



## MyGov for City of Kaufman Business Manager Registrations

1. Go to [www.mygov.us](http://www.mygov.us)
  - a. Look at the top right corner click on **Client Map**.
  - b. Browse the Agencies and look for **City of Kaufman** and double click on it
2. Go to the **Contractor Registration** module and **Request a New Registration**.
  - a. Pick **Business Manager** registration and click **Request Now**.
  - b. **NOTE:** You will need a copy of your driver's license and it will need to upload into MyGov. You can either scan these items or use your smart phone to take picture of these items.
  - c. Fill out the information for your drivers license.
  - d. Click **Choose File** for your driver's license and then click **Upload**.
  - e. After it has finished uploading the information, click **Next**.
  - f. You will be taken to another screen for you fill out all of your information. The boxes with the red (\*) astricks are information that is required before you can advance to the next step.
  - g. When done, click **Next**.
  - h. Read the terms and click **I Agree To The Terms Above**.
  - i. There is not a payment for Business Manager license.
  - j. **Request a Registration – Verify and Submit** – Review, verify and then click **Submit Application**.
- 3. Print out the next page that pops up. You will need this for your records and for the following steps.**
4. After your have submitted your completed application, staff will review the application and send you an email that says your application is complete or incomplete.
5. If your application is complete, you should receive your **Registration** along with your **Activation Letter** by email.
6. When you log back onto MyGov, it will take you to the page **Creating A Contractor's Log-In**.
7. Enter the **Account No.** on the **Account Activation Notice** that you should have received.
8. Click **Search** and then verify your information is correct. Click **Next**.
9. You now have the legaleez to review. When you are ready click on the box nex to **I Have Read And Agree To The Terms Of Service**.
10. You will enter the following information: Enter a **Username, Password, Confirm Password, Set PIN, Set PIN Hint**.
11. **Process Is Done**. You are now ready to log-in and pull your food permits. If you need instructions, please look at the **Documents and Downloads** for instructions.

If you need any assistance, please contact Development Services at 972-932-2216.