

Calgary



Vehicle for Hire Online Portal

Mechanics User Guide

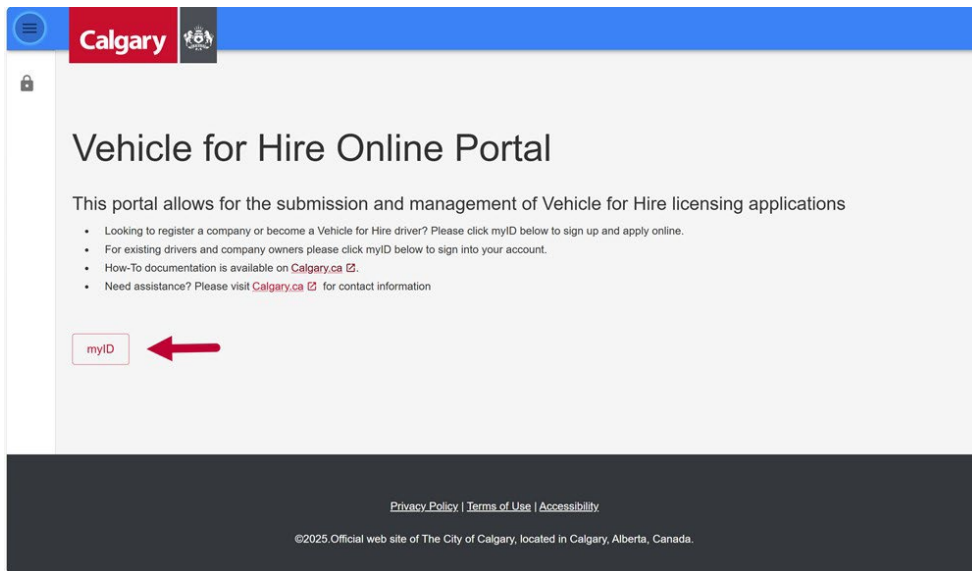
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1.1 Setting Up a myID Account


To access the Vehicle for Hire Online Portal for a Mechanic, an individual must register for a City of Calgary *myID* Account.

Go to the Vehicle for Hire [landing page](#) and choose *myID*. This will direct you to the *myID* sign up or sign in page.



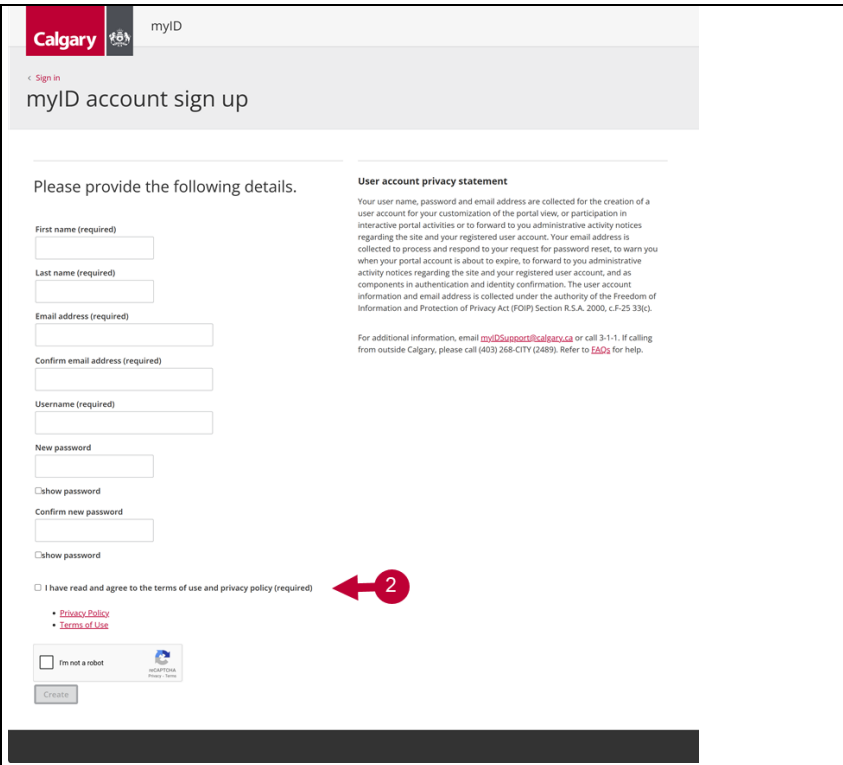
<p>You will need to create a <i>myID</i> personal account.</p> <ol style="list-style-type: none">1. Select to Create a myID account.	
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2. Complete all the required information in the form. Enter your first and last name, and your email address. Select a username. If the name is available, you will see this message:

 Username is available

If the username is not available, please select a different username. Select a password and then re-enter to confirm your password.

Be sure to click the acknowledgement before the Captcha.



Calgary myID

< Sign in
myID account sign up

Please provide the following details.

First name (required)
Last name (required)
Email address (required)
Confirm email address (required)
Username (required)
New password
show password
Confirm new password
show password

I have read and agree to the terms of use and privacy policy (required) **2**

- [Privacy Policy](#)
- [Terms of Use](#)

I'm not a robot
Create

User account privacy statement
Your user name, password and email address are collected for the creation of a user account for your customization of the portal view, or participation in interactive portal activities or to forward to you administrative activity notices regarding the site and your registered user account. Your email address is collected to process and respond to your request for password reset, to warn you when your portal account is about to expire, to forward to you administrative activity notices regarding the site and your registered user account, and as components in authentication and identity confirmation. The user account information and email address is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section R.S.A. 2000, c-F-25 33(c).
For additional information, email myIDsupport@calgary.ca or call 3-1-1. If calling from outside Calgary, please call (403) 268-CITY (2489). Refer to [EADs](#) for help.

After you click *Create*, the system will send a confirmation message to the email account you used.

Dear

You have initiated the process of creating your a new City of Calgary myID account with Username:


To complete this process, please enter the below validation code on myID to verify this email address.

Validation Code:

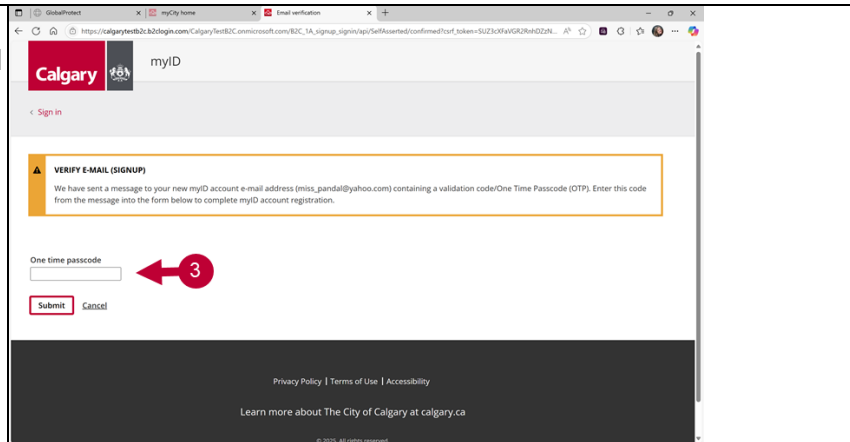
You will be prompted to provide this validation code every time you login to myID (or a partner business application) until you actually provide it once to get your email verified.

Thanks,

The City of Calgary



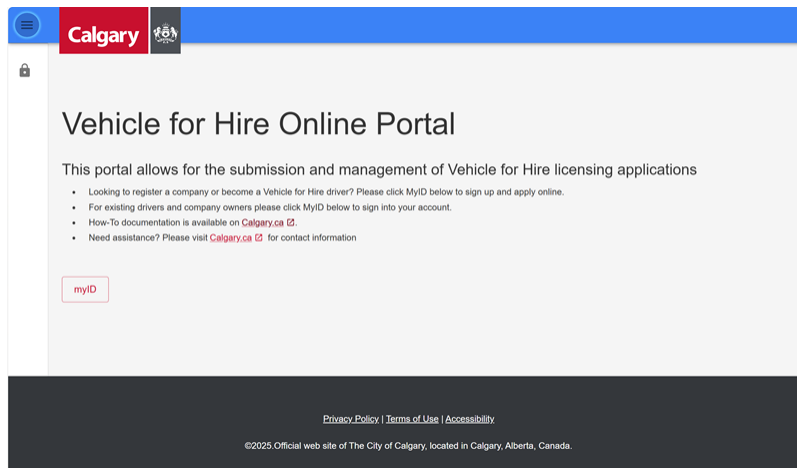
3. Enter the Validation Code from the email and click *Submit*.



You will then be redirected back to the *myID* sign up/sign in page from Step 1.

1.1 Setting up a Mechanic

Go to the [Vehicle for Hire Online Portal](https://vehicleforhire.calgary.ca) (vehicleforhire.calgary.ca) and select *myID* to sign in.



<p>1. Once you have logged in, you will be redirected back to the Vehicle for Hire Online Portal.</p> <p>Click the <i>Mechanics</i> Icon.</p>	A screenshot of the Vehicle for Hire Online Portal dashboard. The page title is 'Online Vehicle for Hire Portal'. Below the header, it says 'Welcome to the Vehicle for Hire Online Portal' and 'Please click on an option below to proceed with an application, or update your company.' There are four main menu items: 'Company Information', 'Brokerages / Transportation Network Companies', 'Inspection Stations', and 'Mechanics'. A red circle with the number '1' and a red arrow points to the 'Mechanics' icon. The footer is the same as the previous screenshot.
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There are two ways to be added as a Mechanic to an Inspection Station. You can Become a Mechanic yourself at your own Inspection Station or you can be invited to become a Mechanic by an Inspection Station.

For instructions on how to Invite a Mechanic to set up with your Inspection Station, please see the Inspection Station user guide.

To Become a Mechanic yourself at your Inspection Station:

2. Choose the correct Inspection Station from the dropdown and then click *Become a Mechanic*.

Online Vehicle for Hire Portal

Home > Mechanics

Mechanics

Setup and Renew Mechanics. For additional information, please review our [How-To](#) guide.

Name	Phone	Email	Expiry	Status	Actions
No mechanics found for Your Neighbourhood Repairs. Invite mechanics to get started.					

+ Become a Mechanic

Inspect Mechanic

To complete a Mechanic application after being invited by an Inspection Station:

3. Choose the correct Inspection Station from the dropdown and then click *Edit Application*.

Online Vehicle for Hire Portal

Home > Mechanics

Mechanics

Setup and Renew Mechanics. For additional information, please review our [How-To](#) guide.

Name	Phone	Email	Expiry	Status	Actions
Test Mechanic (You)	555-555-5555	kristin.marriott@calgary.ca	-	New	Edit Application

Inspect Mechanic

4. Complete the Contact Information for the Mechanic.

The screenshot shows the 'Mechanic' form in the 'Online Vehicle for Hire Portal'. The form is titled 'Mechanic' and includes a 'How-to' guide link. It is divided into two main sections: 'Contact Information' and 'Address'. The 'Contact Information' section contains fields for First Name (Required), Middle Name, Last Name (Required), Primary Phone (Required), Inspection Station (Required) (with a dropdown menu showing 'Your Neighbourhood Repairs'), and Email (Required) (with the value 'kristin.marriott@calgary.ca'). The 'Address' section contains fields for Street Address (Required), Unit/Suite, City (Required) (with the value 'Calgary'), Province/State (Required) (with the value 'Alberta'), Country (Required) (with the value 'Canada'), and Postal/ZIP (Required) (with the value 'T2R1N1').

5. Scroll down the page and click *Add Qualification* to add your Mechanic Qualification information.

After entering in the information, click *Add*, and then click *Next*.

The screenshot shows the 'Qualifications' section of the form. It includes a 'Driver's Licence' section with fields for Driver's Licence Number (Required), Driver's Licence Class (Required) (with a dropdown menu), and Licence Expiry (Required) (with a calendar icon). Below this is the 'Qualifications' section, which states: 'The minimum qualifications to apply as a Livery Mechanic: The applicant must have a minimum of a valid journeyman motor mechanic or heavy duty mechanic's licence issued by the Province of Alberta in order to be considered as a Certified Livery Mechanic.' A message box indicates 'No qualifications added. Click "Add Qualification" to get started.' A red arrow points to the '+ Add Qualification' button. At the bottom of the form, there are buttons for 'Discard', 'Save and Continue Later', and 'Next ->'.

6. You must now complete the Mechanic Questions.

For each item, type in your response. Write clear answers to each question with as much information as you can provide. This will help the Licensing Representatives when they evaluate your application.

Mechanic Questions

Please answer the following questions with as much detail as possible and attach sample documents to validate responses as needed. Note that these questions are in direct relation to the [Vehicle for Hire Bylaw](#) 20M2021, requirements for an Inspection Station and a Mechanic to operate in the vehicle for hire industry while some sections are stated for the applicant's reference only and may not require a response.

6

Section 135

Section 142

If the Director has reasonable grounds to believe that a Certified Mechanic has improperly Issued an Inspection Certificate the Director may refuse to accept Livery Vehicle Inspection Certificates signed by that mechanic and may advise the Livery Vehicle Industry that the Director will not accept such Certificates

To conduct testing and repairs on livery vehicles, full access to all necessary tools and current technical manuals is required. List the tools and technical manuals readily available while conducting inspections and repairs on livery vehicles (Required)

Enter your answer here...

0/2000

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7. You must now upload the required documents to support your application.

Click the box for the document and upload it to the application.

Supporting Documents

Allowed file types: PDF, PNG, JPG, JPEG, GIF, TIFF.
Maximum file size: 20MB.

7

Proof of Qualification (Required)

Alberta Driver's Licence (Required)

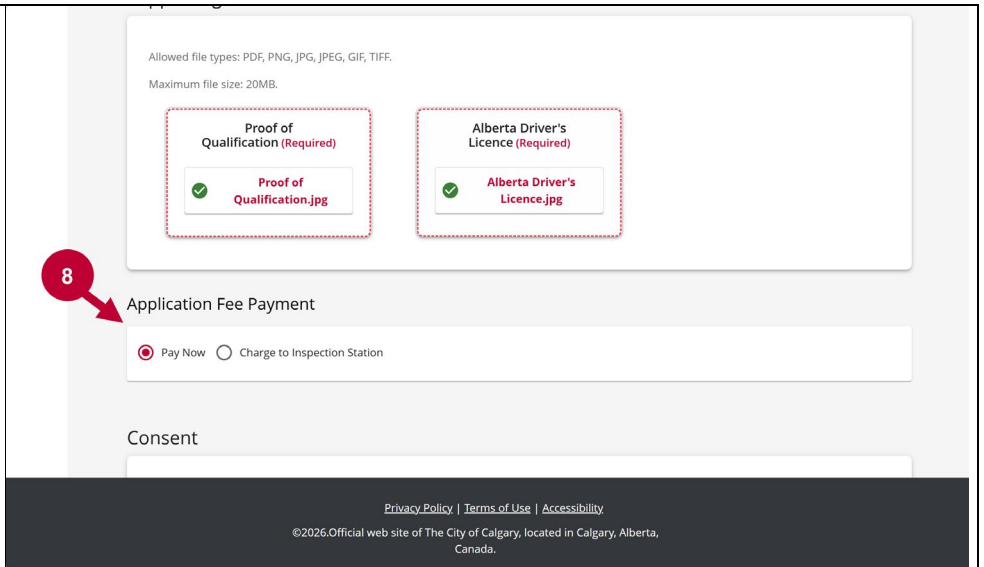
Application Fee Payment

Pay Now Charge to Inspection Station

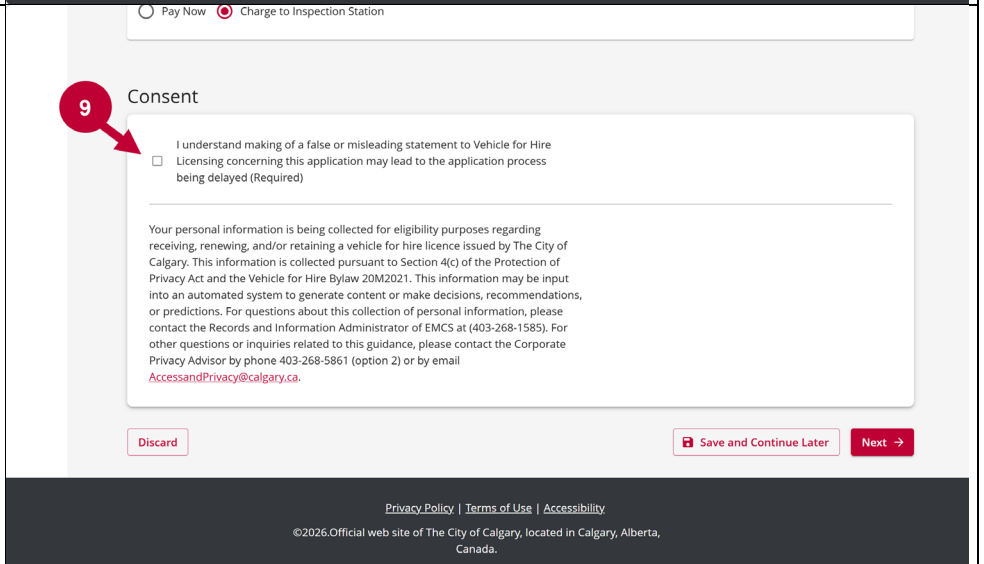
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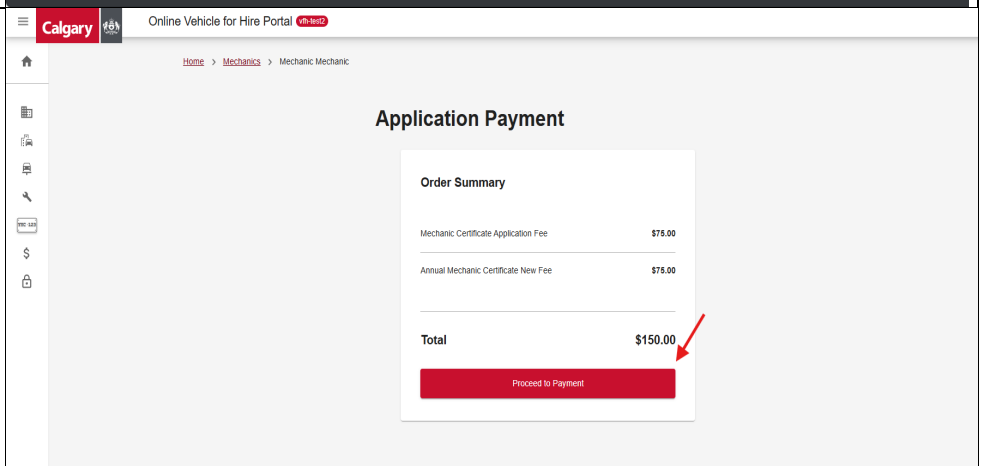
8. You can select whether to pay now or to charge the Mechanic application fees to the Inspection Station.

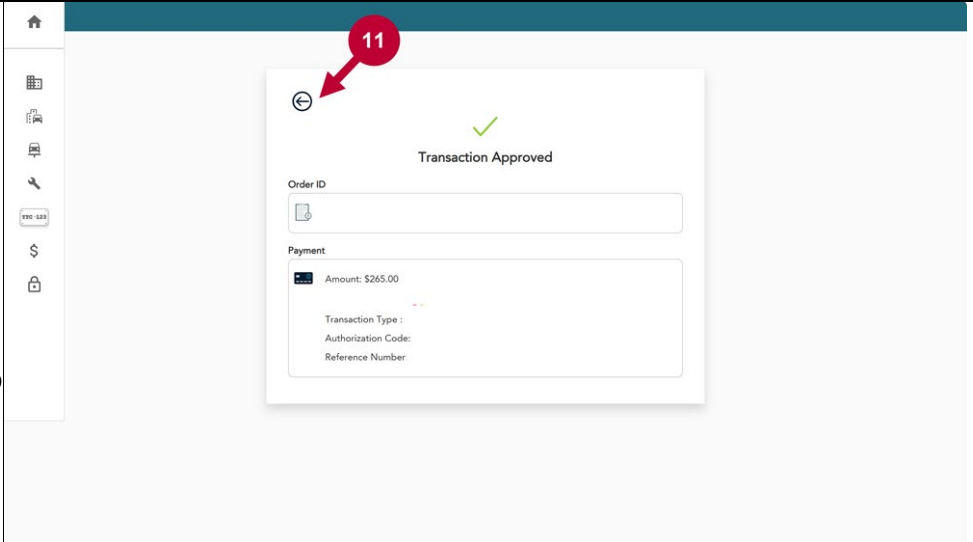
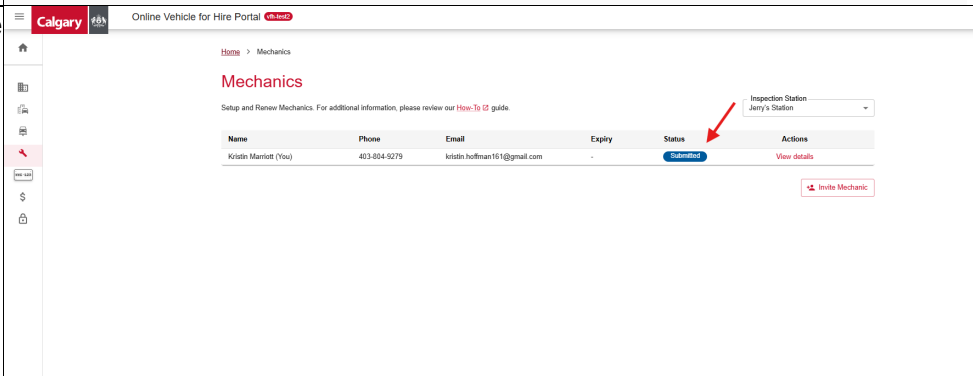
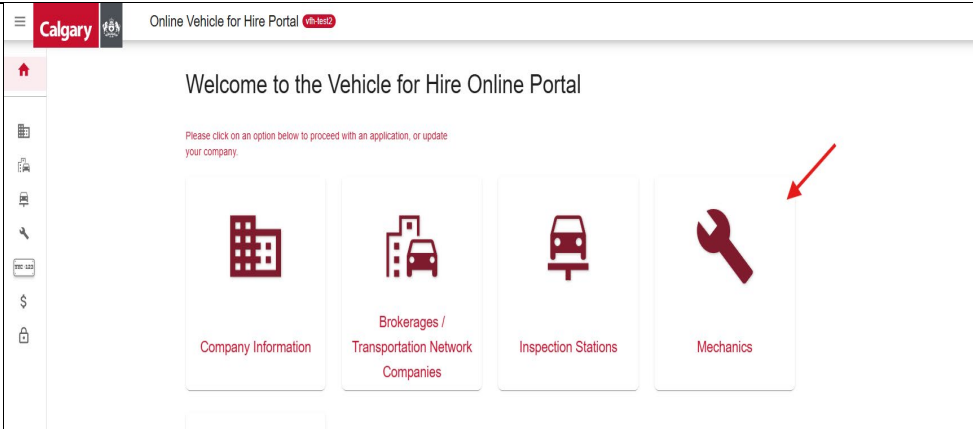


9. Select the Consent and then click *Next*.

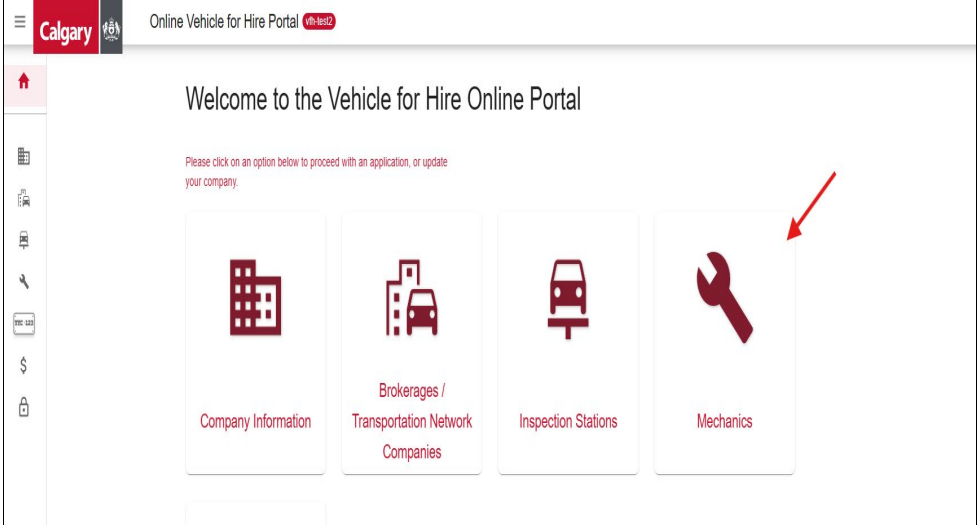
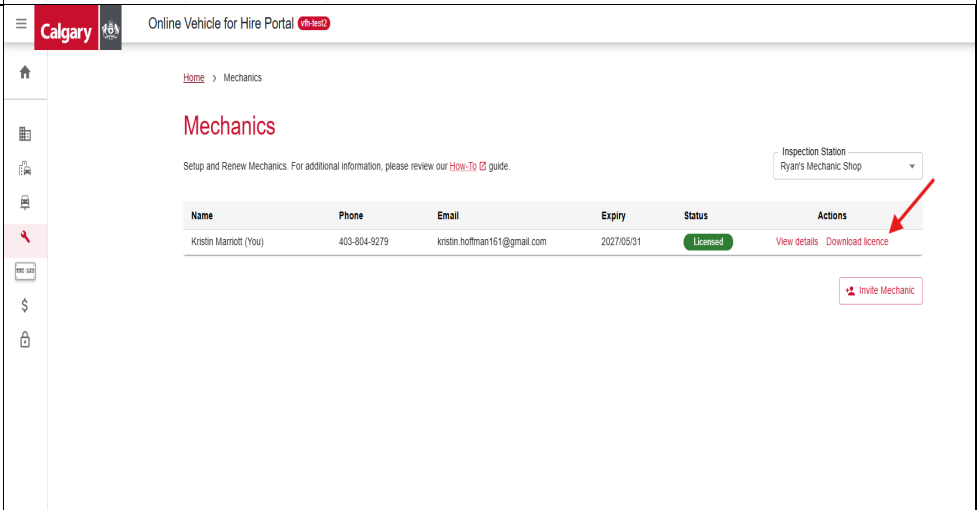


10. If you chose to Pay Now, you must now pay the Mechanic application fee. Click *Proceed to Payment*.



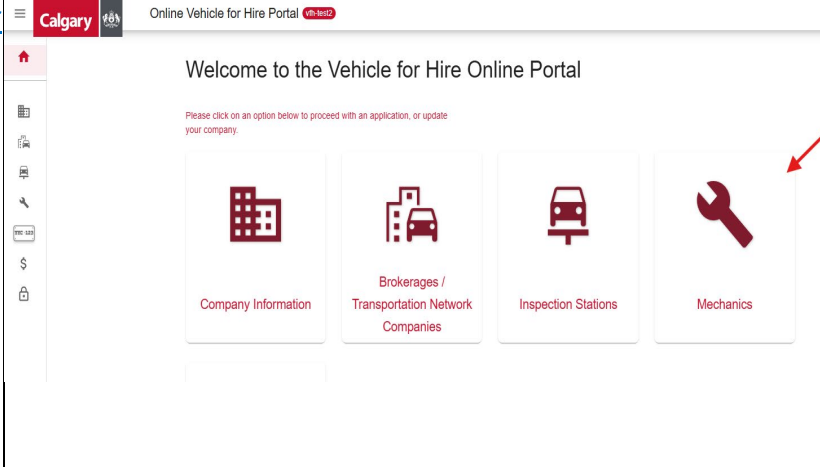
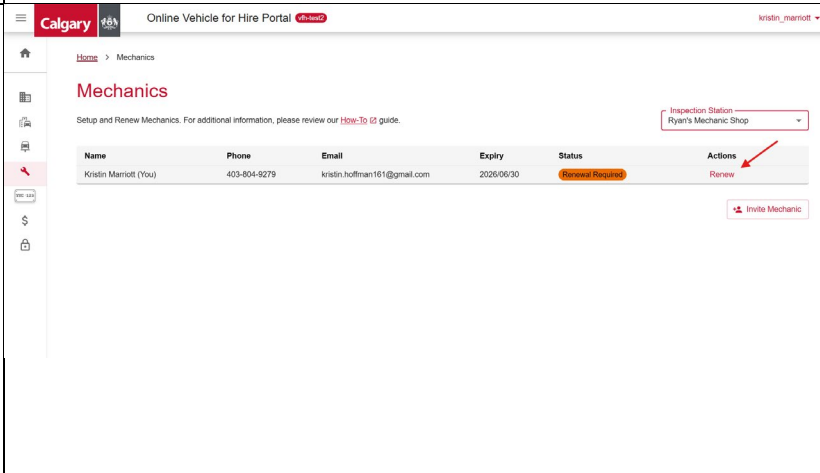
<p>11. Fill in the credit card information and click <i>Checkout</i>.</p> <p>If your transaction was successful, you will receive a Transaction Approved message.</p> <p>Click the arrow to return to your dashboard.</p>	
<p>You can see in your profile that the application has been submitted.</p>	
<p>The system sends notification to Vehicle for Hire Licensing. You will receive a message once they have reviewed the application.</p>	
<p>If the application has been declined, the email you receive will indicate what needs to be updated.</p>	
<p>12. In the event an application is declined, log into the Vehicle for Hire Online Portal and click the <i>Mechanics</i> Icon.</p>	

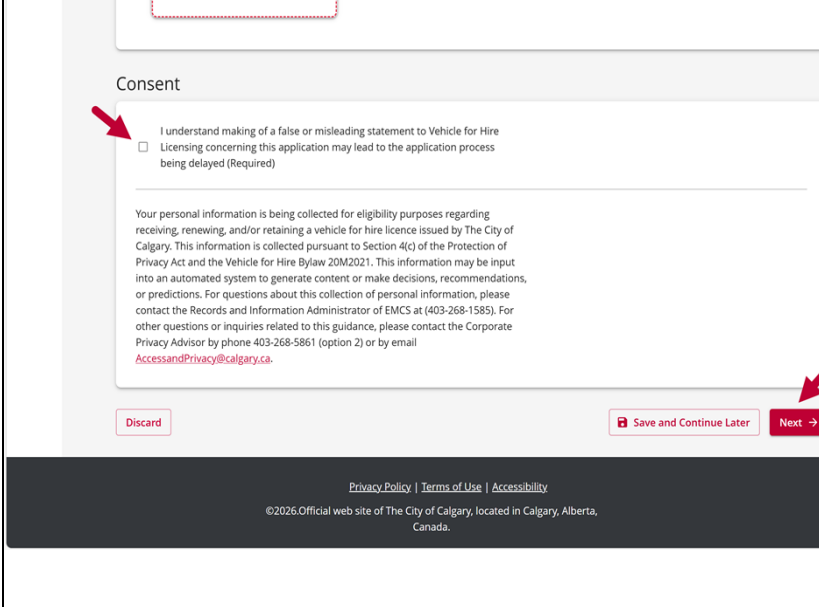
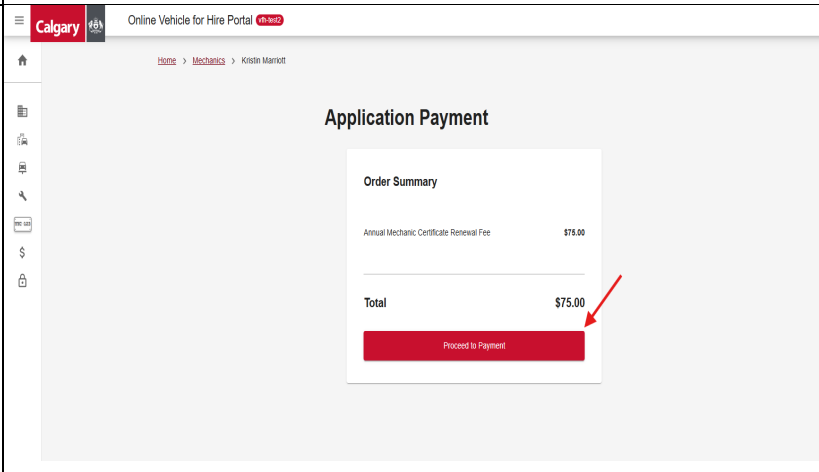
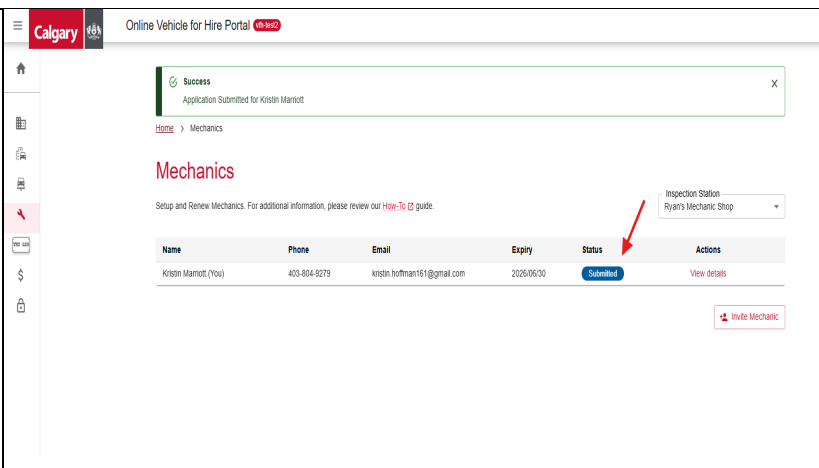
<p>13. Select to edit and resubmit your application.</p>	
<p>14. Make all required changes, select the Consent and then click <i>Next</i>.</p>	
<p>You can see in your profile that the application has been submitted.</p>	
<p>Once the application has been approved, you will receive an email.</p>	

<p>15. Log into the Vehicle for Hire Online Portal and select Mechanics.</p>													
<p>16. You can see in your profile that the application has been approved and licensed.</p> <p>Click <i>Download Licence</i> to download your Mechanic license.</p>	 <table border="1"><thead><tr><th>Name</th><th>Phone</th><th>Email</th><th>Expiry</th><th>Status</th><th>Actions</th></tr></thead><tbody><tr><td>Kristin Marriott (You)</td><td>403-804-9279</td><td>kristin.hoffman161@gmail.com</td><td>2027/05/31</td><td>Licensed</td><td>View details Download licence</td></tr></tbody></table>	Name	Phone	Email	Expiry	Status	Actions	Kristin Marriott (You)	403-804-9279	kristin.hoffman161@gmail.com	2027/05/31	Licensed	View details Download licence
Name	Phone	Email	Expiry	Status	Actions								
Kristin Marriott (You)	403-804-9279	kristin.hoffman161@gmail.com	2027/05/31	Licensed	View details Download licence								

1.5 Renewing Your Annual Licence

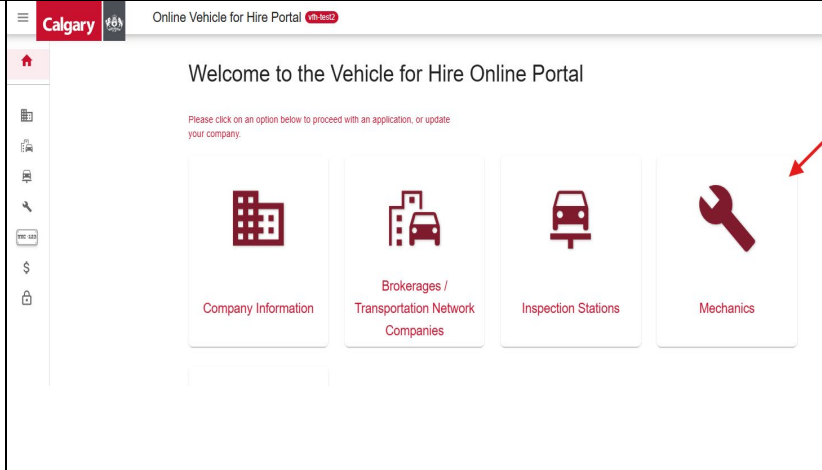
You can renew your licence up to one month ahead and within 30 days after the expiry date.

<p>1. Log in to the Vehicle for Hire Online Portal and select Mechanics.</p>													
<p>2. You will see your licence requires renewal. Click Renew.</p>	 <table border="1"><thead><tr><th>Name</th><th>Phone</th><th>Email</th><th>Expiry</th><th>Status</th><th>Actions</th></tr></thead><tbody><tr><td>Kristin Marriott (You)</td><td>403-804-6279</td><td>kristin.hoffman161@gmail.com</td><td>2026/06/30</td><td>Renewal Required</td><td>Renew</td></tr></tbody></table>	Name	Phone	Email	Expiry	Status	Actions	Kristin Marriott (You)	403-804-6279	kristin.hoffman161@gmail.com	2026/06/30	Renewal Required	Renew
Name	Phone	Email	Expiry	Status	Actions								
Kristin Marriott (You)	403-804-6279	kristin.hoffman161@gmail.com	2026/06/30	Renewal Required	Renew								

<p>3. Complete the renewal form in the same way as the original licence application.</p> <p>Verify the contact information is correct, answer all the questions from the questionnaire, upload all the required documents, click the Consent, and then click <i>Next</i>.</p>	 <p>Consent</p> <p><input type="checkbox"/> I understand making a false or misleading statement to Vehicle for Hire Licensing concerning this application may lead to the application process being delayed (Required)</p> <p>Your personal information is being collected for eligibility purposes regarding receiving, renewing, and/or retaining a vehicle for hire licence issued by The City of Calgary. This information is collected pursuant to Section 4(c) of the Protection of Privacy Act and the Vehicle for Hire Bylaw 20M2021. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. For questions about this collection of personal information, please contact the Records and Information Administrator of EMCS at (403-268-1585). For other questions or inquiries related to this guidance, please contact the Corporate Privacy Advisor by phone 403-268-5861 (option 2) or by email AccessandPrivacy@calgary.ca.</p> <p>Discard Save and Continue Later Next →</p> <p>Privacy Policy Terms of Use Accessibility ©2026 Official web site of The City of Calgary, located in Calgary, Alberta, Canada.</p>												
<p>4. Click <i>Proceed to Payment</i>.</p> <p>Complete the online payment process.</p>	 <p>Online Vehicle for Hire Portal en-us27</p> <p>Home > Mechanics > Kirstin Marriott</p> <h3>Application Payment</h3> <p>Order Summary</p> <p>Annual Mechanic Certificate Renewal Fee \$75.00</p> <p>Total \$75.00</p> <p>Proceed to Payment</p>												
<p>Once the transaction is approved, the system sends notification to Vehicle for Hire Licensing.</p>													
<p>You can see in your profile that the application has been submitted.</p>	 <p>Online Vehicle for Hire Portal en-us27</p> <p>Home > Mechanics</p> <p>Mechanics</p> <p>Setup and Renew Mechanics. For additional information, please review our How-To guide.</p> <p>Inspection Station: Ryan's Mechanic Shop</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Phone</th> <th>Email</th> <th>Expiry</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Kirstin Marriott (You)</td> <td>403-804-9279</td> <td>kirstin.hoffman161@gmail.com</td> <td>2025-06-30</td> <td>Submitted</td> <td>View details</td> </tr> </tbody> </table> <p>Invite Mechanic</p>	Name	Phone	Email	Expiry	Status	Actions	Kirstin Marriott (You)	403-804-9279	kirstin.hoffman161@gmail.com	2025-06-30	Submitted	View details
Name	Phone	Email	Expiry	Status	Actions								
Kirstin Marriott (You)	403-804-9279	kirstin.hoffman161@gmail.com	2025-06-30	Submitted	View details								

Once your application has been reviewed and approved, you will receive an email that your renewal application has been approved.

5. Log in to the [Vehicle for Hire Online Portal](#) and select Mechanics.



6. Click *Download licence* to download your Mechanic licence.

