

Collaborator Interface

Becoming A Collaborator (Contractor)

There are two ways to become a collaborator (contractor):

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. To begin creating your new account, go to <https://web.mygov.us/oac/collaborators/registration>
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?”*.

For scheduling inspections:

STEP 23	Electrical Final (EPR)	Vicki Mikel	Inspection	... Pending Request	
STEP 24	Mechanical Final (MPR)	Vicki Mikel	Inspection	... Pending Request	
STEP 25	Plumbing Final (PPR)	Vicki Mikel	Inspection	... Pending Request	

The above is an example of where to go to schedule an inspection. Click on the address of the project in which you would like an inspection. Go to the particular inspection and at the end click the request button.