


MYGOV RENEWAL/REGISTRATION PROCEDURES

- Go to <https://app.mygov.us/task/city/cityhome.php?cityname=799>
- Log in to your account
- Credential Manager – Select “Request a New Registration”
- Select Request Now – on the contractor/license that corresponds with your occupation/project.
- Click on Choose File/Upload Required Document (saved file containing Certificate of Liability Insurance) Enter ID Number and Expiration Date (MM/DD/YYYY)
- Click on Choose File/Upload Required Document (saved file containing State License) Enter ID Number and Expiration Date (MM/DD/YYYY)
- Click on Choose File/Upload Required Document (saved file containing Driver’s License) Enter ID Number and Expiration Date (MM/DD/YYYY)
- **CLICK NEXT**
- Complete & Update Client Information (asterisk * = required) name, address, etc.
- Set Fees {Renewal Fees \$100.00}
- **CLICK NEXT**

- Terms of Agreement – Check Box  I Agree with the Terms above
- Verify & Submit with submit button

- **DUE TO THE CURRENT HEALTH EMERGENCY AND CITY HALL BEING CLOSED PAYMENTS MAY BE MAILED TO:**
CITY OF TERRELL HILLS
C/O BUILDING PERMIT PAYMENTS
5100 N. NEW BRAUNFELS AVE.
SAN ANTONIO, TX 78209