HOW TO FIND AND ASSOCIATE PROJECTS (APPLICATIONS) WITH YOUR ACCOUNT

1. Go to the MyGovernmentOnline webpage at www.mygovernmentonline.org

   NOTE: The suggested browser to use is Google Chrome. You can download this web browser free from www.chrome.org.

2. Log in to your Account by clicking on the “Log In” link located at the top right portion of your screen

3. Type in your email address and password, and click on

   ![Login](image)

   To find and add projects associated with your phone number

4. Click on the blue “My Account” link on the top right section of the webpage. This will take you to your My Account dashboard.

5. Scroll down to the “My Permits” section and click on the “Find projects associated to your verified phone numbers” button.
NOTE: By selecting “Find Projects Associated to your verified phone numbers” all the projects submitted by your office with the same phone number will be identified. In this case, you will need to select the exact application number you wish to add and click on “Add to My Account”.

6. Verify the state (Texas) and jurisdiction (Georgetown) information, and click on “Search”

7. You will be given the option to add projects (applications) found to your account, which will be displayed under the “My Permits” box. To add the project (application) to your account, click on “Add to my account”

8. A window will open as shown below. You may enter a planning alias (special name or company’s internal project number) if you want to personally name your project (application) but this is not required. Please note that you will not be able to add or edit an alias in the future.
9. Click the button that says “Add Project to My Account”.

10. You will see a new window confirming the permit is added to your account. The project (application) is now in your “My Permits” list. Click “View Planning Details” to view the project (application).
To find and associate projects through the “Planning and Zoning” Module

1. Scroll the mouse to the button at the top left side of the screen, and click on “Search”.

2. Select the appropriate state (Texas), and jurisdiction (Georgetown).

3. Type in the Project Number (i.e. 2019-000-REZ, or REZ-2017-001 for cases prior to 2019) in the Project Number field. You can also search by Project Name, Address, Submittal Date, and other options.

4. Click the Search button. The search result will show up at the lower part of the page.
5. Ensure you have located the correct project (application) and then click the button on the right side of the screen in the search result.

NOTE: To associate a project (application) to your account, the phone number on your account must match a phone number in the project (application). If you receive a message stating that you cannot add the project (application) to your account, please call technical support for assistance at 1-866-957-3764, option 1.

6. A window will open as shown below. You may enter a planning alias (special name, your internal office project number, or internal employees name) if you want to personally name your project (application) but this is not required.

7. Click the button that says “Add Planning to My Account”.
8. You will see a new window confirming the permit is added to your account. The project (application) is now in your “My Permits” list. Click “View Planning Details” to view the project (application).