

## Contractor Registration Instructions for Ascension Parish

### **DONE ONLINE ONLY; PAY ONLINE ONLY**

1. If you are logged in to MGO, log off completely
2. Type “www.mgoconnect.org” into your browser
3. Click “Customer Portal”
4. Select “Louisiana” and then “Ascension”
5. Click “Go”
6. Click “Apply for Contractor Registration”
7. Log into MGO with the credentials used to apply for permits (email address and password)
8. Complete all address fields
9. Click “Next”
10. Complete Personal Name, Business name, mailing address, and contacts information sections.
11. Click “Next”
12. Complete License type using the drop down menu, then Qualifier's Name, State license Number, and State License Number and Expiration Date
13. Read and check off “Acknowledgment”
14. Click “Next”
15. Upload a copy of the unexpired Sate Contractor License certificate issued by LSLBC (or Master Plumber Card if not licensed by LSLBC)
16. Click “next”
17. Click “submit”
18. Upon acceptance of your application, an invoice will be emailed and the registration fee is paid online in MGO.

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