

Collaborator Interface

Our intuitive Collaborator Interface allows you to participate directly with an Agency and is equipped with a Dashboard that automatically updates in real-time, allowing you to stay up-to-date on all projects.

Becoming A Collaborator

There are two ways to become a collaborator:

1. A person may request access to collaborate with an Agency by creating a new Collaborator account.
2. An Agency may extend an invitation to whom they would like to collaborate.

Creating a Collaborator Account

1. Follow [this link](#) to begin creating your new account
2. Type in the required information
3. Click the checkbox once you have read and agreed to the Terms of Service
4. Click *“Create Account”*
5. Complete the information on your Contact Record
6. Click *“Save Contact”*
7. Click the checkboxes by the Agencies to work with online
8. Click *“Send Request”*
9. Check your email for a message to validate your email address
10. Click the *“Validate Email”* button in the email
11. Check your email for a message when the agencies you requested to work with respond to your request.
12. Click [“Collaborator Login”](#) to login

Note: If you have forgotten your password, click *“Forgot your password?”*.

Accepting an Invitation to Collaborate

1. An invitation email will be sent to you from the Agency.
2. Click the *“Collaborator Interface”* button in the email
3. Using the email address and temporary password found in the email, log in to your Collaborator Interface
4. Once logged in, you will see your Dashboard and be prompted to finish your *“Contact Details”*. Click this link and update information as needed.
5. Click *“Save Contact”* when finished
6. In the sidebar, go to Agency Access > Pending Access. Here, you will see the agencies who have invited you to collaborate.
7. Click the gear tool to the right of the Agency name
8. Click *“Accept Invitation”*
9. Click *“Yes, Accept This”*
10. At the top left of this page next to your Main Dashboard icon, you will now see your Agency appear

Collaborator Interface - Main Dashboard

- In the top, right corner of the page you will see:
 - The option to “Logout”.
 - A “Settings” tool. Here you can edit your Contact Record or change your password.
 - A “Contextual Help” tool. This tool provides an explanation of the current page and can be found at the top, right-hand corner of every page of your Collaborator Interface.

Main Dashboard - Sidebar

- Under “Agency Access” you can view:
 - *All Agencies*: All agencies available to collaborate with online.
 - *Validation Listing*: Agencies that you have requested access to, but require email validation from you before continuing.
 - *Pending Access*: Agencies that are pending your approval to access.
 - *Approved Access*: Agencies that have approved you for Collaboration.
- Under “General Info” you can view and edit your profile, including your contact details, notification settings, and saved credit cards.

Requesting Access to Another Agency

- To request access to collaborate with another Agency, select the green button “Request Access” on the Sidebar.
- Here, you will begin on step #7 under the “Creating a Collaborator Account” section found above.

Collaborator Interface - Agency Dashboard

- The Agencies you have access to collaborate with will appear next to your Main Dashboard icon at the top of the page. By selecting one of these Agency icons, you will land on a Dashboard specific to that Agency.

Agency Dashboard - Sidebar

- Under “Credentials” you may view:
 - *Applications*: A listing of all applications for Credentials.
 - *Active*: Credentials that are active.
 - *Renewing*: Credentials that are in the process of being renewed.
 - *Expiring*: Credentials that will be expiring soon.
 - *Expired*: Credentials that have expired.
 - *Revoked*: Credentials that have been revoked.
 - The option to *Estimate Fees* for a particular Credential.
- Under “Projects” you may view:
 - *Projects*: A listing of all projects.
 - *Requested*: Projects that have not been accepted yet.
- *Reviews*: Projects that are currently on a Review step.
- *Inspections*: Projects that are currently on an Inspection step.
- *Archived*: Projects that have been archived.
- The option to *Estimate Fees* for a particular project.

- Under “*Invoices*” you may view:
 - *All*: A listing of all invoices.
 - *Due*: Invoices that are due.
 - *Past Due*: Invoices that are past due.
 - *Paid*: Invoices that have been paid.
- From the invoice pages you can edit, email, delete, pay or print an invoice.

Note: The items described above are dependent on the Agency’s subscribed modules.

Making a New Request With An Agency

- Select the green button “*Make New Request*” on the Sidebar
- Select the Department with whom you choose to work.
- All request types for this Department will expand for your selection.
- Enter the required information and click the “*Request*” button at the bottom of the page.
- Upon submission, you will be directed to a “*Details*” page. The purpose of this page is to identify the current step of the process of your application.
- There are three actions available to you from your Details page:
 1. Respond to a Correction Item
 - When a correction item is available and in need of your response, you will see an option to “*Reply*” on the Details page. This is your direct connection to your Agency via your Collaborator Interface.
 2. Pay A Fee
 - When a fee has become available to pay, you will see an option appear to “*Pay Fees*”.
 3. Schedule An Inspection
 - When an inspection step has become available to schedule, you will see an option appear to “*Schedule Inspection*”.

Note: The above three actions are dependent on the Agency’s subscribed modules. When an action is requested of you for a project, you will receive an email from MyGov, and your Dashboard will be updated.

We hope you have found this information useful. If you have questions or need additional information, please contact your Agency administrator directly. Thank you!