



## NEXT STEPS IN THE APPLICATION PROCESS

*(Home Improvement Applicants)*

### IMPORTANT INFORMATION BELOW

**PLEASE READ AND PRINT THIS PAGE**

Below are the next steps in the application/registration process:

#### **Step 1 – Notification sent to Applicant** *(will give applicants access to their LSLBC Contractor Portal)*

After the application has been processed by staff, an email will be sent from LSLBC's email, [licensing@lsbc.louisiana.gov](mailto:licensing@lsbc.louisiana.gov), to the Applicant's email address with the subject "New application notice".

The New Application notice will contain the applicant's login and password to access the applicant's **LSLBC Contractor Portal** with this board. This portal will be used to check application status, provide responses to application issues, upload additional documents, pay additional fees, as well as many other functions after the license/registration is issued.

#### **Step 2 – Deficiency Notice sent to Applicant** - *ACTION MAY BE REQUIRED OF THE APPLICANT.*

Applicant will be notified by email if any issues are found with the application or if any additional documents are required. This email notification will be sent to the applicant's email from the same LSLBC email address and it will include instructions on how to resolve these issues.

#### **Step 3 – Continuation of the Application Process** - *ACTION MAY BE REQUIRED FOR THE APPLICANT AND ACTION IS REQUIRED BY QUALIFYING PARTY.*

If any deficiencies are found, the application may continue with the remaining processes while the deficiencies are being resolved by the applicant. The remaining processes are: financial background investigation, and board review and approval. If any issues are found relating to these processes, the applicant will be notified by email to resolve these issues.

NOTE: Applicants can check their application status any time using their LSLBC Contractor Portal.

Once the registration is issued, the applicant will be notified by email and the registration certificate can be printed their portal. The original certificate will be mailed to the address on file.