

MyGov Collaborator HOW TO SIGN UP

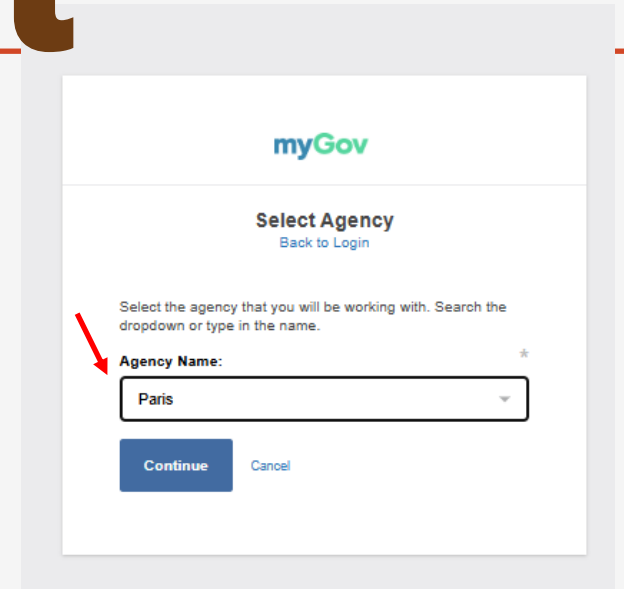
Festival of Pumpkins training for applications

Making an Account

1. <https://web.mygov.us/authentication/register>

2. Use the drop down to pick Paris

3. Create up account as collaborator



myGov

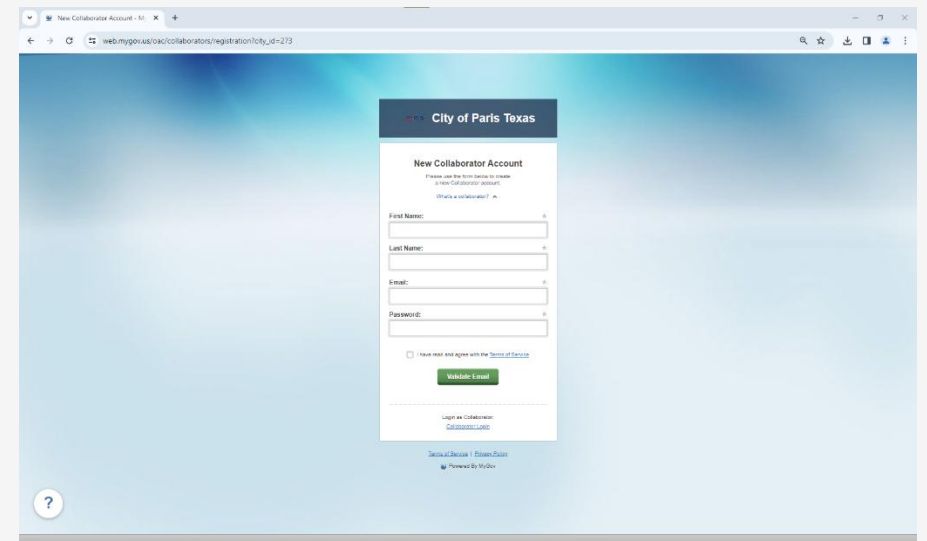
Select Agency
[Back to Login](#)

Select the agency that you will be working with. Search the dropdown or type in the name.

Agency Name: *

Paris

Continue Cancel



City of Paris, Texas

New Collaborator Account

Please use the form below to create a new Collaborator account. (Only a collaborator? [Go](#))

First Name: *

Last Name: *

Email: *

Password: *

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

Validate Email

[Login as Collaborator](#)
Collaborator Login

[Terms of Service](#) | [Privacy Policy](#)

Powered By Wulfin

Getting Started

How it works:

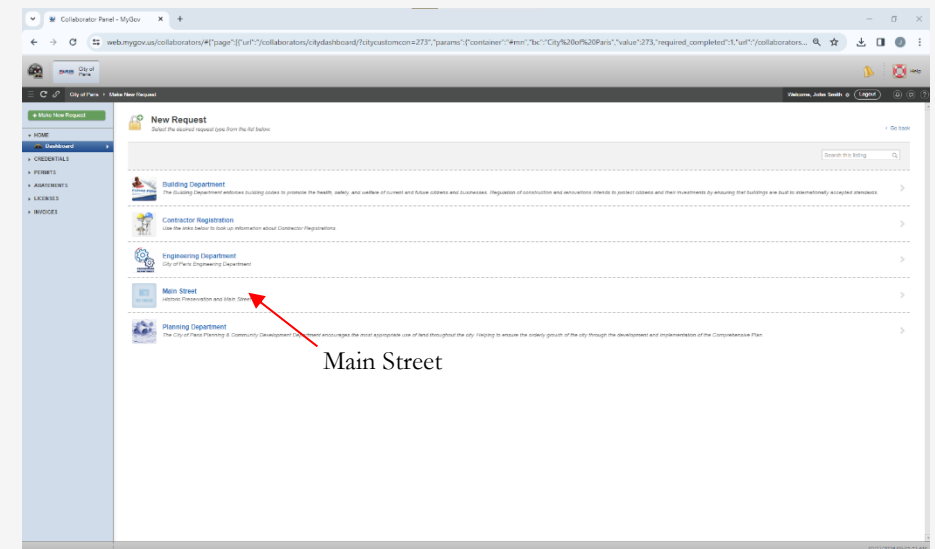
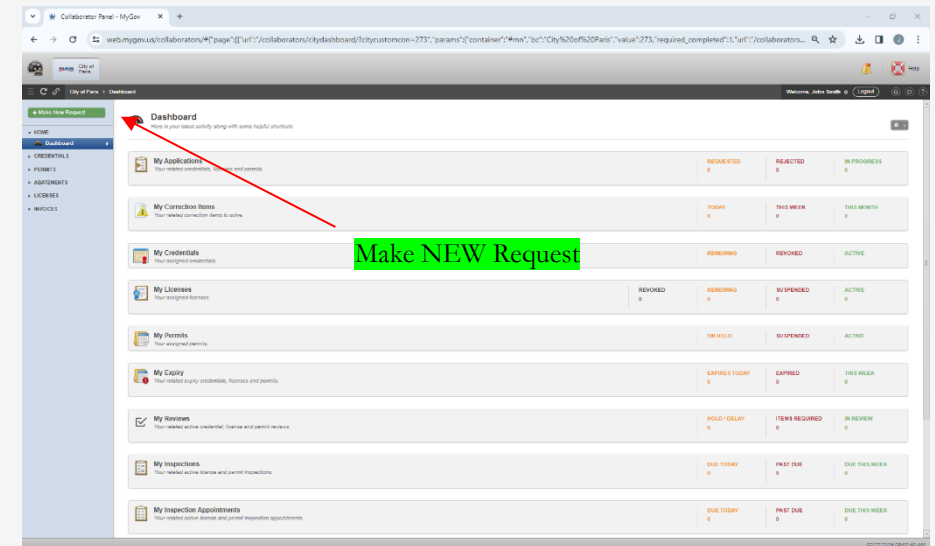
1. Finish putting in your information for your account.
2. Click "Get Started" on the City of Paris link.

The image displays two screenshots of the City of Paris web portal. The top screenshot shows the 'New Collaborator Account' registration form. The form includes fields for First Name (John), Last Name (Smith), Email (johnsmith123@gmail.com), Password, and Confirm Password. A 'Validate Email' button is at the bottom. The bottom screenshot shows the 'Dashboard' page. A red arrow points to a 'Get Started' button in the top right corner of the dashboard area.

Making a Request

1. Click "make new request" in the top left corner of the screen.
2. Select Main Street.
3. Scroll down to the "Business License" module. Special Events is listed at the bottom.
4. under LICENSE DESCRIPTION, please enter the type of vendor, Merchant - NP for Non Profit or Concession and items to be sold.

READ KNOWLEDGE BASE ITEMS ON THE APPLICATION BEFORE PROCEEDING WITH THE APPLICATION.



Application Process

1. Choose desired application type under Annual Special Events. There are applications for vendors and concessions, non-profit organizations.
2. Take care to upload all information and required documentation for your vendor type. *Photos must be .JPEG or .PDF File types. The .HEIC files types are not acceptable in our system.
3. After submission, vendor applications will be delivered to the festival staff through the MyGov system. The next step will be for Staff to accept the request. An email will be sent when it is accepted.
4. Acceptance does not guarantee approval. The applications will be reviewed by festival staff. If the application is approved invoice will be sent for payment.
5. Payment can be made in person, by credit card (* 5% fee added) or through the mail.
6. ALL communication with vendors will go through the MyGov Portal via comments or corrections section of MyGov and are saved for review.

The screenshot shows the 'Request New License' form on the City of Paris website. A red arrow points to the 'Address' field, which is circled in green. The form includes sections for 'Licensing Information', 'Location', 'Existing Projects for this Location', 'License Description', and 'Requirements'.

Request New License

To request a license, complete the information below. Then, click the "Request License" button.

Licensing Information
This is what you're requesting:

Licensing Title:
Licenses are issued in three categories:

Location:
Select an existing location from Location:

Address: 2

Existing Projects for this Location:
Existing licenses or applications for this property address.

License Description:
Enter a complete description of the main use(s) intended in this license.

Requirements
These are the requirements:

Field Name: **Value:**

Vendor Type (check all that apply)
Please select the type of vendor you are:

Business Name:

Applicant Name:

PLEASE REMEMBER THESE KEY ITEMS

- ALWAYS have everything ready before starting application. The application will NOT SAVE if not completely filled out and completed. Pay attention to file types When submitted, the application will be accepted/denied/delayed. Items may be required before you can submit your app. *REMINDER .HEIC file types cannot be uploaded.
- If the application is delayed or denied, a note with correction items will be entered into your account for review.
- INVOICES cannot be paid on the weekends.
- Any applications received after Sept 30 will be subject to \$25 late fee
- Booth spaces will be assigned after payment is made.
- Once application is accepted an invoice is sent through the portal, Due to limited availability of vendor spaces, no applications will be held for payment after invoice is issued for more than 3 days.
- Business license issued with location of vendor space. (subject to change)

Q&A

- How do I know if my application has been accepted for review?

You will receive an email or you can check the status of your application under “Licenses” then “Applications” Accepted means we have **received** your application, and it is under review. Application are not automatically approved.

- How do I pay online? Invoices will be sent to the vendors that are approved.

Log into your account, look under “Licenses” then “Applications”, the “Pay Invoice” option will be shown on the right side of the screen, or you can open the application and pay that way.

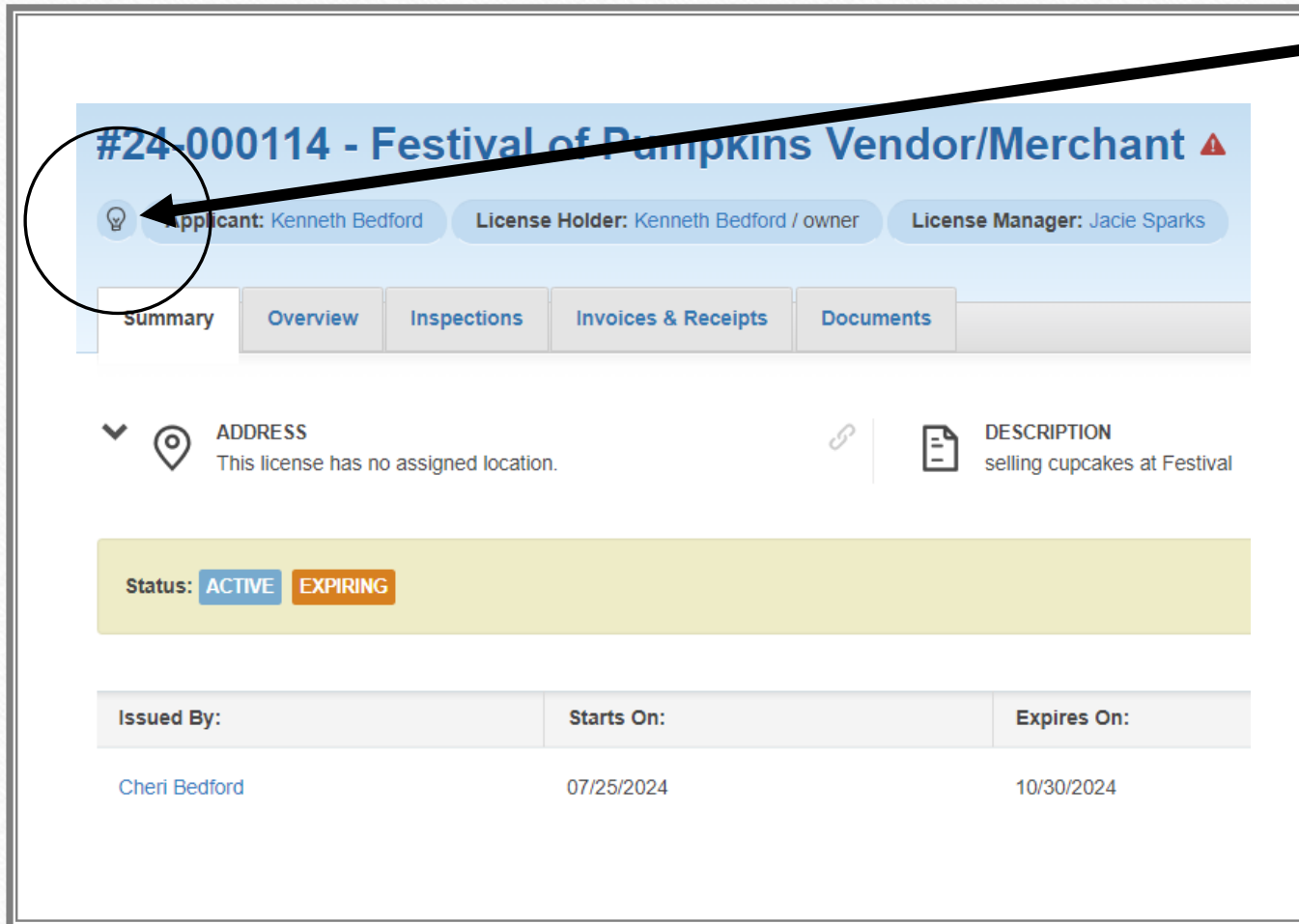
You can also deliver in person or mail payment to:

Festival of Pumpkins,
C/O Paris Main Street,
150 SE 1st Street,
Paris Texas 75460

- All mailed payments must be include an invoice for proper crediting.
- How do I download the Business License for participation?

Once you go under “Licenses” then “Applications”, you can go to the top and click the “Documents” tab. Go to “Generated Documents” and you will be able to download and print your document there.

Knowledge Base has logistical information for vendors



#24-000114 - Festival of Pumpkins Vendor/Merchant ⚠

💡 Applicant: Kenneth Bedford License Holder: Kenneth Bedford / owner License Manager: Jacie Sparks

Summary Overview Inspections Invoices & Receipts Documents

▼ ADDRESS This license has no assigned location.

DESCRIPTION selling cupcakes at Festival

Status: ACTIVE EXPIRING

Issued By:	Starts On:	Expires On:
Cheri Bedford	07/25/2024	10/30/2024

The knowledge items are next to the Applicant name
Icon looks like a light bulb, click it for information and check in instructions

Correspondence is sent through the portal on the comments sections. Applicants will receive a comment When there are questions about an application. An email will come from the MyGov Portal if a comment Is added. To delay acceptance of applications, please respond in a timely manner..

 License Type: Producer-Cottage Food-Arti... 

Department: Main Street

Applicant: Kenneth Bedford / owner

License Manager: Jacie Sparks

→ View License

Overview

Reviews

Inspections

Payments

Documents

Updates

Comments

Contacts 

 Comments (1)

All 1

Unread 0

Sort By: Oldest First 

Print Comments

 **Cheri Bedford**
Main Street, Oct 15, 2024 at 11:31 AM

Please look for comments on your account a the right side of the page

 Reply



Add your comment here