



## How do I add a project to my account in [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org)?

- Open your browser and type in [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- Select **'Customer Portal'**

### **FIRST TIME USERS:**

- Top Right Hand side of page select **'Create Account'**
- You will create an account with your information that will identify you to your project or projects you may associate with.

### **ALREADY HAVE A MyGovernmentOnline LOGIN?**

- **Login** (Top right hand side of page)
- Left hand side of page, hover over the **'Permits and Licensing'** tab
- Select **'Search Permits'**
- Complete the fields in this order:

State: **Texas**      Jurisdiction: **Rollingwood**      Project Type: **Development Services**

- Select **'Next'**
- Enter in any of the following
  - **'Project Number'**
  - **'Street Number'**
  - **'Street Name'**
  - **'Parcel Number'**
- Select **'Search'**
- To the right of the correct permit, Select **'Add to My Account'**
- Select **'My Account'** at the top right-hand corner
- Scroll down to **'My Permits'**
- Select **'View Permit'** to the left of your permit
- Scroll, about midway down, to **'Plan Review Files'**
  - Here you will be able to see the stamped drawings.
  - Download, Print and please have a set of stamped plans onsite for inspections.