

Getting Started - How to Create a New User Account

*Prior to getting started, we encourage you to download and install the latest versions of

Chrome (google.com/chrome), Firefox (https://www.mozilla.org) or IE (http://www.microsoft.com/).

To get started, go to www.mygovernmentonline.org



What Can We Help You Do Today?

1. Click on the blue Create Account link at the top right of your screen.



2. Fill in the user account login information required to create your new account. A valid E-mail address is required. The password you enter is very important. Please do not forget the e-mail address. Also ensure that you are not typing in capital letters as the password you enter will be case sensitive. The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active. Please phrase the Challenge Question in the form of a question such as "What is your mother's maiden name?" The answer you type should be one word only such as "Smith."

	HELP	CONTACT	PARTNERSHIP	
Permits & Licensing Balution Center Planning & Zoning		Log In	/ Create Account	MEW AWARDS
Create Account on Customer Portal				
Important: A Defore an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.				
2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a tew minutes. Upon answering the call please press 1 to verify your account.				
3 If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verity" button. If you have any trouble with this process please call our office at 1-866-957-3754 and we will help you verity your account				
Your Login Information				
E-mail * Confirm E-mail *				
Passaord * Contirm Passaord *				
Your Account Information				
First Name * Last Name * Business Name				
① Enter a phone number that will be used to verify your account				
Phone Number *				
0000 0000 0000 0000				
(D) Enter a question and answer to retrieve your password or verity your account manually				
Challenge Question * Challenge Answer *				
Create Account				



3. You will receive an "Account Created" confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.

If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

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Your Login Information								
E-mint *		Contine E-mail*						
mgotest2@scpdc org		mgotest2@scpc	dc.org					
Password *		Contim Passwori	d *	Account Created	×			
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Phone Number *								
085 0850								
① Enler a question and a	unsiver to retr	neve your pasawo	ord or verily your as	ount manually.				
Challenge Question*		Challenge Answe	81) 1					
What is your mothers maid	ten name?	Johnson						
Create Account								

*This completes the account creation process and you are now ready to login. The next pages of this document will provide step by step instructions on how to login and submit a grant application.

Submit a Grant Application

Now that you have created your MyGovernmentOnline customer portal account, if the grant application is available, you may begin the steps below to login and begin the application process.



Go to <u>www.mygovernmentonline.org</u> and then click the 'Log In' option.

Enter the E-mail Address and Password that you provided when creating your customer portal account. Then click the Login button.



In the top left-hand area of the page, go to the 'More' button and then click on 'Grant Programs for Jurisdictions.'



Select the fields as displayed below. Then click 'Next.'

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	Permits & Licensing	Solution Center	Planning & Zoning	More

Apply Online

Jurisdiction and	I Request Type *
Country: * Uni	ited States State: * Louisiana
Jurisdiction: *	DCRT/Office of Cultural Development
Project Type: *	Division of the Arts
Next	

Select 'Get Started on a New Application.'



Select the desired application you wish to begin. Then click 'Next.'

Permits & Licens	MYGOVERNMENT FOR GOVERNMENT CREATED BY GOVERNMENT FOR GOVERNMENT sing Solution Center Planning & Zoning More	
Apply Online		
Jurisdiction and Request Typ	e'	
Online Permitting Application		
Select an Application Type		
Select an Application Type: *	- Select an Option -	() Please select an option
	- Select an Option -	
Back Next	DAF Organizational Support	
	DAF Project Assistance	
	General Oberanuß Sobbour	

Enter the Physical Address of your project or enter the Applicant's Physical Address. Then click 'Next.'

Apply Online					
Jurisdiction and Request Ty	ipe *				
Online Permitting Applicatio	n *				
Select an Application Type					
Physical Address or Locatio	n*				
Please provide the physic: If no project address, please	al address or location of your pr se provide the address of applic	oject. ant.			
Address or Location: * 123 Louisiana Dr Next	City: * Baton Rouge	Zipcode: * 70801			
Files Upload					

Please enter the 'Director's Contact Information' and then click 'Next.' All requested details must be provided.

Director's Contact Inform	nation			
First Name	Last Name	Suffix	Business Name	
Mailing Address Address	City	State Louisiana	Zipcode	
Email	Notify			
Cell Phone (000) 0	00 0000 Notify			
Home Phone (000)	000 0000 Notify			
Work Phone (000)	000 0000 Notify			
Back Next				

Please enter the 'Grant Contact's Contact Information' and then click 'Next.' All requested details must be provided.

Grant Contact's Contact Information						
First Name	Last Name	Suffix	Business Name			
Mailing Address Address	City	State	Zipcode			
Email	Notify					
Cell Phone (000)	000 0000 Notify					
Home Phone (000)	000 0000 Notify					
Work Phone (000)	000 0000 Notify					
Back Next						

The next section is the 'Grant Application Questionnaire' which is the lengthiest section of the online application process. The application is broken into sub-sections for convenience.

Application Questionnaire
 All Items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.
Organization Information*
Organization Name *
Organization Web Address
FEIN #*
DUNS # * For reference, the Dun and Bradstreet website may be found at: www.dnb.com
Parish * - Select Option - *
Region * - Select Option -

NOTICE - If at any point you would like to 'Save' your progress and return to your application at a later time, you may scroll down to the bottom of the Application Questionnaire and then click next even though you may not have completed all of the required questions. Then click the 'Next' button again until you see the option to save the application as shown below in the 'Review' section.

Review
① To save your current progress and complete your application another time, please press save before exiting.
Back Save

Choosing to save your application will allow you to return to the application and work on it later but it is important to know that the application has not been sent for review.

APPLICATION CREATED AND SAVED CONFIRMATION	×
Your Application has been saved and has been assigned application number APP-20 Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications' section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application. CLOSE REVIEW APPLICATION	,

Continuing Your Application and Submitting the Application

The steps below will explain how to access your saved application to continue further work on the application.

To access your saved application, you must login with your customer portal account. After logging in or if you are already logged in, click on the 'My Account' link located at the top right area of the screen.

	MY ACCOUNT HELP CONTACT PARTNERSHIP	
Pentitilis & Licensing Solution Cestler Planning & Zoning More	Signed in As Kenyon Jenkins / Log Out	MEW AWARDS

Scroll down to the bottom of the page until you see the section labeled 'My Applications.' In this section you will find your saved application. The status of the application will indicate it is an 'Unsent Application' meaning that you are still working on your application and that the application has not been sent in yet for review. To continue further work on your application, click on the Details button to the far right as indicated below.

ty Applicatio	ns									
D Below is You may	a list of Permits that you have a v submit the required information	scently submitted. If there are any questions, you will find that the inspector has posted them to the applied permit by responding via this page. You may allice apply for a new certificities classing here							ſ	1
Applic	T Jurisdiction 1	r Location	Ŧ	Status	۲	Created •	Y Pr	oject#	7	/1
APP-20	DCRT/Office of Cultural Development	123 Louisiana Dr Baton Rouge LA 70801	(Unsent Application		04-19-2018	Ne	ew Application	De	etails

From this page you may continue working on your application and populating the details requested.

Application Actions		
Prese screens of source facility preset SUBJECT DELETE		
Comments		
Add Comment		
Physical Address or Location *	Junsdiction and Request Type *	
W My Project has been addressed by the Junischion Address or Condice * Ory * T221 Columine Dr Bacin Rouge Add Comment	Applications (Control Development Developm	ami por agonator to tra junationo. 1911 faito francisco da alterna to tra france antido, por ser pesa tra filmer Antio to san por prope
Director's Contact Information	Organization Information'	
Post Name Last Name Suffix Business Name	Organization Name *	
Malling Address City State Zprode	Organization Web Address	
Email	PDAR.	
Cell Price (000 / 2000) Uscoty Home Price (000 / 000) 000) 01estly	During it is	
Wask Phone 1 2007 0000 Elbrothy	Parish *	- Select Option -

NOTICE – After you've updated your application you must click the 'Save' button located at the very bottom of the page to save your work. Your work is not automatically saved so please ensure that before exiting the page that you have first clicked the save button as shown below.

	For Administrative Use Only - To be completed by DORT Staff or Regional CDG	- Select Option -
1 0.5		
SAL	E.	

Also note that after clicking the save button you will see the following window asking if you would like to '**Review Application**' or if the application questions are completed you will additionally see the option to '**Submit Application**.' Do not click the 'Submit Application' option until the entire application is completed. You will not have a chance to edit your application once you've submitted the application for review. You may choose the 'Review Application' option as many times as necessary to continue updating your application.

Application Saved Confirmation	×
Your Application has been saved and has been assigned application number APP-21	
Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.	;"
CLOSE REVIEW APPLICATION SUBMIT APPLICATION	

The next section will illustrate the feature that allows you to upload supporting documents with your application.

Uploading Files

On the bottom left side of the page is a section dedicated for the File Upload feature. This is the section where you must upload the documents that shall accompany your application. You may upload PDF Files, Excel Spreadsheets, Photographs (JPG, TIFF, Etc.) and Short Video Files no larger than 2 minutes in length.

The required supporting documents and files will be listed as shown below. Each option listed provides an 'Upload Files' button which you must use to upload the respective file.



Notice that a blue arrow icon as shown below is presented next to the requested document type. This arrow indicates that there is a standardized form that you must use to provide the requested information. For example, as shown in the example below, the blue arrow appears next to the 'Total Operational Budget' item. Click the blue arrow to access this form as shown below.



- Total Projected Operational Budget
 Total Projected Operational Budget
 June 30, 2019. Refer to grant guidelines for an example.

 Upload Files

Instructions: • Download this document and save it to yo			
 An in the projected incluine and explanates Total income and Total Expenses do not han explanation in your supplemental materia additional income or will overcome a budge After completing this budget form, upload the "Files Upload" section. 	ur computer. Name the for your organization's pr ave to equal. If they don' als demonstrating how th ted shortfall. d it to your General Opera	file "GOS Budget". 'oposed 2018-2019 t equal, you may wa e organization plan ating Support grant	budget. ant to include s to use application in
Organization Name:			
INCOME			
	CASH	IN-KIND	TOTAL
Earned Income			
Admissions/Ticket Sales	\$0.00	\$0.00	S
Memberships/Subscriptions	\$0.00	\$0.00	S
Concessions	\$0.00	\$0.00	S
(type label)	\$0.00	\$0.00	\$
(type label)	\$0.00	\$0.00	\$
Contributed Support			
Foundations	\$0.00	\$0.00	S
Corporate	\$0.00	\$0.00	\$
Individuals	\$0.00	\$0.00	\$
(type label)	\$0.00	\$0.00	S
(type label)	\$0.00	\$0.00	\$
Government/Other Support			
Federal	\$0.00	\$0.00	5
City/Parish	\$0.00	\$0.00	\$
State	\$0.00	\$0.00	5
DAF Grant	\$0.00	\$0.00	S
LDOA Grant Request	\$0.00	\$0.00	\$
(type label)	\$0.00	\$0.00	\$
(type label)	\$0.00	\$0.00	S
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Save the form to your local computer by clicking the download icon provided.



Submitting Your Completed Application

Once you have completed all details of the application and uploaded all documents required to accompany the application, you are ready to submit your completed application for review. Remember that you will not have a chance to edit your application once you've submitted the application so please ensure that all details of the application are completed. As noted previously, after clicking the save button you will be prompted with an option to 'Review Application' and with an option to 'Submit Application.' If you do not see the 'Submit Application' option then that is an indication that there are incomplete responses in your application and that you need to review the application to complete the missing responses.

Application Saved Confirmation	×
Your Application has been saved and has been assigned application number APP-21	
Once you have submitted your application to the permit office, you will not be able to edit your returns it to you requesting changes. You can check the status and review your application by clicking the review application button section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application. CLOSE REVIEW APPLICATION SUBMIT APPLICATION	application again unless the jurisdiction below or by reviewing the "My Applications"

If you are ready to submit the application, click 'Submit Application' as shown below.

Application Saved Confirmation × Your Application has been saved and has been assigned application number APP-21 Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application. CLOSE REVIEW APPLICATION SUBMIT APPLICATION

After submitting the application, you are provided with a confirmation as shown below. The program administrator immediately receives the application and you are no longer able to edit the application contents.

Application Submitted Confirmation	×
Your Application has been received by DCRT/Office of Cultural Development and has been assigned application Your application can not be edited unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.	on number APP-21 ie "My Applications"

Confirm Your Application is Received

You may additionally view the following confirmation indicating that your application has been received by clicking the 'My Account' link located at the top right section of the screen and then scrolling down to the My Applications section at the bottom of the page.

Pennits & Licensing Solution Center Planning & Zoning More	Signed in As Kenyon Jenkins / Log Out	VIEW AWARDS

The application status MUST state 'Sent to Jurisdiction.' This means that you have successfully submitted your application!

Applications						
(i) Selow is a lo You may sub	at of Permits that you have n brill the required information	scenity automited. If there are any outerbons, you will find that the importance has posted them to the applied permit by responding via this page. You may also apply for a new permit by relating here.				
Applic T	Jurisdiction 1	f Location	T Status	T Created *	T Project# T	τ τ
APP-20	DCRT/Office of Cultural Development	123 Louisiana Dr Baton Rouge LA 70001	Sent to Jurisdiction	04-19-2018	New Application	Details

If further assistance is needed pertaining to the use of the MyGovernmentOnline software, please call the technical support line at 1-866-957-3764, option 1 for assistance. The MyGovernmentOnline agents are available to assist with any software related questions.

