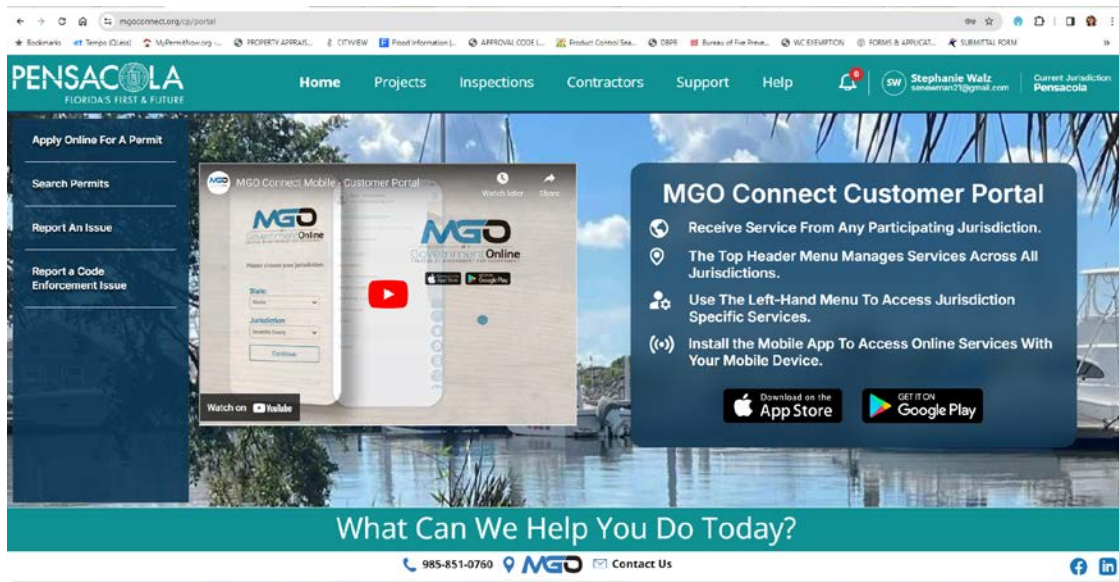


Uploading Files to Contractor Registration Page

Beginning February 1, 2024, it will be mandatory for all contractors to update their licensing and insurance certificates by uploading a PDF copy of the necessary documents directly to their account in MGO. Please see below for a step-by-step guide explaining this process.

Log into mgoconnect.org.



Go to "Contractors" in the navigation bar at the top of the page.



Uploading Files to Contractor Registration Page

If no jurisdictions are visible, click “Find My Registrations”. It will pull up the option to add your Pensacola contractor file to your account. To do so, click “Add Selected”.

[Find My Registrations](#)

Contractor Company Inc	License Number	Expiration Date
Pensacola, FL	01/01/2022	

[View Details](#)

1 of 1


<< < 1 > >>

10 ▾

Once Pensacola is listed under click “View Details”.

[Find My Registrations](#)

Contractor Company Inc	License Number	Expiration Date
Pensacola, FL	01/01/2022	

[View Details](#) 

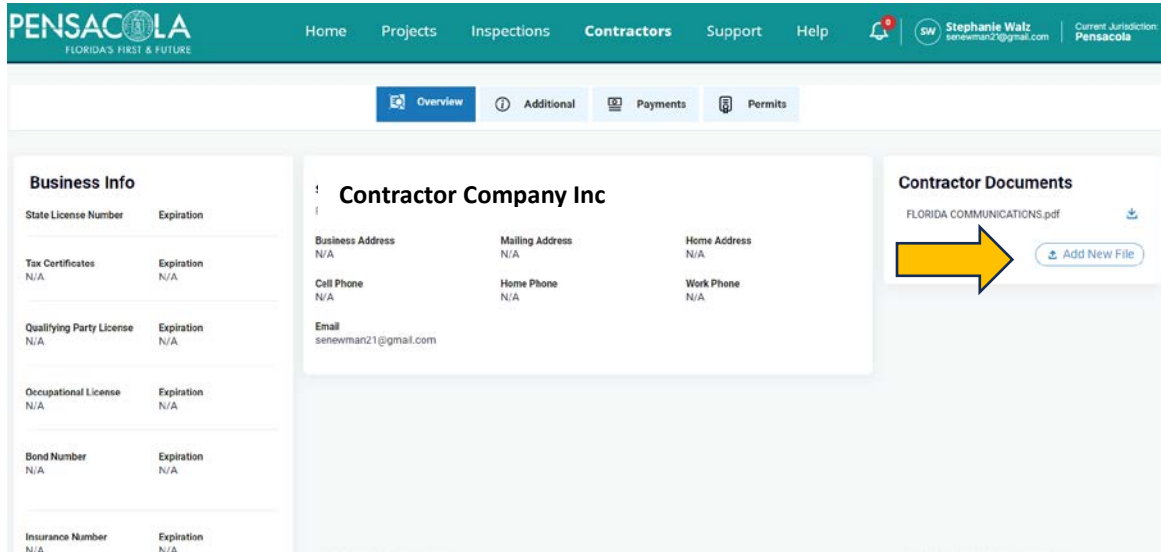
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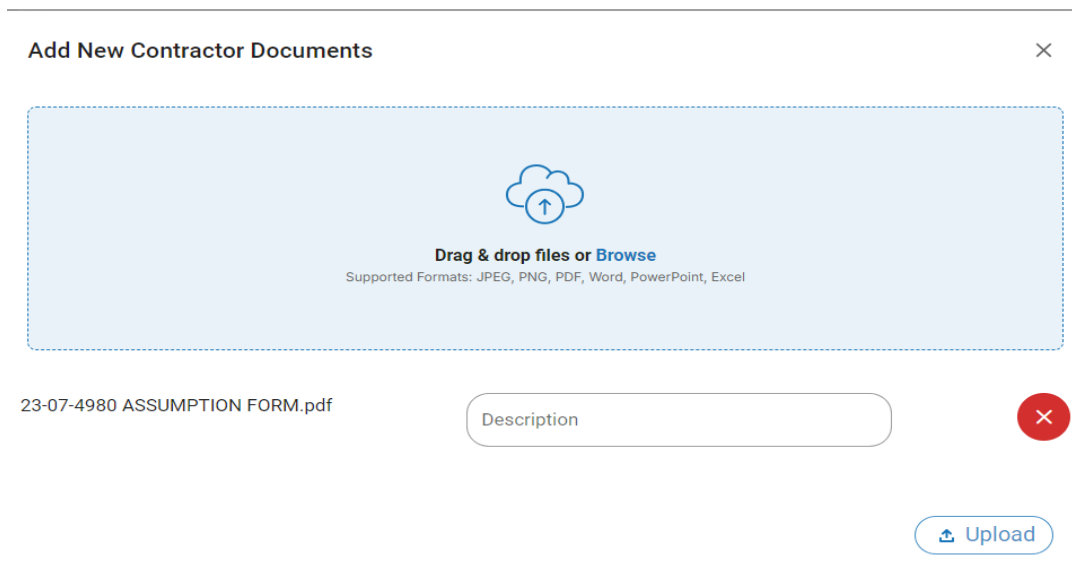
Uploading Files to Contractor Registration Page

Under Contractor Documents, click “Add New File”.



The screenshot shows the Pensacola Contractor Registration Page. The header includes the Pensacola logo and navigation links: Home, Projects, Inspections, Contractors, Support, and Help. The user is logged in as Stephanie Walz. The main content area has tabs for Overview, Additional, Payments, and Permits. The 'Overview' tab is active, showing 'Business Info' on the left and 'Contractor Company Inc' details in the center. On the right, the 'Contractor Documents' section shows a list of documents, with 'FLORIDA COMMUNICATIONS.pdf' and an 'Add New File' button highlighted by a yellow arrow.

Once the file has been uploaded, please add a description of the document. (Ex: 2023 WC Policy). Hit “Upload”.



The screenshot shows the 'Add New Contractor Documents' modal. It features a large blue dashed box for file upload with a cloud icon and an upward arrow. Below the box, it says 'Drag & drop files or Browse' and lists supported formats: JPEG, PNG, PDF, Word, PowerPoint, Excel. Below the upload area, there is a text input field for the filename '23-07-4980 ASSUMPTION FORM.pdf', a description input field labeled 'Description', and a red 'X' button. At the bottom right, there is an 'Upload' button.

Your file has now been uploaded to your contractor files. We will update your record upon receipt of your next application.