



## How to Create a User (Collaborator) Account:



Click "?" Icon Lower Left Corner to Watch this Step By Step Video

1. [MyGov Public Portal](#)
2. Click "Create Account" (Upper Right Corner)
3. Type in required information

**City of Manitowoc, WI**

### New Collaborator Account

Please use the form below to create a new Collaborator account.

First Name: \*

Last Name: \*

Email: \*

Password: \*

I have read and agree with the [Terms of Service](#)

**Validate Email**

4. Click the checkbox to agree to the terms of service
5. Click "Validate Email"

**Validate Email**

6. Enter the Temporary Password

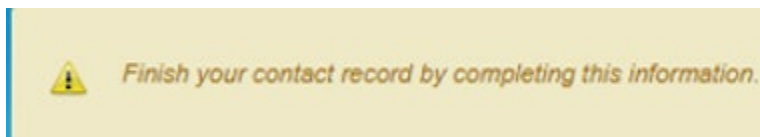
*Note: A Temporary Password will be emailed to you.*

resend email.' Below this is a text input field labeled '6-Digit Code:' with a small asterisk icon to its right. A green 'Create Account' button is centered below the input field. At the bottom of the form area, it asks 'Already a Collaborator?' with a link to 'Collaborator Login'. The footer contains links for 'Terms of Service' and 'Privacy Policy', and a 'Powered By MyGov' logo." data-bbox="115 160 387 433"/>

7. Click " Create Account"



8. Enter **ALL** contact information (address, phone, email)



*Note: For User (Collaborator) Accounts that are for the individual who possesses the state credential / license the contact first and last name must be theirs as this account will also be used for Manitowoc contractor registration.*


*Note: The Email listed will receive all information related to plan review, plan review corrections, inspections, inspection corrections, invoices, receipts, and permit documents*

Business Name:

 CONTACT PICTURE



Upload or Take a Photo

 Upload

 Use Webcam

 CONTACT INFORMATION

Phone: \*    Mobile: \*    Fax:

Email: \*    Website:

 PHYSICAL ADDRESS

Address: \*    PO:

Address Cont.:    Zip Code: \*

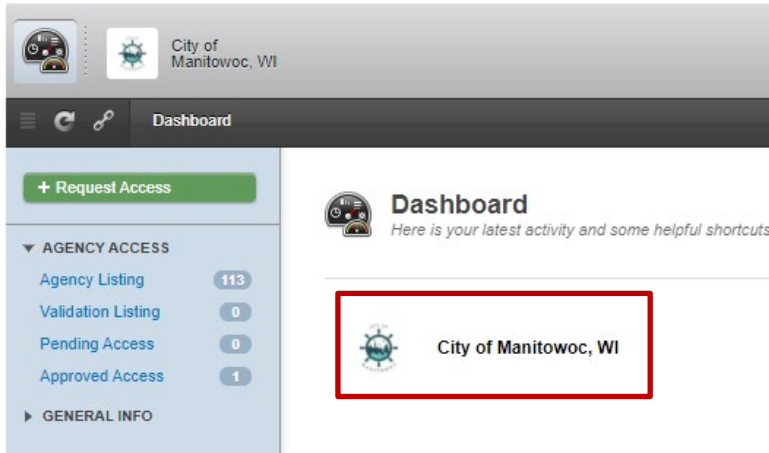
City: \*    State: \*    Country: \*

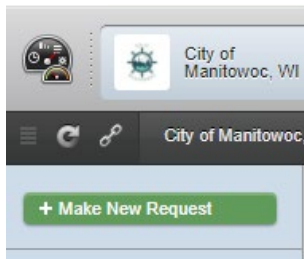
9. Click "Save Contact"

10. You will be re-directed to your dashboard

11. Click City of Manitowoc Icon



12. Click "Make a New Request"



*Note: If left-hand sidebar is collapsed, click "Toggle Menu Visibility" icon to expand.*

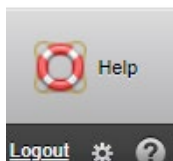


Click Building Department

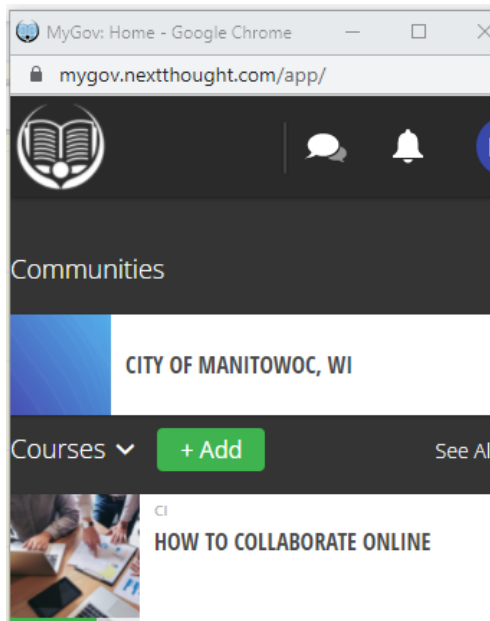


## Helpful Videos

Right Corner of Collaborator Portal Select "Help" Icon



## Play Overview “How to Collaborate Online”



## Select Next Lesson “ Using the Collaborator Interface”

### Suggested Videos:

- Collaborator Interface Basics Video 1
- How to Apply for Projects Video 2
- Respond to Corrections & Pay Fees Video 5
- Download Documents & Schedule Inspections Video 6
- The Collaborator Side Bar Video 8