

## Add a local contractor registration

You may now add your local contractor registrations to your account much the same way you can for a permit. In order to add a registration to your account your customer portal email address (username) must be an email address listed on the registration OR at least one of your verified phone numbers must be listed on the registration. Follow the steps below to search for your registration.

1. Login to your MyGovernmentOnline.org customer portal account. If you do not have an account, please click the Help button on [www.mygovernmentonline.org](http://www.mygovernmentonline.org) to download a copy of the account creation instructions.
2. Click on the Account button in the upper right corner.
3. Click on the Find my Registration button on your account dashboard page.



My Registrations

Find my Registrations **Click the Find my Registrations Button**

Associated Registrations

Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	C and C Construction	View Details
Lake Charles	0	12-31-2014	SEARS HOME IMPROVEMENT PRODUCTS, INC	View Details

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4. MyGovernmentOnline.org will search among all jurisdictions that use our contractor registration feature and find all registrations that match your email address (username) or one of your verified phone numbers.
5. Select the registration you wish to add to your account and click the Add button.



My Registrations

Find my Registrations The following registrations match either your username or one of your verified phone numbers. If you don't see your registrations listed below, please contact your jurisdiction to update the information on file.

Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	TEST	<b>Click the Add Button</b> Add

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Associated Registrations

Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	C and C Construction	View Details
Lake Charles	0	12-31-2014	SEARS HOME IMPROVEMENT PRODUCTS, INC	View Details

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6. Your registration now appears in your Jurisdictional Registrations list.



My Registrations

Find my Registrations

Associated Registrations

Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	C and C Construction	<a href="#">View Details</a>
Whoville		01-01-0001	TEST	<a href="#">View Details</a>
Lake Charles	0	12-31-2014	SEARS HOME IMPROVEMENT PRODUCTS, INC	<a href="#">View Details</a>

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### My registration does not appear when I click the find my registration button.

This happens when your email address (username) or one of your verified phone numbers does not appear on this registration.



My Registrations

Find my Registrations

No registrations found.

**If your local contractor registration does not appear, contact your jurisdiction. You must update the email address and/or phone number on file.**

Associated Registrations

Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	C and C Construction	<a href="#">View Details</a>
Lake Charles	0	12-31-2014	SEARS HOME IMPROVEMENT PRODUCTS, INC	<a href="#">View Details</a>

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At this point, you must contact the jurisdiction that holds the registration, so they may update your email address and/or a phone number on your registration. MyGovernmentOnline tech support is not authorized to make any changes to a contractor registration for a jurisdiction.

## What can I do with my contractor registration added to my account?

### View my current registrations, contact information, and or business information.

With your registration added to your account, you may view the Overview tab which contains all of the basic information. First, this page will list all of your registration certificates/classifications. Below this you may see your registration's contact information. The information displayed may be different for different Jurisdictions. Finally you will see a number of other informational fields. Your jurisdiction may only track some of these fields.

The screenshot shows the 'Overview' tab of the contractor registration portal. It features a navigation bar with 'Overview', 'Additional Personnel/Business', 'Payments', and 'Permits'. Below this is a 'Licenses' section with a table of two licenses. The table has columns for License No., License Type, Issued Date, Expiration Date, and a 'Renew Selected' button. The first license (60111) is for 'Gas' and expires on 12/31/2014. The second license (60112) is for 'Plumbing' and expires on 12/31/2013. Below the table is a 'Business Information' section with fields for State License Number, State License Expiration, Tax Certificate, Tax Certificate Expiration, Qualifying Party, Qualifying Party Expiration, Occupational License, Occupational License Expiration, Bond Number, Bond Expiration, Insurance Number, Insurance Number Expiration, and Bond Notes.

License No.	License Type	Issued Date	Expiration Date	
<input type="checkbox"/> 60111	Gas	03/11/2014	12/31/2014	
<input type="checkbox"/> 60112	Plumbing	12/02/2013	12/31/2013	

Business Information

State License Number	State License Expiration	Tax Certificate	Tax Certificate Expiration
Qualifying Party	Qualifying Party Expiration	Occupational License	Occupational License Expiration
Bond Number	Bond Expiration	Insurance Number	Insurance Number Expiration
Bond Notes		Insurance Notes	

Renew my registration.

If your jurisdiction requires you to renew your registration each year, you may be able to use the online renewal feature. Follow these steps to process your renewal.

1. Click the checkbox next to each license/registration your wish to renew. You may also use the Select all link if you wish to process all licenses at once.

This screenshot is identical to the one above, but with a red arrow pointing to the checkbox next to license 60111. A red text annotation above the arrow reads: 'Click here to select the licenses you wish to renew.'

2. Click the Renew Selected button.

Overview Additional Personnel/Business Payments Permits

Licenses [Click here to begin the renewal process.](#)

select all | deselect all **Renew Selected**

License No.	License Type	Issued Date	Expiration Date	
<input type="checkbox"/> 60111	Gas	03/11/2014	12/31/2014	
<input type="checkbox"/> 60112	Plumbing	12/02/2013	12/31/2013	

Business Information

State License Number	State License Expiration	Tax Certificate	Tax Certificate Expiration
Qualifying Party	Qualifying Party Expiration	Occupational License	Occupational License Expiration
Bond Number	Bond Expiration	Insurance Number	Insurance Number Expiration
Bond Notes		Insurance Notes	

3. The pop-up screen will allow you to review the fees that you are being charged.

Selected Licenses Renewed

License #	Issue Date	Expiration Date
60111	03/11/2014	12/31/2014

**Fees**

Gasfitter Renewal Fee	\$75.00
Credit Card Fee	\$2.00
<b>Total</b>	<b>\$77.00</b>

I acknowledge that I am responsible for maintaining a sales tax registration certificate from the Louisiana Department of Revenue and Taxation and must have available upon request.

I acknowledge that I am responsible for maintaining a current occupational license from the Jefferson Parish Sheriff Office or the Parish of contractor's domicile, and must have available upon request.

I acknowledge that if at any time any persons I have authorized to obtain permits or to do business in my name are no longer in my employ, I must submit an updated, authorized list deleting and/or adding authorized personnel. Failure to do so may allow unauthorized persons to use my name and/or license number to obtain permits.

I acknowledge I must maintain a current Louisiana Contractor License as required by law(s) of the State of Louisiana and will provide proof upon request by Jefferson Parish. If I am renewing as a plumbing contractor, I will provide proof of a water protection specialist endorsement upon request by Jefferson Parish.

4. Click the checkboxes next to the acknowledgments. These statements are specific to the jurisdiction. Acknowledgments will be different from jurisdiction to jurisdiction. Please read each on carefully. You must agree to/acknowledge each item to process your payment.

Selected Licenses Renewed

License #	Issue Date	Expiration Date
60111	03/11/2014	12/31/2014

**Fees**

Gasfitter Renewal Fee	\$75.00
Credit Card Fee	\$2.00
<b>Total</b>	<b>\$77.00</b>

I acknowledge that I am responsible for maintaining a sales tax registration certificate from the Louisiana Department of Revenue and Taxation and must have available upon request.

I acknowledge that I am responsible for maintaining a current occupational license, from the Jefferson Parish Sheriff Office or the Parish of contractor's domicile, and must have available upon request.

I acknowledge that if at any time any persons I have authorized to obtain permits or to do business in my name are no longer in my employ, I must submit an updated, authorized list deleting and/or adding authorized personnel. Failure to do so may allow unauthorized persons to use my name and/or license number to obtain permits.

I acknowledge I must maintain a current Louisiana Contractor License as required by law(s) of the State of Louisiana and will provide proof upon request by Jefferson Parish. If I am renewing as a plumbing contractor, I will provide proof of a water protection specialist endorsement upon request by Jefferson Parish.

**Click to accept and agree to the acknowledgments for your jurisdiction.**

5. Click the Pay button to be directed to your jurisdictions credit card processing page.

Selected Licenses Renewed

License #	Issue Date	Expiration Date
60111	03/11/2014	12/31/2014

**Fees**

Gasfitter Renewal Fee	\$75.00
Credit Card Fee	\$2.00
<b>Total</b>	<b>\$77.00</b>

I acknowledge that I am responsible for maintaining a sales tax registration certificate from the Louisiana Department of Revenue and Taxation and must have available upon request.

I acknowledge that I am responsible for maintaining a current occupational license, from the Jefferson Parish Sheriff Office or the Parish of contractor's domicile, and must have available upon request.

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I acknowledge I must maintain a current Louisiana Contractor License as required by law(s) of the State of Louisiana and will provide proof upon request by Jefferson Parish. If I am renewing as a plumbing contractor, I will provide proof of a water protection specialist endorsement upon request by Jefferson Parish.

**Click Pay to be directed to process your credit card transaction.**

6. Enter your credit card information and process your payment. A receipt will be emailed to you.
7. Return to your Registration overview to print your renewal certificate if necessary.

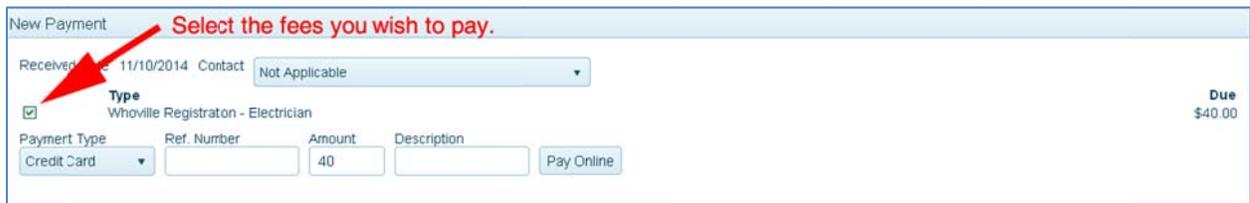
## View payments associated to my registration and make payments associated to my registration

The payments tab allows you to review all payments associated to your registration. This section only displays payments directly associated to the contractor registration. These payments include previous registration payments, escrow deposits, and escrow debits.

Your jurisdiction may allow you to make payments on registration fee charges that have a balance due. **\*\*\*NOTE: Some Jurisdictions may not offer this as a payment option.**

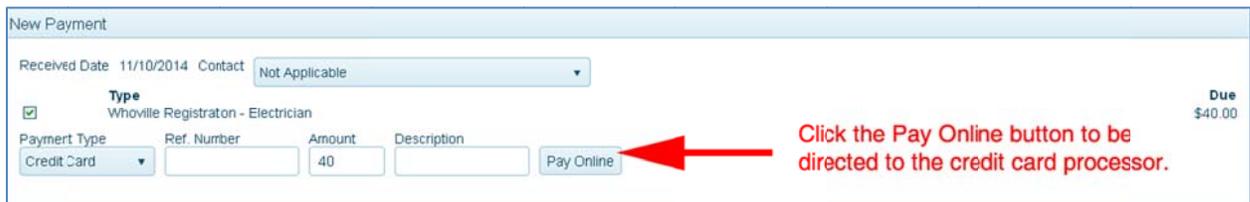
If your jurisdiction does offer contractor payments follow these instructions to make your payment:

1. Click the checkbox(s) next to each fee you wish to pay.



The screenshot shows a 'New Payment' form. At the top, it says 'Select the fees you wish to pay.' Below this, there are fields for 'Received Date' (11/10/2014) and 'Contact' (Not Applicable). A red arrow points to a checked checkbox next to the 'Type' 'Whoville Registraton - Electrician'. To the right, the amount 'Due' is listed as '\$40.00'. Below the checkbox, there are input fields for 'Payment Type' (set to 'Credit Card'), 'Ref. Number', 'Amount' (40), and 'Description'. A 'Pay Online' button is located to the right of the 'Description' field.

2. Click the Pay Online button to be directed to your jurisdiction's credit card processor.



This screenshot is identical to the one above, but with a red arrow pointing to the 'Pay Online' button. A red text annotation next to the arrow reads: 'Click the Pay Online button to be directed to the credit card processor.'

## View personnel or businesses associated to my registration

By placing additional personnel or additional businesses on your registration, you may grant access to your registration to other individuals. To add a person to your registration, you must contact your jurisdiction to add this information. **\*\*\*NOTE: Some Jurisdiction may not use this feature.**

If your jurisdiction utilizes this feature and you have additional personnel listed on your registration, they will appear on the Additional Personnel/Businesses Tab.

The screenshot shows a web form titled "Additional Personnel/Business" with tabs for "Overview", "Additional Personnel/Business", "Payments", and "Permits". The form is for "s Contact Information" and includes the following fields:

- First Name:** Lee
- Last Name:** Prosperie
- Suffix:** (dropdown menu)
- Business Name:** (text input)
- Mailing Address:**
  - Address:** 5058 W Main St
  - City:** Houma
  - State:** Louisiana (dropdown menu)
  - Zpcode:** Houma
- Contact:**
  - Email:** lee@scpsc.org  Notify
  - Cell Phone:** 9858512900  Notify
  - Home Phone:** - Select Phone -  Notify
  - Work Phone:** - Select Phone -  Notify

Please select a verified phone number. Additional verified phone numbers can be added in the phone numbers section of the account page.

Any person listed here may access the registration if their email (username) is listed as an email on the additional personnel entry or if at least one of their verified phone numbers is listed on the additional personnel entry.

Once the user has added the registration to their account, they may utilize the Add Permits feature of the Permits tab.

## View and add open permits to my account.

1. Click on the Permits Tab. This tab lists all of the open permits that are associated to your registration.
2. Permits that have a green check mark to the right of them have already been added to your My Permits list on your account dashboard. Any permits that have a checkbox to the right, have not been added to your account.

Permit No.	Address	Issued Date	Expiration Date	
1006	100 Candycane Lane Whoville LA 98137	03/19/2013		Permit already added to account → <input checked="" type="checkbox"/>
1006	123 Test Whoville LA 70364	03/19/2013		<input checked="" type="checkbox"/>
1006	test LA	03/19/2013		<input checked="" type="checkbox"/>
2013-1317	100 Candycane Lane Whoville LA 98137	01/01/1900		Click to checkbox(s) and add selected to account button to add multiple permits to account → <input type="checkbox"/>
2013-1391	100 Candycane Lane Whoville LA 98137	01/01/0001		<input checked="" type="checkbox"/>

3. Click the checkbox to the right of a permit number. You may check off as many permits as you need or want.
4. Click the Add selected permits button to add all selected permits to your account.