Customer Guide: 

**Contractor Updating Worker’s Compensation Insurance**

1. At the Code Enforcement website: [http://www.meckpermit.com](http://www.meckpermit.com), select the CONTRACTORS button.

2. At the CONTRACTOR’S TOOL BOX site, under the DO-IT-YOURSELF section, select CONTRACTORS: LOGIN HERE:

   ![](image1.png)

3. This takes you to the “Internet Permitting and Inspection System” (seasoned Meck Co. contractors will know to go directly to [http://webpermit.mecklenburgcountync.gov](http://webpermit.mecklenburgcountync.gov))

4. Inside of the CONTRACTORS box either select SIGN IN or CREATE A NEW LOGIN:

   ![](image2.png)

5. Once signed in – click on the ACCOUNT INFO link at the top to open the CONTRACTOR ACCOUNT INFO page.

   ![](image3.png)

6. At the bottom of the CONTRACTOR ACCOUNT INFO page will be options for the Worker’s Compensation Information (exempt, self-insured, policy info.). Click link to the form provided to update, make changes or additions and then hit SUBMIT:

   ![](image4.png)

   **Worker’s Compensation Information - Required Effective 1/2/2014**

   - [ ] WC Exempt
   - [ ] WC Self-Insured
   - [x] WC Policy Holder

   WC Policy Number: __________________________

   WC Policy Expiration Date: __________________________

   ![](image5.png)

   **Worker’s Comp Insurance must be updated each year (every 12 months from issuance)**![](image6.png)