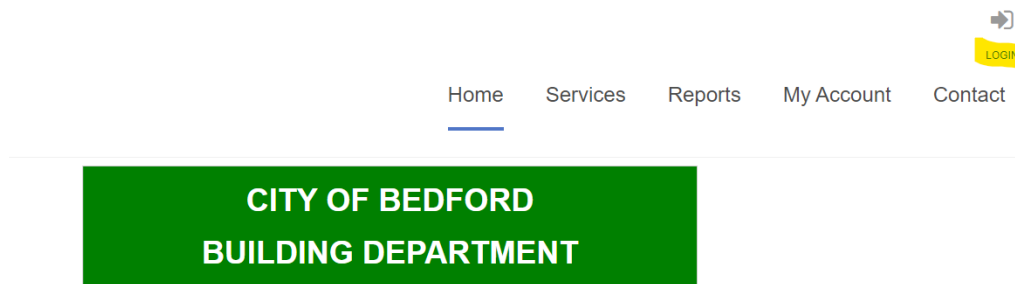
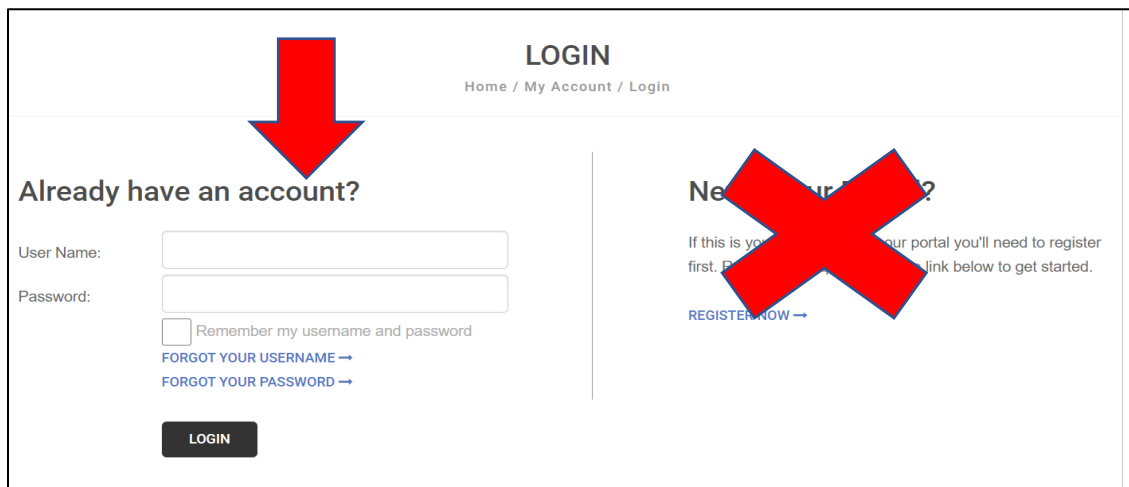


## Login & Renew a Contractor Registration on CitizenServe


1. Go to <https://www.citizenserve.com/bedford>
2. Click LOGIN in the top right corner of the screen.



3. Enter the temporary login credentials provided in the renewal email. If you are having difficulty logging in, please use the chat function by clicking on the blue bubble in the bottom right corner of the login page and someone from the website support team will help. The chat function is available Monday through Friday, 9am to 8pm.



4. Create a new password then click SAVE

 Please create a new password.

User Name:





Password:

- Once you have successfully logged in, you are ready to renew your Contractor Registration. Select My Account from the menu at the top of the page if you are not already on that screen.
- Under Register as a Contractor on the My Account page, click **RENEW CONTRACTOR REGISTRATION**.

## MY ACCOUNT

Home / My Account

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-  View my requests
-  Update my information
-  Logout
-  Make a payment

Welcome to your online account Sarah Mallette!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

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### Online Services:


 <p>REGISTER AS A CONTRACTOR</p> <p>APPLY FOR CONTRACTOR REGISTRATION →</p> <p><b>RENEW CONTRACTOR REGISTRATION</b> →</p> <p>SEARCH FOR A REGISTERED CONTRACTOR →</p>	 <p>APPLY FOR RENTAL LICENSE</p> <p>APPLY FOR YEARLY RENTAL LICENSE →</p> <p>APPLY FOR RENTAL INSPECTION →</p>	 <p>APPLY FOR A PERMIT</p>	 <p>COMPLAINTS AND REQUESTS</p>
			

- Complete all of the fields. Required fields are indicated with a vertical red line.

## RENEW MY LICENSE

Home / Services / Business Licenses / View License / Renew my license

| indicates a required field

License #:	<input type="text" value="REDACTED"/>
Name:	<input type="text" value="REDACTED"/>
Address:	<input type="text" value="REDACTED"/>
License Type:	<input type="text" value="REDACTED"/>
Sub Type:	<input type="text" value="REDACTED"/>
<b> APPLICANT INFORMATION</b>	
Email:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>

8. Press SUBMIT at the end of the form to submit the application. You will receive an email confirmation that your renewal application was received by the City of Bedford.
9. Once the application is submitted you will be directed to the payment page to make your payment.
10. Your application is considered incomplete until payment is received and processed. Once your renewal application has been processed, you will receive an email confirmation.