

# MYGOV

# CONTRACTOR PORTAL

MyGov intuitive Contractor Portal allows you to participate directly with an agency and is equipped with a Dashboard that automatically updates in real-time, allowing you to stay up-to-date on all projects.

## → **Becoming A Contractor**

A person may request access to collaborate with an Agency by creating a new Contractor account.

## → **Creating a Contractor Account**

1. Follow [this link](#) to begin creating your new account.
2. Type in the required information.
3. Click the checkbox once you have read and agreed to the Terms of Service.
4. Click “Validate Email.”
5. Check your email for a verification message containing a 6-Digit Code.
6. Once received, enter the 6-Digit Code. Then click “Create Account.”
7. Complete the information on your Contact Record.
8. Click “Save Contact.”
9. Click the checkboxes by the Agencies to work with online.
10. Click “Send Request” to request access to work with the selected agencies.
11. You will automatically be logged into your Contractor account. Once the requested agencies accepted your request, you will see the status of your request updated to “Approved.”