue and expiration dates

3. Upload a copy of the license.

4. Click Save.

The screenshot shows a web form titled "Electricians License". It contains several input fields, each with a red asterisk indicating it is required. The fields are: "Policy Number" with a placeholder "Enter Licnese Number Here"; "Issued By" with a placeholder "Enter the issuing authority here"; "Issued Date" with a placeholder "mm/dd/yyyy" and a calendar icon; and "Expiration Date" with a placeholder "mm/dd/yyyy" and a calendar icon. Below these is a section titled "Upload a copy of the Electricians License" with a "Document Attachment" field. This field has a "Choose File" button circled in red, and the text "No file chosen" next to it. A red arrow points from the "Choose File" button to the "Save" button in the "Review and Save" section at the bottom. The "Review and Save" section contains two buttons: "Back" and "Save", with the "Save" button circled in red. Another red arrow points from the "Save" button to the right.

Final Step: Approval

Once all documents are uploaded and approved:

Your contractor profile will be saved in LAMA and automatically linked to future permits where you're listed.