

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 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

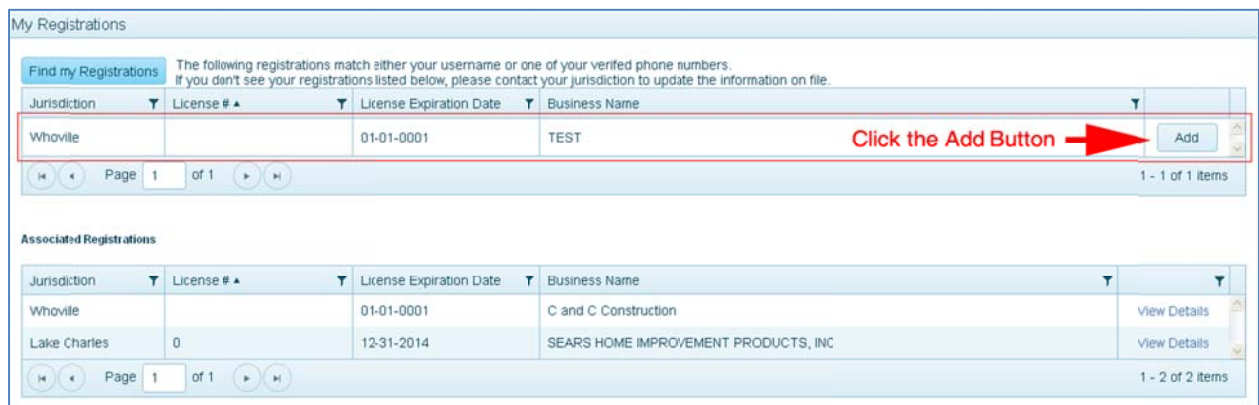
Find my Registrations **Click the Find my Registrations Button**

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	Click the Add Button 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				
<input type="button" value="Find my Registrations"/>				
Associated Registrations				
Jurisdiction	License #	License Expiration Date	Business Name	
Whoville		01-01-0001	C and C Construction	View Details
Whoville		01-01-0001	TEST	View Details
Lake Charles	0	12-31-2014	SEARS HOME IMPROVEMENT PRODUCTS, INC	View Details
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Click the View Details Link →

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				
<input type="button" value="Find my Registrations"/>				
No registrations found.				
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
Page 1 of 1				1 - 2 of 2 items

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

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 selected. Below the tabs, there is a 'Licenses' section with a table of licenses. The table has columns for License No., License Type, Issued Date, and Expiration Date. There are checkboxes next to each license number. Above the table, there are links for 'select all', 'deselect all', and 'Renew Selected'. Below the table, there is a 'Business Information' section with fields for State License Number, State License Expiration, Qualifying Party, Qualifying Party Expiration, Bond Number, Bond Expiration, Tax Certificate, Occupational License, Insurance Number, Insurance Number Expiration, and Insurance 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.

The screenshot is similar to the previous one, but with a red arrow pointing to the checkbox next to license 60111. A red text box with the text 'Click here to select the licenses you wish to renew.' is overlaid on the table. The 'Business Information' section is also visible.

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	

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
Total	\$77.00

☐ 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.

Confirm all fees to be paid to process your renewal. This may include additional transaction fees.

- 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.

The screenshot shows a window titled "Selected Licenses Renewed" with a close button (X) in the top right corner. It contains a table with license information, a list of fees, and several acknowledgment checkboxes. A red arrow points to the bottom checkbox, which is accompanied by a red text instruction.

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

Fees

Gasfitter Renewal Fee	\$75.00
Credit Card Fee	\$2.00
Total	\$77.00

Below the fees, there are four checkboxes, each followed by an acknowledgment statement. The bottom checkbox is selected, and a red arrow points to it with the text: "Click to accept and agree to the acknowledgments for your jurisdiction."

At the bottom right, there are two buttons: "Cancel" and "PAY".

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

This screenshot is identical to the previous one, showing the "Selected Licenses Renewed" window. However, a red arrow now points to the "PAY" button, with a red text instruction: "Click Pay to be directed to process your credit card transaction."

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

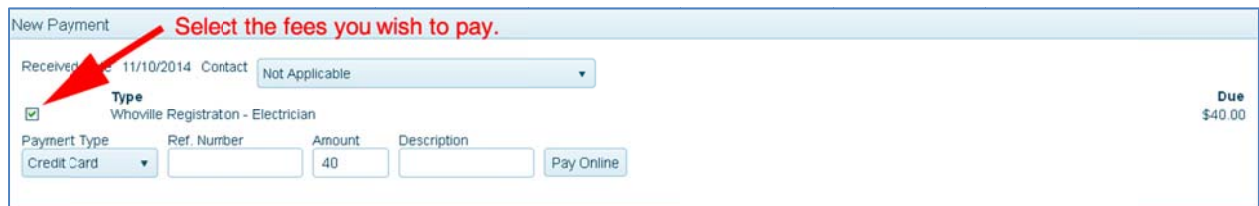
View payments associated to my registration and make payments associated to my registration

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.



New Payment

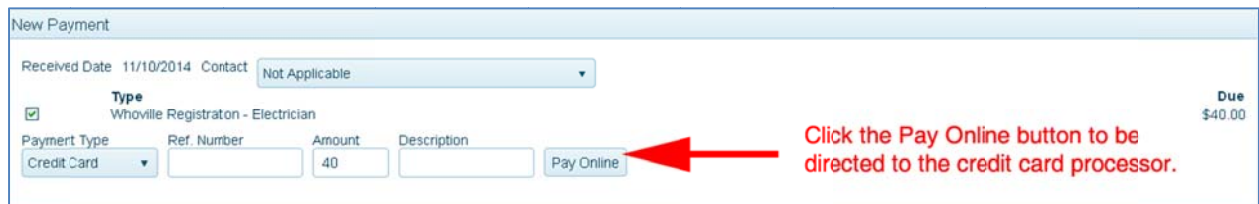
Select the fees you wish to pay.

Received Date: 11/10/2014 Contact: Not Applicable

Type: ☒ Whoville Registraton - Electrician Due: \$40.00

Payment Type: Credit Card Ref. Number: Amount: 40 Description: Pay Online

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



New Payment

Received Date: 11/10/2014 Contact: Not Applicable

Type: ☒ Whoville Registraton - Electrician Due: \$40.00

Payment Type: Credit Card Ref. Number: Amount: 40 Description: Pay Online

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.

Overview Additional Personnel/Business Payments Permits

Personnel's Contact Information

First Name: Lee Last Name: Prosperie Suffix: Business Name:

Mailing Address

Address: 5058 W Main St City: Houma State: Louisiana Zipcode: Houma

Contact

Email: lee@scpsc.org ☐ Notify

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

Cell Phone: 9858512900 ☐ Notify

Home Phone: - Select Phone - ☐ Notify

Work Phone: - Select Phone - ☐ Notify

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.

The screenshot shows a web interface with a tabbed menu at the top: Overview, Additional Personnel/Business, Payments, and Permits. The 'Permits' tab is selected. Below the tabs is a section titled 'Associated Open Permits'. Inside this section, there is a table with columns: Permit No., Address, Issued Date, and Expiration Date. To the right of the table are two buttons: 'select all | deselect all' and 'Add Selected to Account'. Red annotations are present: a red arrow points to the 'Permit No.' header with the text 'Lists all open permits.'; another red arrow points to a green checkmark in the rightmost column with the text 'Permit already added to account'; and a third red arrow points to an unchecked checkbox in the rightmost column with the text 'Click to checkbox(s) and add selected to account button to add multiple permits to account'.

Permit No.	Address	Issued Date	Expiration Date	
1006	100 Candycane Lane Whoville LA 98137	03/19/2013		✓
1006	123 Test Whoville LA 70364	03/19/2013		✓
1006	test LA	03/19/2013		✓
2013-1317	100 Candycane Lane Whoville LA 98137	01/01/1900		<input type="checkbox"/>
2013-1391	100 Candycane Lane Whoville LA 98137	01/01/0001		✓

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.