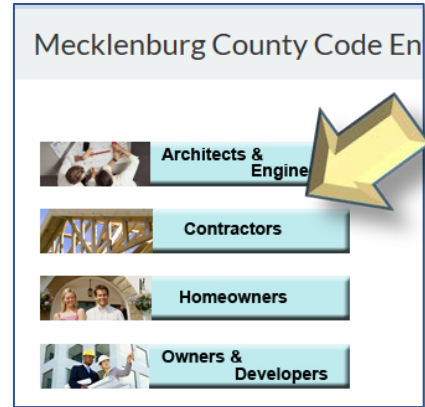


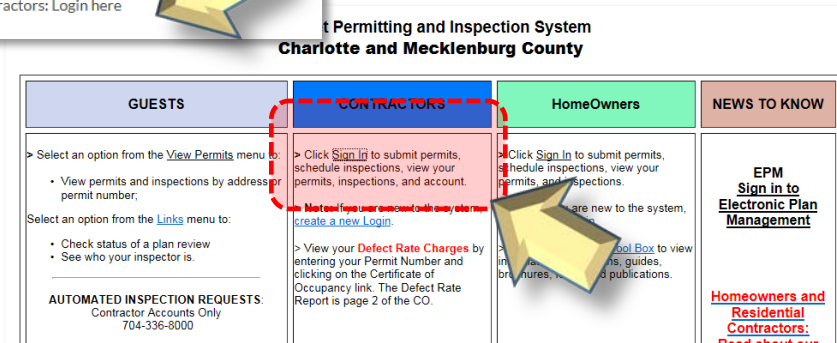
## Customer Guide: Contractor Updating Worker's Compensation Insurance

1 At the Code Enforcement website: <http://www.meckpermit.com>, select the CONTRACTORS button.

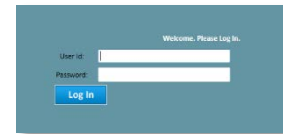
2 At the CONTRACTOR'S TOOL BOX site, under the DO-IT-YOURSELF section, select CONTRACTORS: LOGIN HERE:



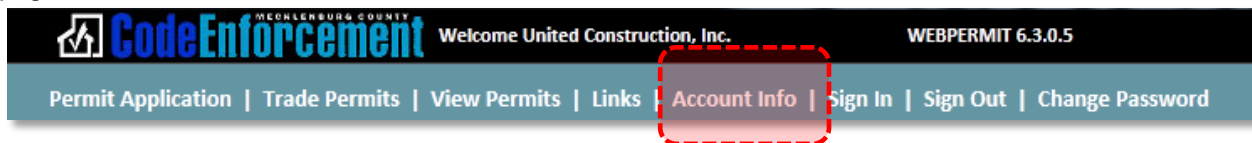
3 This takes you to the "Internet Permitting and Inspection System" (seasoned Meck Co. contractors will know to go directly to <http://webpermit.mecklenburgcountync.gov> )



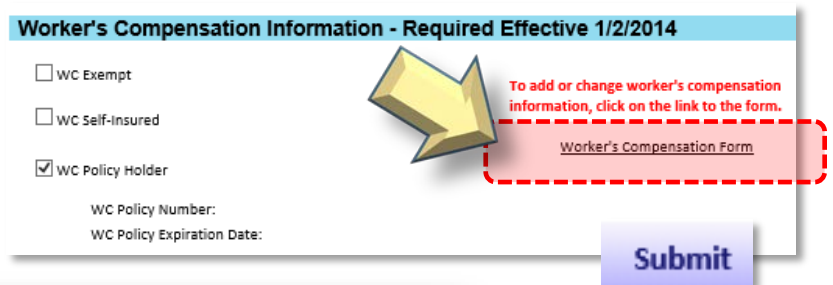
4 Inside of the CONTRACTORS box either select SIGN IN or CREATE A NEW LOGIN:



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



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:



**Worker's Comp Insurance must be updated  
 each year (every 12 months from issuance)!**

