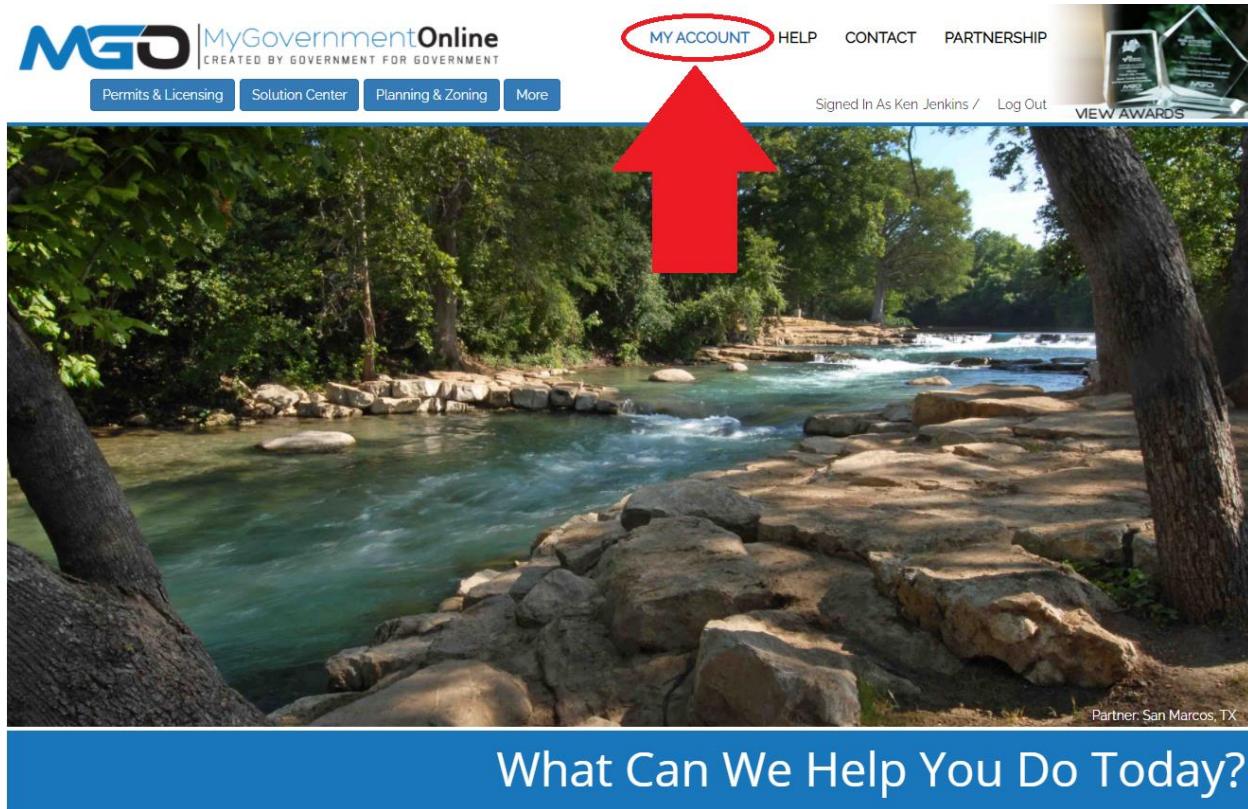




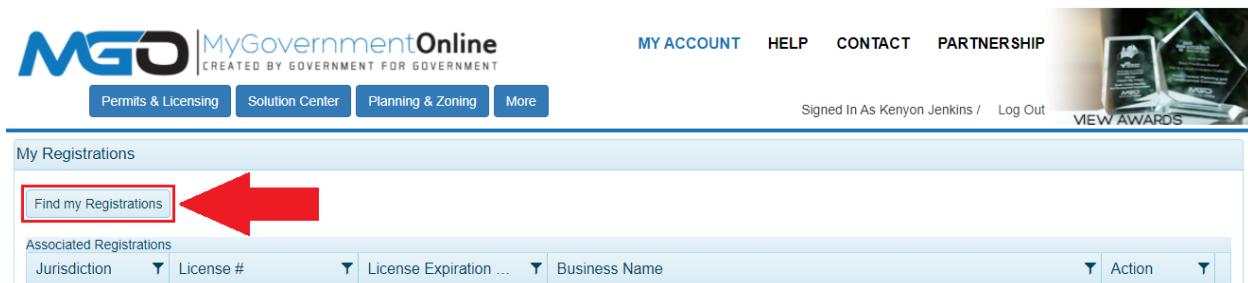
## Online Contractor License Renewal Guide

## Section 1 – Link a Registration to Your “My Registrations” List

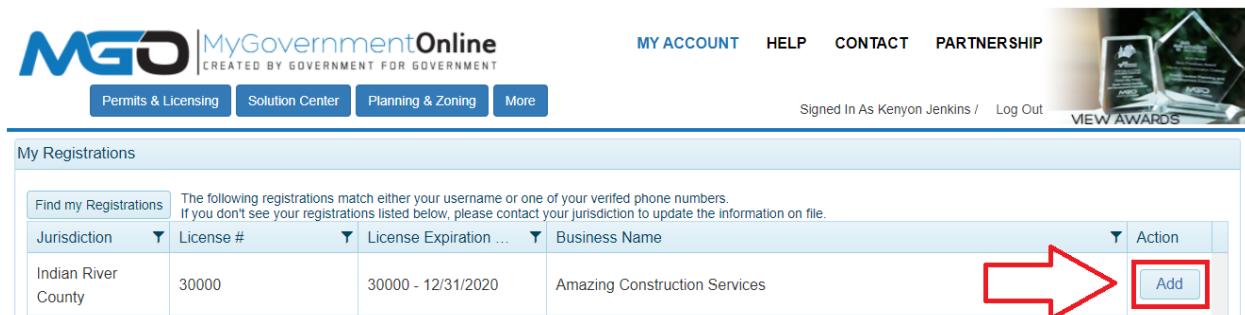
Before you are able to renew your contractor registration the registration must first be associated to your “My Registrations” list. To associate your contractor registration to your customer portal account, log into the MyGovernmentOnline customer portal at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and then click the “My Account” link located at the top right section of the page.



Scroll down the page until you see the section titled “My Registrations”. Click the “Find My Registrations” link. The system will run a search to locate your contractor registration record with your jurisdiction.



The system will locate your contractor registration that the jurisdiction has on record. Click the “Add” button located to the right to associate the contractor registration record to your customer portal account.

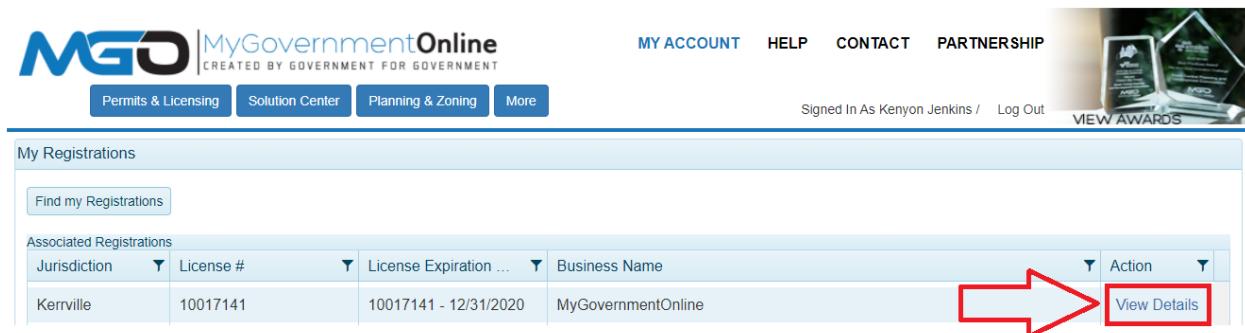


The screenshot shows the 'My Registrations' section of the MyGovernmentOnline website. A table lists a contractor registration: Indian River County, License # 30000, License Expiration 30000 - 12/31/2020, Business Name Amazing Construction Services. To the right of the table is an 'Action' column with a blue 'Add' button. A red arrow points to this 'Add' button, indicating where to click to associate the registration with the customer portal account.

This completes the process illustrating how to associate the contractor registration record to your customer portal account. Proceed to the next section to view the process to renew your contractor registration online.

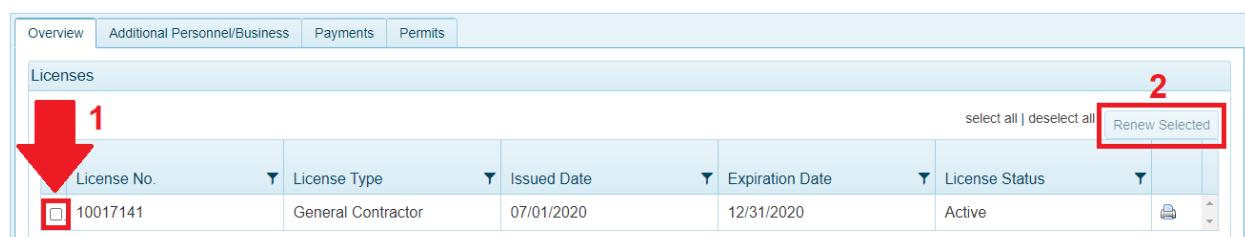
## Section 2 – Renew Your Contractor Registration

From the “My Registrations” section you will see that your contractor registration is now listed. Click the “View Details” link located to the far right.



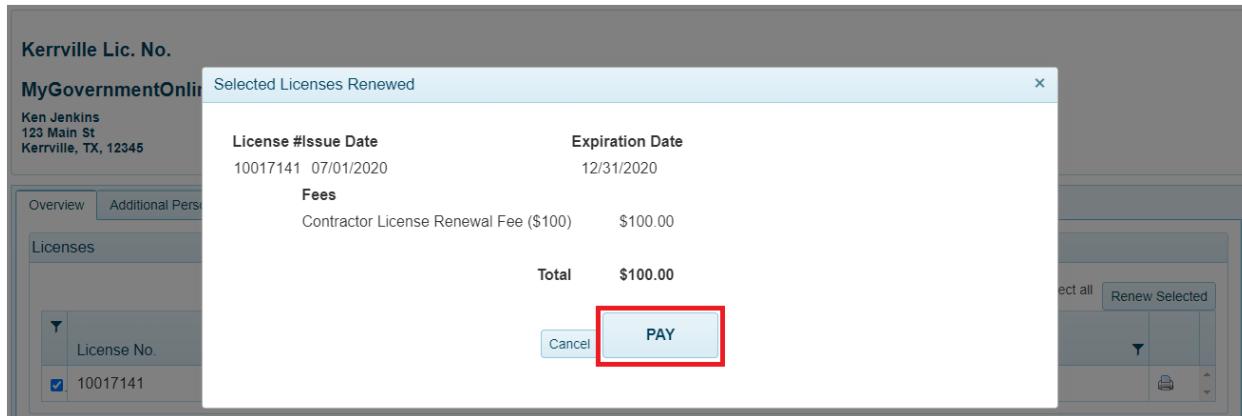
The screenshot shows the 'Associated Registrations' section of the MyRegistrationsOnline website. A table lists a contractor registration: Kerrville, License # 10017141, License Expiration 10017141 - 12/31/2020, Business Name MyGovernmentOnline. To the right of the table is an 'Action' column with a blue 'View Details' link. A red arrow points to this 'View Details' link, indicating where to click to view the registration details.

Select the checkbox as shown below (Figure 1) and then click the Renew Selected (Figure 2).



The screenshot shows the 'Licenses' section of the MyRegistrationsOnline website. A table lists a contractor registration: License No. 10017141, License Type General Contractor, Issued Date 07/01/2020, Expiration Date 12/31/2020, License Status Active. To the left of the table is a column with a checkbox, and a red arrow points to this checkbox. In the top right corner of the table area, there is a 'select all | deselect all' link and a blue 'Renew Selected' button. Another red arrow points to this 'Renew Selected' button.

A pop-up window will appear displaying the amount due to renew the contractor registration. Click the “Pay” button to proceed with payment of the registration.



Clicking the Pay button will take you to the secure payment page to process your payment. The page will appear differently from one jurisdiction to another being that the MyGovernmentOnline software platform is a multi-jurisdiction service utilized by various jurisdictions.

The screenshot shows a payment page for 'Indian River County'. At the top, it says 'Review Your Order' and shows a total amount of '205.00'. Below that is a link to 'Return to Indian River County'. The next section is 'Choose Payment Option' with logos for MasterCard, VISA, Discover, JCB, American Express, and masterpass. The 'MasterCard' option is selected. The following section is 'Pay With Your Credit Card' with fields for 'Cardholder Name', 'Credit Card Number', 'Expiry Date (MMYY)', 'Security Code', and 'Verification'. The 'Security Code' field has a dropdown menu showing 'Present'. Below the 'Verification' field is a 'reCAPTCHA' box. At the bottom is a 'Pay With Your Credit Card' button.

Once your payment is processed the system will route you back to the page shown below where you may print a copy of your contractor registration. Click the printer icon to the far right to view/print a copy of your renewed contractor registration.

Overview Additional Personnel/Business Payments Permits

Licenses

	License No.	License Type	Issued Date	Expiration Date	License Status	
<input type="checkbox"/>	10017141	General Contractor	07/01/2020	12/31/2020	Active	

select all | deselect all 

Depending on the jurisdiction you are renewing your contractor registration with, the license document will appear similar to the example shown below.

