

EXAMPLE

Account Activation Notice for Online Permits and Inspections



account holder

Ronnie Brown
Ronnie Brown Mechanical 2
4700 Drexel
dallas, TX 75205

account provider

Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Dear Ronnie Brown Mechanical 2,

Your MyGov account has been activated. You can now work with us online for permits, reviews and inspections. To begin, you will need to setup a username and password by following these steps:

1. Go to <https://mygov.us/login> and click "Create an account!".
2. When prompted, enter the information below:

Account. No.:	06F2-05F0-C3C3-C5D3
First Name:	Ronnie
Last Name:	Brown

**Use this information
to create your Login.**

3. Complete the remaining screens, and you will be logged in.
4. For future logins, go to <https://mygov.us/login> and enter your username and password.

QUESTIONS?

Mary Kuebler
(214) 559-9409 phone
(214) 559-9335 fax
mkuebler@hptx.org



User Login

[Home](#) » [Login](#)

Login Here

Username:

Password:

[Forgot passw ord?](#)

Contractors, create an account

If you are a contractor, you can easily create an account by clicking the link below.

Please note that you must first be placed into the system by a participating [agency](#) in order to create an account.

Related Links

- [Terms of Service](#)
- [Privacy Policy](#)
- [Service Level Agreement](#)
- [Security Information](#)



This is a secure page. Each secure page you view will be encrypted before being transmitted over the Internet.



For additional security, speed and reliability, please use this free Firefox web browser. [Click here to download](#)

Use this button to create your login and enter the requested information from the Activation Letter.



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Online Action Center (24-7)

Creating a Contractor's Log-In

- 1 Record Search
- ▶ 2 Validate Info
- ▶ 3 Terms of Use
- ▶ 4 Setup Login
- ▶ 5 Process Done

My Record Search

Here you may create a contractor log-in to use the MyGov system.
Use the form below to search for your contractor record.

Account No.	<input type="text" value="06F2"/>	-	<input type="text" value="05F0"/>	-	<input type="text" value="C3C3"/>	-	<input type="text" value="35D"/>
First Name	<input type="text" value="Ronnie"/>						
Last Name	<input type="text" value="Brown"/>						

Please note that you must first be placed into the system by a participating service provider in order to create a log-in.

Complete this form with the information contained in your Activation Letter that included as a PDF attachment to the Registration Application emailed to you. Select "Search" button.



Cities Serving Citizens February 5, 2014

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[Online Action Center \(24-7\)](#)

Creating a Contractor's Log-In

- 1 Record Search
- 2 **Validate Info**
- 3 Terms of Use
- 4 Setup Login
- 5 Process Done

Validate Information

Validate your information below .

Please verify that the information shown right is correct. If not, please contact [Mary Kuebler](#) at the Town of Highland Park .

06F2-05F0-C3C3-C5D4

Ronnie Brown
Ronnie Brown Mechanical 2

dallas, TX 0000 -0000
Phone: (214) 521-4161

← Select "Continue" button.



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Contractors
create a log-in

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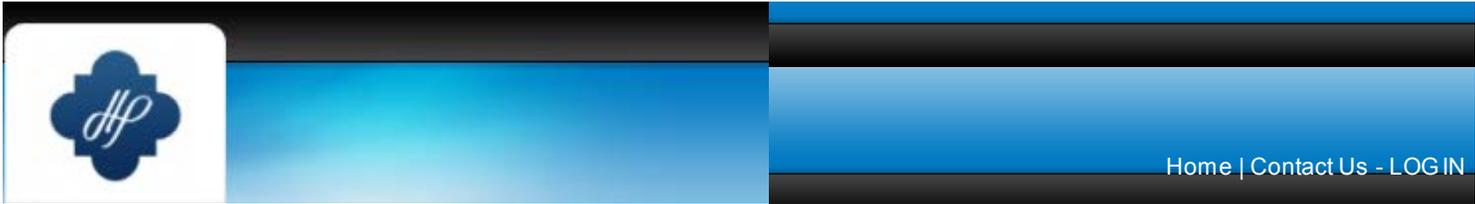
Setup your Login

Below is the result of your validation.

 Your validation was successful.

Username	<input type="text" value="RBROWN1234"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Set PIN	<input type="text" value="1234"/>
Set PIN Hint	<input type="text" value="Numbers counting forward from 1."/>

Create your Username, Password, and PIN, and Select "Submit" button.



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Agree to Terms of Use

using website bounds you to these terms

Please read the Terms of Service below. These Terms of Service, including any amendments that we may post from time to time, state the terms and conditions under which MYGOV provides you with various services on its website. All services are collectively referred to as "MYGOV Services". By accessing, browsing and/or using our website, you are deemed to accept the Terms of Service and agree to be bound by this agreement with respect to the use of the website. If you do not wish to be bound by this agreement, please do not access, browse or use our website.

ownership of our website

The MYGOV.US website is owned and operated by MYGOV, LLC. All right, title and interest to the content displayed on our site, including and not limited to,

I have read and agree to the Terms of Use.

[Back](#) [Continue](#)

Agree to Terms of Use and select "Continue" button.





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Contractors
create a log-in

Creating a Contractor's Log-In

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Process Done

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Home

Your active Projects, Payments Due, Notes from Inspector, and Inspections (pending and completed) are listed in this column.

Permits & Inspections

Welcome, Ronnie Brown

My Projects	0
Requested	0
Payments Due	0
Expiring Projects	0
Holding Projects	0
Delayed	0
Notes to Read	0
Ready to Archive	0
My Reviews	0
In Review	0
Items Required	0
Items Received	0
My Inspections	0
Available	0
Requested - Ready	0
License Required	0
Requested - Pending	0
Partial Pass	0
Failed	0
Failed w / Penalty	0

- ▶ [Request Inspection](#)
- ▶ [Request Project](#)
- ▶ [Request a New License / Registration](#)
- ▶ [Estimate Fees](#)
- ▶ [Download Forms](#)
- ▶ [My Account](#)

Use these links to "Request an Inspection" on an active project, "Request a Project(Permit)" and request additional "License/Registrations" with the Town in order to obtain different permit types.


Licenses / Registrations
License 1

Your registration(s) used to apply and receive online permits with the Town of Highland Park are listed in this box.

Scorecard

Since January 01, 2014 

Agency	Projects					Inspections				
	Active	Archive	Request	Total	(%)	Passed	Failed	Request	Total	(%)
Town of Highland Park	0	0	0	0	0%	0	0	0	0	0%
TOTALS	0	0	0	0	(100%)	0	0	0	0	(100%)