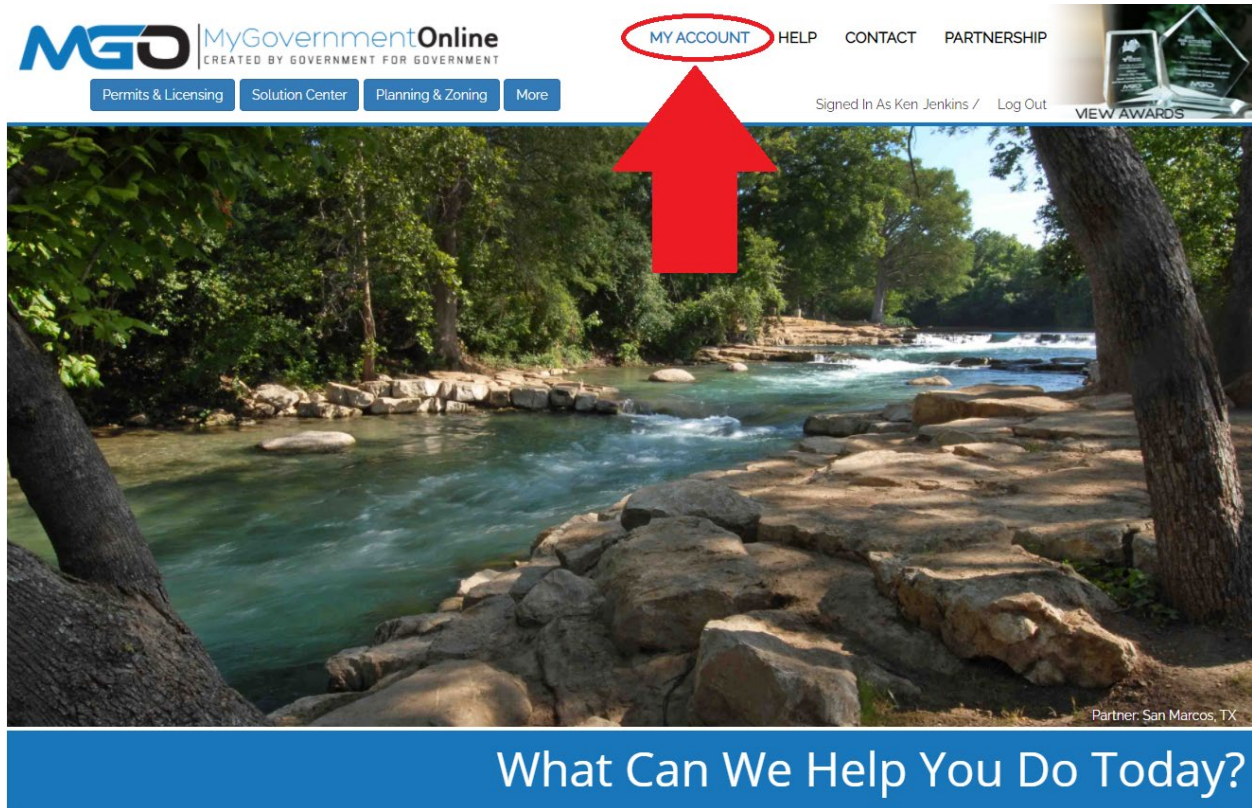




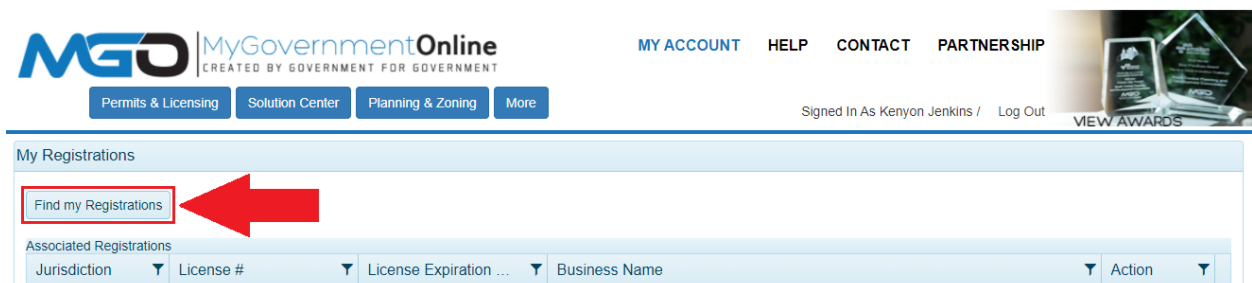
Online Contractor License Renewal Guide

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 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.

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 ...	Business Name	Action
Indian River County	30000	30000 - 12/31/2020	Amazing Construction Services	Add

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.

My Registrations

Find my Registrations

Associated Registrations

Jurisdiction	License #	License Expiration ...	Business Name	Action
Kerrville	10017141	10017141 - 12/31/2020	MyGovernmentOnline	View Details

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

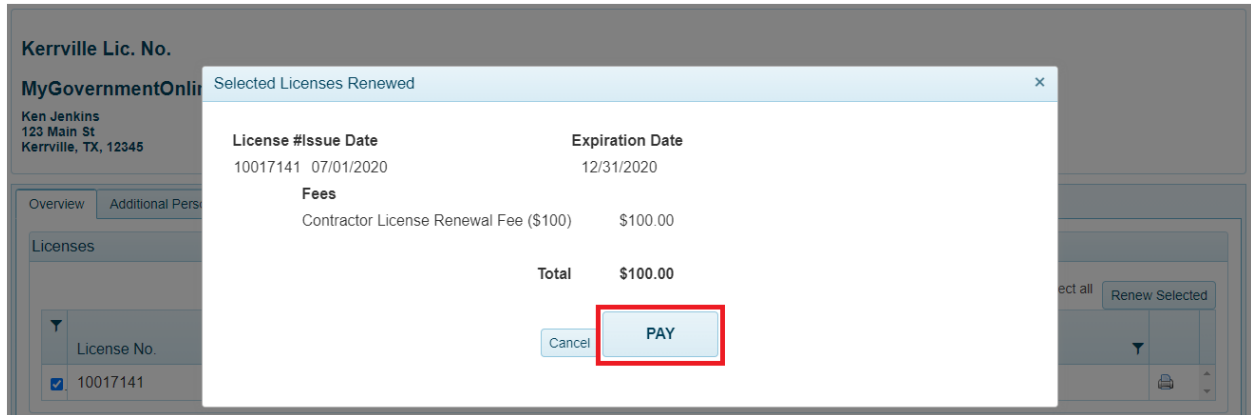
Overview Additional Personnel/Business Payments Permits

Licenses

select all | deselect all [Renew Selected](#)

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

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 the 'Indian River County' payment page. It includes a 'Review Your Order' section with a total amount of USD 205.00 and a 'Choose Payment Option' section with logos for MasterCard, VISA, DISCOVER, American Express, and masterpass. Below is a 'Pay With Your Credit Card' form with fields for Cardholder Name, Credit Card Number, Expiry Date (MMYY), and Security Code. A reCAPTCHA verification box is also present.

Indian River County

Review Your Order

Total Amount: USD 205.00

[Return to Indian River County](#)

Choose Payment Option

MasterCard VISA DISCOVER American Express masterpass

Pay With Your Credit Card

Cardholder Name:

Credit Card Number:

Expiry Date (MMYY):


Security Code: Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

I'm not a robot

reCAPTCHA Privacy - Terms

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	select all deselect all 	
<input type="checkbox"/> 10017141	General Contractor	07/01/2020	12/31/2020	Active		

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

