



# NEVADA STATE CONTRACTORS BOARD

## Online License Registration Instructions

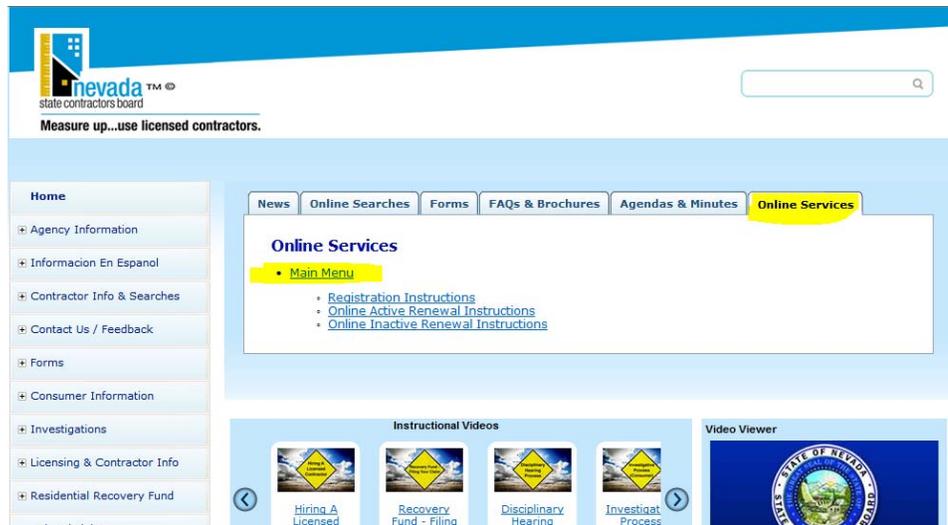
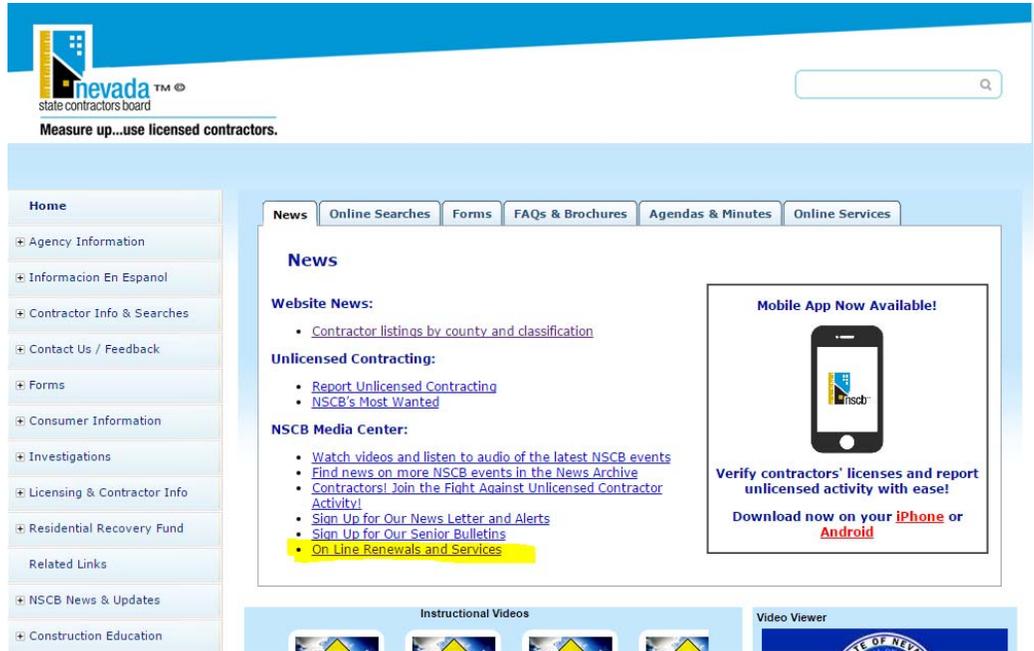
Step by step guide to successfully completing your Nevada State Contractor’s License Registration.

To access the online registration, go to [www.nscb.nv.gov](http://www.nscb.nv.gov)

From the News tab; select the “On Line Renewals and Services” link

or

Select the Tab “Online Services” and Select “Main Menu”



## Public Services Main Menu

### New Registrations

Select [New Registration](#)

### User Registration

Enter your information

Enter the Security word at the bottom of the page

Select Next

### Preview Registration

Confirm the data you entered is correct

Select [Edit](#) if changes to your information are needed

Select [Save](#) once you have verified all information is correct

### Temporary Password Issued

Select [Logon](#) or [Return](#) to go back to the [Public Services Main Menu](#)

Your temporary password will be e-mailed to you.

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**Public Services Main Menu**  
Welcome to the Nevada State Contractors Board Online Services Features.  
To search for a Licensed Contractor, please select Public License Search below.  
To search for Disciplinary Actions, select Public Disciplinary Action Search below.  
To access your account, please login below. (Registration Required)  
If you have not yet registered, please select New Registration to get started.  
Thank You

**Public Services**  
[Public License Search](#)  
[Public Disciplinary Action Search](#)

**Nevada Contractor Login**  
- User ID / Email Address:   
- Password:   
[Log On](#)  
Forgot your password? Click [here](#).

**Nevada Contractors - Register Here**  
[New Registration](#)

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**User Registration**  
This Registration is for Licensed Nevada Contractors only.  
**Please note - This system is not compatible with Mac computers.**  
**If you have difficulty using Internet Explorer in Windows, please try using Mozilla Firefox.**  
By registering and adding your Nevada licenses, you will have the ability to perform the following actions:  
~Renew your Licenses on-line  
~Change your addresses, and  
~View the status of Pending Applications  
Provide the following information to begin. Then click Next.  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this registration and return to the main menu.

**Owner or Authorized Representative**  
- First Name:   
- Middle Name:   
- Last Name:

**Account Login**  
- Email (this will be your User ID):  (e.g. name@domain.com)

**Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)**  
- Secret Question:  
Select a predefined question:   
Or write your own question:   
- Secret Answer:

**Security Measures (This helps to prevent automated registrations.)**  
- To complete the registration process, please enter the characters in the picture below (without spaces); click "Next". If you have difficulty seeing the characters, click on the click "Refresh" to generate another image.

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**Preview Registration**  
Press "Save" to save the registration and to be issued a temporary password.  
Press "Edit" to modify your registration details.  
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Ronald
Second Name:	L
Last Name:	McDonald
Email:	abcdcfg@hotmail.com
Secret Question:	What is your mothers maiden name?
Secret Answer:	McDonald

[Save](#) [Edit](#) [Cancel](#)

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**User Registration - Temporary Password Issued**  
A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed.  
Read this e-mail and follow the instructions.  
If you do not see an email from the Nevada State Contractors Board, please check your Spam or Junk Mail folder.  
**Please note:** In order to complete your registration, you will need your Nevada Contractor's License Number and the License ID Number provided to you.

[Return](#)

## Retrieving your Temporary Password

Log into your e-mail account

Open the email from [noreply@nscb.state.nv.us](mailto:noreply@nscb.state.nv.us) to retrieve your temporary password.

**Please note: Your User ID is your email address.**

Hello Ronald,

Thank you for registering for an online account. Please complete your registration by logging on to your account at [www.nscb.state.nv.us](http://www.nscb.state.nv.us).

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : abcdefg@hotmail.com  
PASSWORD: DKHHJPT2xZ

## Public Services Menu

From the Public Services Menu,

Enter Your User ID and temporary password in the login screen, then select Log On

**Public Services Main Menu**  
Welcome to the Nevada State Contractors Board Online Services features.  
To search for a Licensed Contractor, please select Public License Search below.  
To search for Disciplinary Actions, select Public Disciplinary Action Search below.  
To access your account, please login below. (Registration Required)  
If you have not yet registered, please select New Registration to get started.  
Thank You

**Public Services**  
[Public License Search](#)  
[Public Disciplinary Action Search](#)

**Nevada Contractor Login**  
- User ID / Email Address: abcdefg@hotmail.com  
- Password: [masked]  
[Log On](#)  
[Forgot your password? Click here.](#)

## Update Default Registration Information

Re-set your password and select Save.

**Update Default Registration Information**  
Enter your new password and press "Save".  
Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Old Password: [masked]  
New Password: [masked]  
Confirm Password: [masked]

**The above completes the registration section. Now you must add your license(s) to your registration in order to change your address online or renew your license online when your license is eligible for renewal.**

## Main Menu

To add licenses to your registration, complete the following steps

Select [Add Licenses to Registration](#)

## Select License

Enter your license number with Preceding zeros in the License Number field.

Select Next

## Validation

Enter your ID Number, which was provided to you by the Nevada State Contractors Board.

(If you do not know your ID Number, contact a representative of the Board and your ID Number will only be mailed or emailed to the address we have on record.)

Enter the security word at the bottom of the screen (click the Refresh button if you are unable to read the letters; a new word will be provided)

Select Next

The screenshot shows the top of the website with the Nevada State Contractors Board logo and tagline "Measure up...use licensed contractors." Below the navigation bar, the "Main Menu" section lists several options: "Apply for a New License", "View User Profile", "Add Licenses To Registration", and "Application Status Inquiry". A red arrow points to the "Add Licenses To Registration" link. The page also includes a "Logg" link in the top right corner and a "Please note" section regarding Mac compatibility and Internet Explorer.

This screenshot displays the "Add Licenses To Registration - Select License" page. It prompts the user to have their Online Registration ID Number ready. A dropdown menu for "Licensed Contractor" is set to "0004556", with a red arrow pointing to it. Below this, there is a text input field for the "License Number" with the instruction to include two leading zeros.

The screenshot shows the "Add Licenses To Registration - Validation" page. It asks the user to enter the ID Number provided by the board. The "ID Number" field contains "1471902". Below this is a "Security Measures" section with a text input field containing "danust" and a CAPTCHA image showing the letters "d a n u s t". A "Refresh" button is located to the right of the CAPTCHA.

**Preview**

All license numbers associated with the ID Number will appear.

Click Add to add all license numbers listed.

If you have other licenses not listed, they may have different ID Numbers that must be added separately.



**Add Licenses To Registration - Preview**

Press the "Add" button at the lower right side of the screen to add these licenses to your registration.  
Press "Previous" to return to the previous screen.  
Press "Cancel" to return to the Main Menu.

License Type:	License Number:
Licensed Contractor	0004556

**Confirmation**

To confirm the addition of the licenses, select Next.



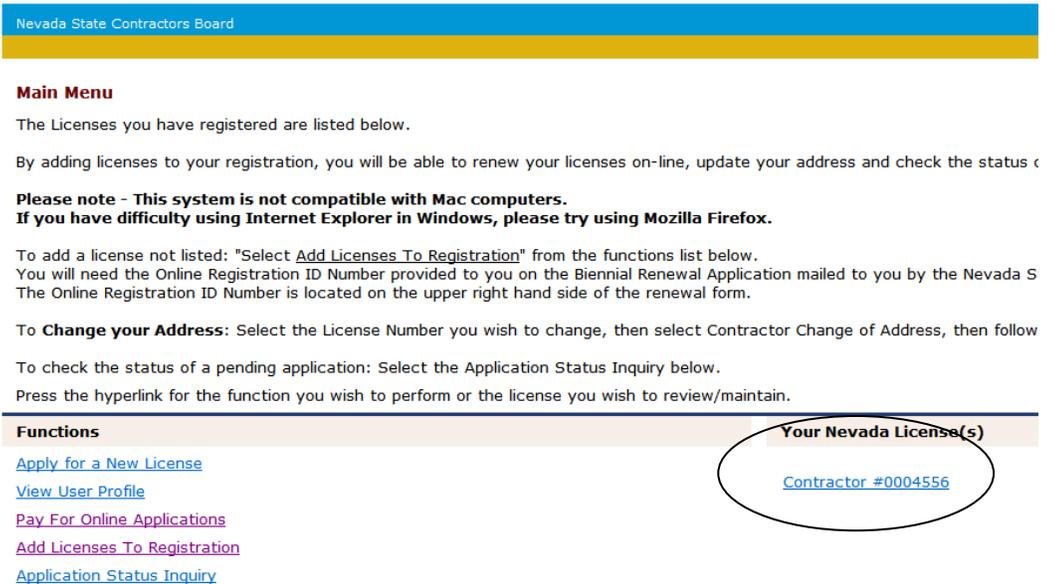
**Add Licenses To Registration - Confirmation**

Press "Next" to continue.

**Main Menu**

All licenses added to your registration appear in the right column of the Main Menu screen.

To work with a license, select the license number.



## License Menu

The options available for the license number selected is show in the left column under Functions.

Click on one of the functions to start processing.

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Nevada State Contractors Board Main Menu Logoff

License # 0004556 Contractor

**License Menu**

Below are available options for your Nevada State Contractors License.

Select an option to begin!

Don't see an option you are looking for? Contact either office of the Board and speak to a customer service representative for assistance.

The functions listed below are available for this license number.  
Please select the function you wish to perform.

Press "Back" to return to the main menu.

License Status:	<b>Active</b>
Expires On:	<b>11/30/2015</b> <small>(mm/dd/yyyy)</small>

**Functions**

- [Active License Contractor Renewal](#)
- [Change Of Address](#)
- [Order Additional Pocket Cards](#)

[Back](#)

## Main Menu

To view all pending applications for all licenses added to your registration, select Application Status Inquiry in the left column under Functions

## Application Status Inquiry

The list will show what is pending and the known deficiencies for the application.

### Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, u

**Please note - This system is not compatible with Mac computers.**

**If you have difficulty using Internet Explorer in Windows, please try using Mozilla**

To add a license not listed: "Select Add Licenses To Registration" from the functions list  
You will need the Online Registration ID Number provided to you on the Biennial Renewal  
The Online Registration ID Number is located on the upper right hand side of the renewal

To **Change your Address**: Select the License Number you wish to change, then select

To check the status of a pending application: Select the Application Status Inquiry below

Press the hyperlink for the function you wish to perform or the license you wish to review

### Functions

[Apply for a New License](#)

[View User Profile](#)

[Pay For Online Applications](#)

[Add Licenses To Registration](#)

[Application Status Inquiry](#)



#### Application Status Inquiry

Thank you for continuing to monitor the progress of your application. Below, you will find a list of all open applications accompanied by the reason(s) they are still pending (noted under "Deficiencies").

If you have information that addresses the reasons listed under your deficiency, you may use our online system to complete the missing items:

- Return to the Main Menu
- Select your license number
- Select the application you wish to submit and completing the missing information listed below.

**PLEASE NOTE:** Most of the applications will be approved upon submission of completed information; however, some applications may require approval by NSCB Board or staff members. All applications that require this additional level of review will have a notation in the "Deficiencies" column.

If you have any questions or concerns regarding the status of your application, please [contact](#) NSCB.

Press "Back" to return to the main menu.

Submission Date	License Type	License Number	Application Name	Application Number	Status	Deficiencies	Notes
11/26/2014	Licensed Contractor	0032114	Active License Contractor Renewal	944562	Open	1. Insufficient money received	
02/18/2015	Licensed Contractor	0072051	Active License Contractor Renewal	944750	Open		
02/18/2015	Licensed Contractor	0026576	Active License Contractor Renewal	945112	Open	1. Insufficient money received	

If you have any questions, please contact a representative of the Board.

**Southern Nevada**  
**(702) 486-1100**

**Northern Nevada**  
**(775) 688-1141**