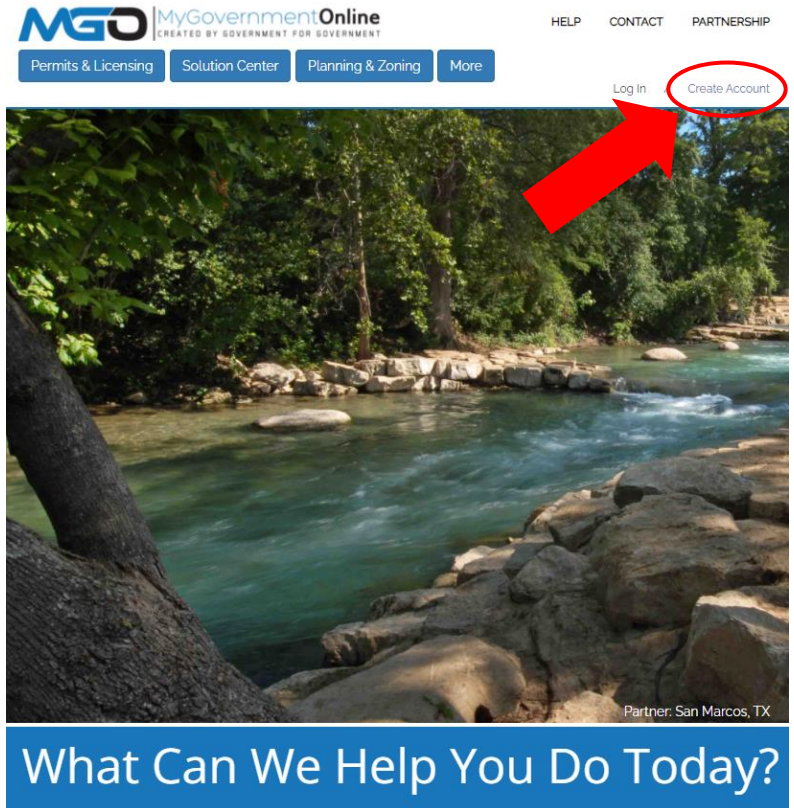


How to Create a New User Account

To get started, go to www.mygovernmentonline.org

1. Click on the Create Account link at the top right of your screen.
- * Prior to getting started, we encourage you to download and install the latest versions of: Chrome (google.com/chrome) or Firefox (<https://www.mozilla.org>)



Create Account on Customer Portal

Important:
 1. Before an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.
 2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a few minutes. Upon answering the call please press 1 to verify your account.
 3. If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verify" button. If you have any trouble with this process please call our office at 1-866-957-3764 and we will help you verify your account.

Your Login Information

E-mail * Confirm E-mail *

Password * Confirm Password *

Your Account Information

First Name * Last Name * Business Name

Enter a phone number that will be used to verify your account.

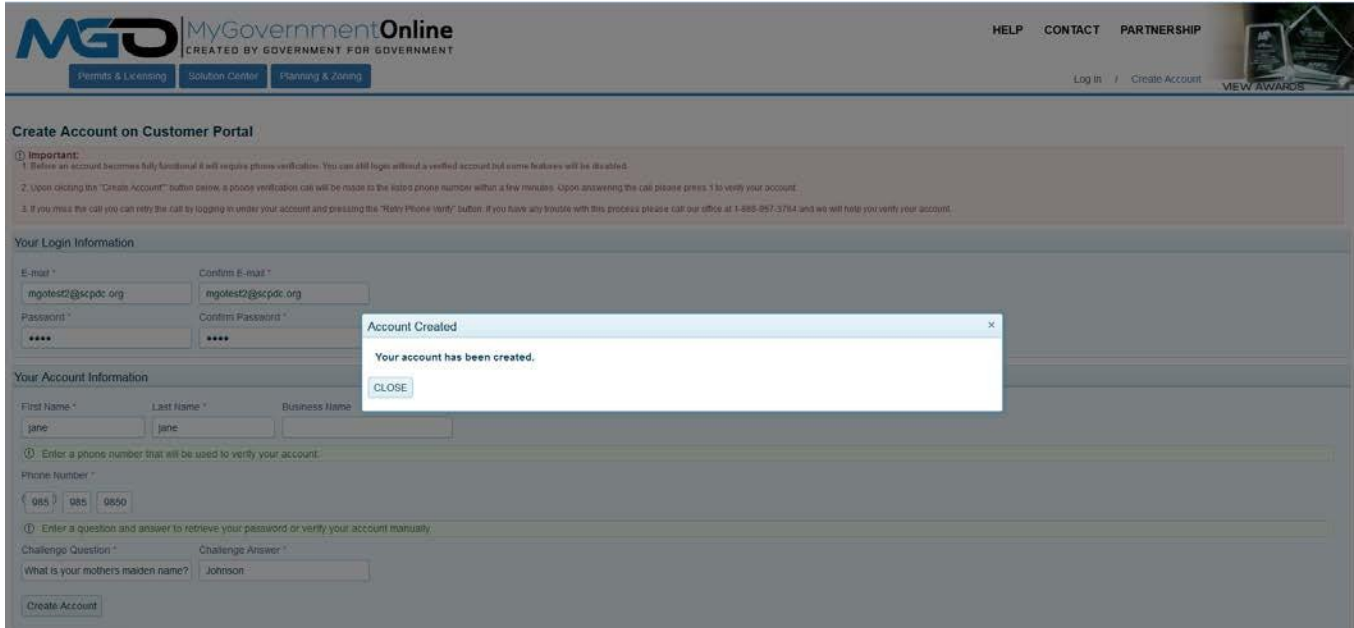
Phone Number *

2. Fill in the user account login information required to create your new account. A valid E-mail address is required.

The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active.

- * The password you enter is very important and is case sensitive. Please do not forget your e-mail address, as this will be utilized to login.

3. You will receive an “Account Created” confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.



If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

***This completes the account creation process and you are now ready to login!**