



City of Rockville, Maryland  
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## **MGO Other Associated Contact Form- Residential Only!**

If additional contacts need to be added to a residential project after application acceptance, the following steps must be completed to allow for them to have access to the project.

**Please note – The contact being added needs to create an MGO Connect account in order to access the project. You need to provide the verified phone number and/or email from the contact you are adding to the MGO Connect project. Please ask the contact you are adding for said phone number/email if you do not know it.**

**Only existing contacts on the project are able to upload the form.**

**The following information is required:**

1. Contact Name \_\_\_\_\_
2. Contact Type(optional) \_\_\_\_\_
3. Address \_\_\_\_\_
4. Email Address \_\_\_\_\_
5. Verified Phone Number \_\_\_\_\_
6. MGO Project Number \_\_\_\_\_.
7. Name of person uploading the form \_\_\_\_\_

Completed form must be uploaded to the MyGovernmentonline.org (MGO) project. When uploading into MGO, the file name shall be as follows: (Other Associated Contacts Form) form for 202X-(number) (Permit Type). Scanned letters must be in a PDF format.

**To upload the form:**

1. Go to [www.mgoconnect.org](http://www.mgoconnect.org) and log in
2. Click Dashboard
3. Find your project and open it
4. Click the Docs tab
5. Click the Submitted tab
6. Click Add New File
7. Upload your document
8. Within 3 days of receiving the uploaded document in MGO, the Planning Technician will add the other associated contact to the project and send a confirmation email to them.