COMMERCIAL LIEN NOTIFICATION PROGRAM "HOW TO'S"

1. ONCE I HAVE THE NECESSARY LICENSE, HOW DO I APPLY FOR CLNP?

Please follow these instructions to enroll into PGW's CLNP

- Go to PGW's website at www.pgworks.com
- Click on Business Solutions to open the drop-down menu.
- Click on For Landlords
- Scroll to the bottom of the page to the Commercial Lien Notification Program (CLNP) section and click on the link Enroll in CLNP
- Enter your Commercial Activity License (CAL) number
- Enter either your Philadelphia Tax Account number, EIN or business name as it appears on your business' CAL.
- Click on "VALIDATE CAL"
- Read over the Terms and Conditions of CLNP. To participate in CLNP you must accept the Terms and Conditions of the program. Click on the AGREE tab to accept the Terms and Conditions.
- Complete the Enrollment Application by filling out all pertinent fields marked with an asterisks(*) with the required information
- Click on SUBMIT
- CLNP will email you a confirmation email with a link that you **MUST click on to activate your Enrollment Application**.

2. ONCE I COMPLETE MY ENROLLMENT INTO CLNP, HOW DO I REGISTER MY COMMERCIAL PROPERTY(IES)?

Please follow these instructions to register your Commercial rental property(ies):

- Go to PGW's website at www.pgworks.com
- Click on Business Solutions to open the drop-down menu.
- Click on For Landlords
- Log into your CLNP account by scrolling to the bottom of the page and clicking on the Login to CLNP link under the CLNP section
- Enter your username and password and click "LOG IN"
- From the HOME page, scroll down to the bottom and click on the link REGISTER COMMERCIAL PROPERTIES

- Enter your CAL number and the Philadelphia Tax Account number, EIN or the name as it appears on the CAL.
- Click on VALIDATE CAL
- Enter your Office of Property Assessment (OPA) Account Number (also known as Parcel number) then click on the tab SEARCH OWNER.
- Review the rental property address.
- If correct, click on either "I AM THIS OWNER" or "I AM A LAWFULLY AUTHORIZED AGENT FOR THIS OWNER". (If you click on the "AGENT" tab, you'll be asked to enter information of the Owner of the property you are registering)
- From the listed properties, you can only register those properties listed under "CUSTOMER TYPE" as COMMERCIAL. Click on the box to the left of the address to select those premises or units you want registered in your CLCP account. (If you want to select all of the listed properties/units at one time, click on the checkbox in the blue area next to the title "ADDRESS").
- Click on the tab "REGISTER PROPERTIES"
- Click in the checkbox to AGREE to the bullet points and then click on CONTINUE
- Click on CONFIRM to register the listed premises/units

3. HOW DO I REMOVE A PROPERTY FROM CLNP? FOR EXAMPLE, IF I NEED TO REMOVE IT BECAUSE I SOLD THE PROPERTY.

Please follow these instructions to remove your registered property:

- After logging into your CLNP account, click on the link titled "MANAGE COMMERCIAL PROPERTIES"
- Select the property(ies) you want removed by clicking in the checkbox(es) next to the listed address(es)
- Click on the tab REMOVE PROPERTIES
- Confirm that you want to remove the property(ies) by clicking "OK"

4. I MOVED AND NEED TO CHANGE MY ADDRESS /EMAIL ADDRESS/PHONE NUMBER. HOW DO I UPDATE MY CONTACT INFORMATION?

Please follow these instructions to make any changes your listed personal contact information:

- Log into your LCP account.
- From the home page, click on the tab "MY ACCOUNT" next to the LOG OUT tab.

- Click on the link titled UPDATE YOUR USER INFORMATION.
- Click on the tab titled EDIT CONTACT INFO.
- Make your necessary changes
- Click on the SAVE tab to save your changes.

NEED ADDITIONAL INFORMATION?

Please contact CLNP@pgworks.com or view the Frequently Asked Questions on our website.