



Reviewed 2/11/2026

Standard Operating Procedure

Contractor Renewal Process

- Applicant for contractor will receive an email letting them know that their contractor registration is eligible for renewal – the message will look like this:



- Click on the link that says take me to my records – this will take you to where you need to go to renew the registration. You will be able to update any necessary contact information and documents
- You will need to upload updated Certificate of Insurance, Bond, and State Registration.
- Once you follow these steps the engineering office manager receives and has up to 3 business days to review and approve. If there are any issues you will be asked to correct before proceeding.

***if the original applicant is no longer working for the contractor someone new will need to reapply for contractor registration**

***Tip: when you apply for contractor registration for the first time use a general email that everyone in your organization has access to, to make it easier when the applicant leaves the role.**



Reviewing/Approving Contractor Registration

1. Review “Details” and “Attachments” for accuracy
 - a. Proof of registration with the State of Indiana
 - i. Verified through IN.gov Business Search – company must be active
 - b. Insurance Company and expiration date in details matches the insurance scan
 - i. Effective dates and amounts are accurate
 - ii. City of Fishers listed as the Certificate Holder
 - c. Bond information in details matches the bond scan
 - i. Effective dates and amounts are accurate
2. Any questions or the request for any additional information to the applicant can be done by clicking “Application Review” on the Timeline and commenting. Applicant can also submit questions this way.
3. If all documents are in order the step will be marked as completed and this will trigger the contractor registration to be renewed.