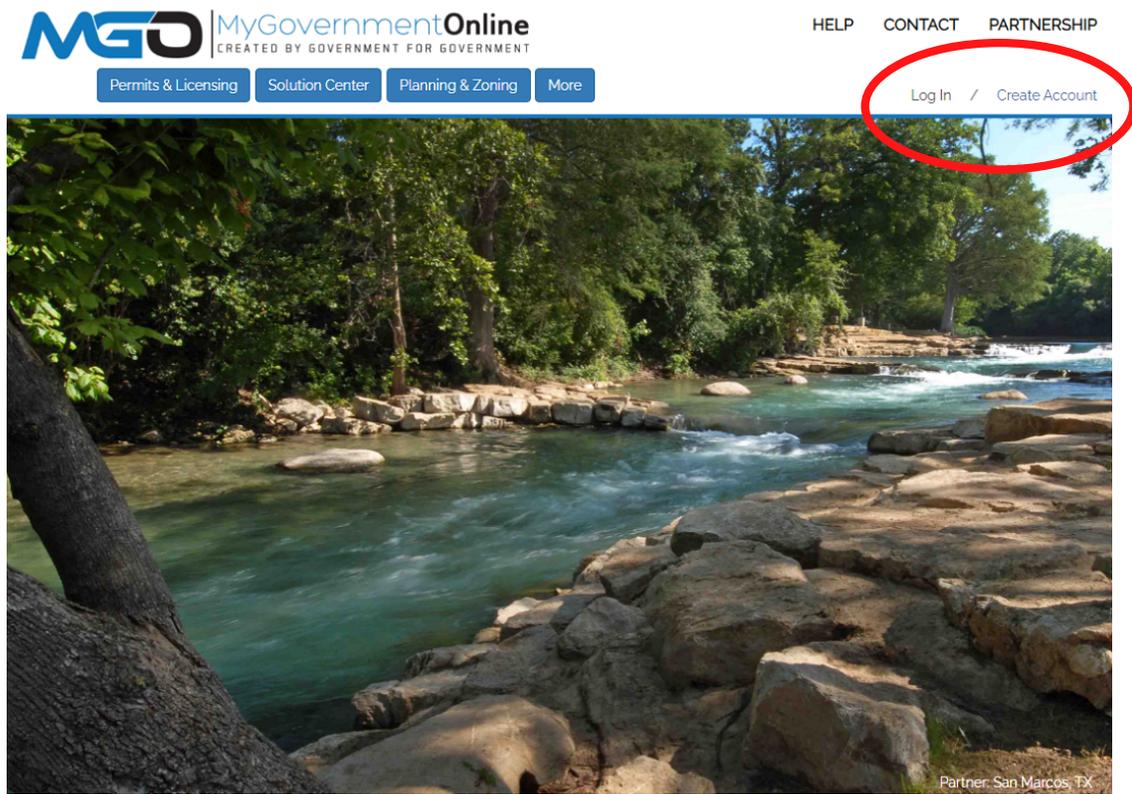


Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 1: Select 'Log In', or 'Create Account'.



Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 2a: If creating an account, fill in the required fields with your information.*

MGD MyGovernmentOnline | HELP CONTACT PARTNERSHIP
CREATED BY GOVERNMENT FOR GOVERNMENT

Permits & Licensing Solution Center Planning & Zoning More Log In / Create Account

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.

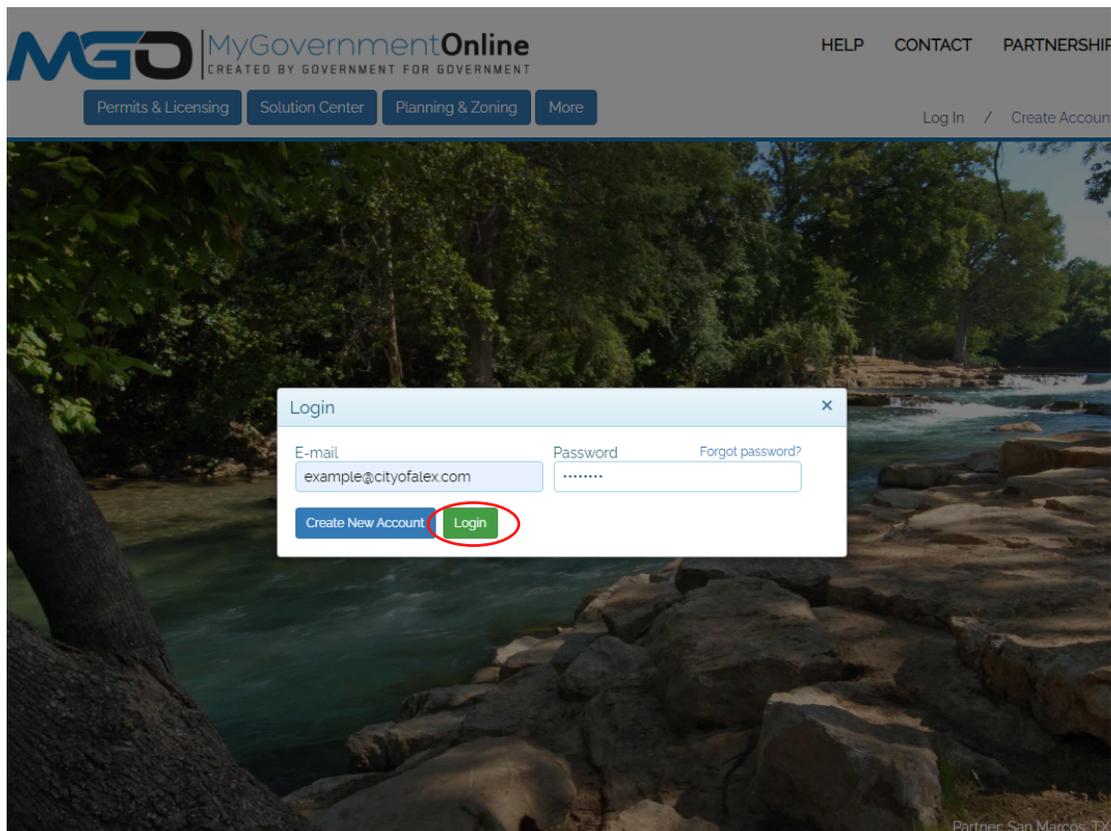
Phone Number *

*If you do not have an email address, call Community Development's Lead Department at 318-449-5067 for assistance.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

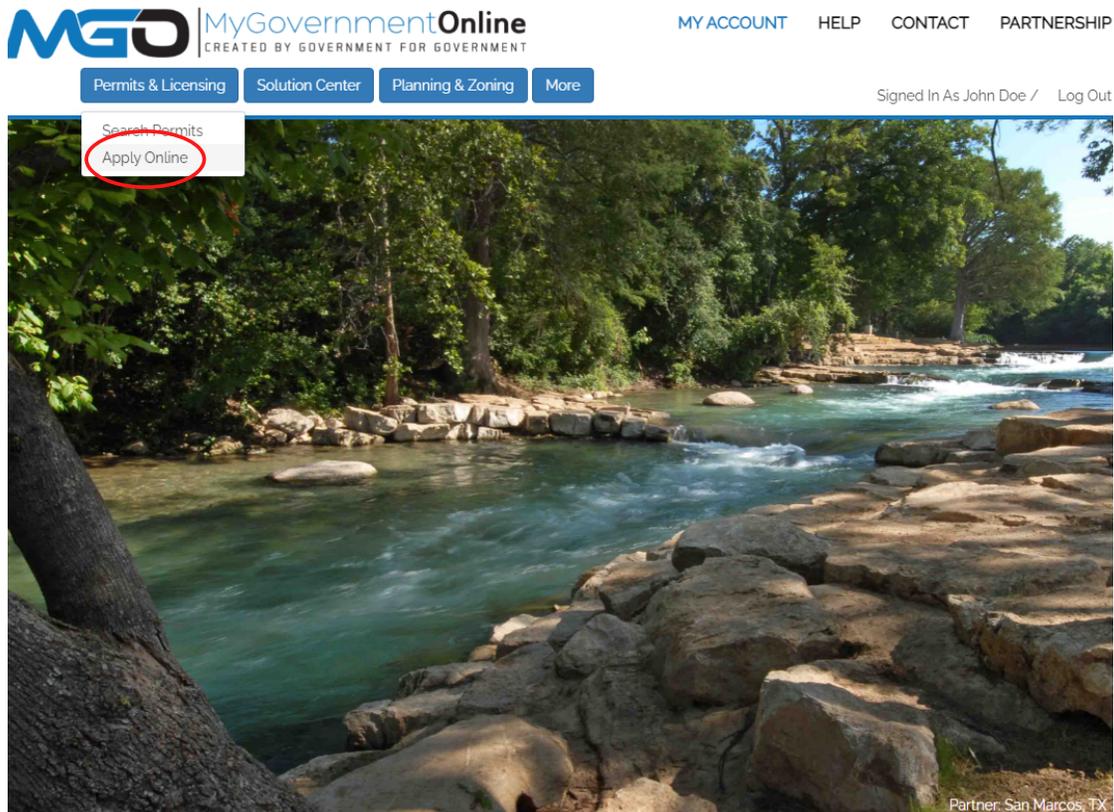
Step 2b: After creating your account, log in.



Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 3: Select 'Permits & Licensing', then select 'Apply Online'.



Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 4: Fill in the required fields and select 'Next'.

The screenshot shows the MyGovernmentOnline (MGO) interface. At the top left is the MGO logo with the tagline "MyGovernmentOnline" and "CREATED BY GOVERNMENT FOR GOVERNMENT". To the right are navigation links: "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERSHIP". Below these are buttons for "Permits & Licensing", "Solution Center", "Planning & Zoning", and "More". On the far right, it says "Signed In As John Doe / Log Out".

The main content area is titled "Apply Online" and contains a form titled "Jurisdiction and Request Type". A light blue box contains the text: "Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure." Below this are four dropdown menus: "Country" (United States), "State" (Louisiana), "Jurisdiction" (Alexandria), and "Project Type" (Community Development). A "Next" button is located at the bottom left of the form.

At the bottom of the page is the MGO logo and tagline again.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 5: Select 'Get Started on a New Application'.

The screenshot shows the MyGovernmentOnline interface. At the top left is the MGO logo with the text 'MyGovernmentOnline' and 'CREATED BY GOVERNMENT FOR GOVERNMENT'. To the right are links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below these are buttons for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. On the far right, it says 'Signed In As John Doe / Log Out'. The main content area is titled 'Apply Online' and contains a dropdown menu for 'Jurisdiction and Request Type' which is currently set to 'Online Permitting Application'. Below this, there are two buttons: 'Get Started on a New Application' (circled in red) and 'Add a permit to an existing project'. At the bottom of the menu is a 'Select an Application Type' dropdown.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 6: Select 'LEAD Online Application' from the dropdown box, then select 'Next'.

The screenshot shows the MyGovernmentOnline interface. At the top left is the MGO logo and the text 'MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT'. To the right are links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below these are buttons for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. On the far right, it says 'Signed In As John Doe / Log Out'. The main content area is titled 'Apply Online' and contains a series of dropdown menus. The first two are 'Jurisdiction and Request Type *' and 'Online Permitting Application *'. The third is 'Select an Application Type'. Below this is a dropdown menu with 'LEAD Online Application' selected, which is circled in red. Below the dropdown is a red warning message: 'PLEASE NOTE: DO NOT COMPLETE CONTRACTOR INFORMATION.' Underneath is a paragraph of text explaining the application preview process. At the bottom left are 'Back' and 'Next' buttons.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 7: Fill in the required fields, then select 'Next'.

 **MyGovernmentOnline**
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[MY ACCOUNT](#) [HELP](#) [CONTACT](#) [PARTNERSHIP](#)

[Permits & Licensing](#) [Solution Center](#) [Planning & Zoning](#) [More](#)

Signed In As John Doe / [Log Out](#)

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Please provide the physical address or location of your project.

My Project has been addressed by the Jurisdiction.

Address or Location: * City: * Zipcode: *

Files Upload

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 8: Fill in the required fields, then select 'Next'.

The screenshot shows the 'Owner's Contact Information' form on the MyGovernmentOnline website. The form is titled 'Owner's Contact Information' and includes a search bar for the jurisdiction's contacts database. Below this, there are input fields for 'First Name' (John), 'Last Name' (Doe), 'Suffix', and 'Business Name'. A 'Mailing Address' section includes fields for 'Address' (625 Murray Street), 'City' (Alexandria), 'State' (Louisiana), and 'Zipcode' (71301). There are also fields for 'Email' (example@cityofalex.com) with a 'Notify' checkbox, and three phone number fields (Cell, Home, Work) with area codes and 'Notify' checkboxes. At the bottom of the form are 'Back' and 'Next' buttons. Below the form is a navigation menu with links for 'Contractor's Contact Information', 'Application Questionnaire', 'Files Upload', and 'Review'.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 9: Do not fill in the fields under 'Contractor's Contact Information'. Select 'Next'.

The screenshot shows the 'Contractor's Contact Information' form in the MyGovernmentOnline system. The form is titled 'Contractor's Contact Information' and includes the following fields and options:

- Contractor's Contact Information** (Section Header)
- First Name, Last Name, Suffix, Business Name, License Number (Text input fields)
- Mailing Address** (Section Header)
- Address, City, State (dropdown menu showing 'Louisiana'), Zipcode (Text input fields)
- Email (Text input field) with a Notify checkbox
- Cell Phone (000) (000) (0000) with a Notify checkbox
- Home Phone (000) (000) (0000) with a Notify checkbox
- Work Phone (000) (000) (0000) with a Notify checkbox
- Buttons: Back, Next
- Application Questionnaire (dropdown menu)
- Files Upload (dropdown menu)
- Review (dropdown menu)

At the top of the page, the MGO logo is displayed with the text 'MyGovernmentOnline' and 'CREATED BY GOVERNMENT FOR GOVERNMENT'. Navigation links include 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. A menu bar contains 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. The user is signed in as 'John Doe' and can click 'Log Out'.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 10: Fill in the fields of the Application Questionnaire, then select 'Next'.

MGO MyGovernmentOnline
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[MY ACCOUNT](#) [HELP](#) [CONTACT](#) [PARTNERSHIP](#)

[Permits & Licensing](#) [Solution Center](#) [Planning & Zoning](#) [More](#)

Signed In As John Doe / [Log Out](#)

Application Questionnaire

Additional Owner Information

Last 4 SS#

Age

Race

Marital Status

LEAD

Is Owner(s) willing to incur a lien if required for assistance?
If No, DO NOT PROCEED. Application will not be processed.

Does any occupant have handicap needs?

Are you paying a Mortgage on this residence?

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 11: Upload the required documents.*

Application Questionnaire

Files Upload

If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

Upload the following files with your application. When possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.

- **Upload Signed Application Signature Page**
Upload Files
- **Photo of Drivers License**
Upload Files
- **Proof of Income Documents**
Upload Files
- **Photo of Social Security Card**
Upload Files
- **Copy of Birth Certificates if under the age of 6**
Upload Files
- **Files**
Upload Files

Back Next

Review

*If you cannot upload the required documents, they can be:

- Emailed to cda@cityofalex.com
- Faxed to 318-449-5031
- Dropped off at the City of Alexandria Customer Service Utility Building **Community Development Drop Box**

If you need further assistance, please contact the Community Development Lead Department at 625 Murray Street, 3rd Floor, or by calling 318-449-5067/5076.

Lead-Safe Housing Program

How to Apply with MyGovernmentOnline

Step 12: Select 'Save', or 'Submit'.

The screenshot shows the MyGovernmentOnline interface. At the top left is the MGO logo with the text "MyGovernmentOnline" and "CREATED BY GOVERNMENT FOR GOVERNMENT". To the right are navigation links: "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERSHIP". Below the logo are four buttons: "Permits & Licensing", "Solution Center", "Planning & Zoning", and "More". On the right side, it says "Signed In As John Doe / Log Out". The main content area has a sidebar with a list of application steps: "Physical Address or Location*", "Owner's Contact Information", "Contractor's Contact Information", "Application Questionnaire", "Files Upload", and "Review". The "Review" step is highlighted in dark blue with an upward-pointing arrow. Below the sidebar is a message box: "To save your current progress and complete your application another time, please press save before exiting." Below that, it says "Your application is ready to submit to the jurisdiction." At the bottom are three buttons: "Back", "Save", and "Submit".

If you need to locate information or documents to complete your application, or need assistance in completing your application, select 'Save'. Your application can be retrieved and completed at any time. Applications can be filed over the phone by calling 318-449-5067.

If you have completed the application, select 'Submit'. We look forward to reviewing your application!