



# NEVADA STATE CONTRACTORS BOARD

## Online User Help Guide

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<b>GENERAL HELP</b>	
<p><u>Recommended internet browser</u></p>	<p><b>Chrome, Firefox and Microsoft Edge</b>  <i>Use of other internet browsers will result in missing or inaccurate information</i></p>
<p><u>Forgot password?</u>            Select Forgot password and follow the prompts to reset it.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; margin: 0;"><b>Login</b></p> <p style="font-size: small; margin: 5px 0;">If you have not previously registered on the online system, click the "Create Account" link. If you already have an account enter your email address and password below.</p> <p style="font-size: small; margin: 5px 0;">If you do not recall your password, select "Forgot password" to reset it.</p> <p style="font-size: small; margin: 5px 0;">If you are unable to Login for any other reason and need to re-register, download the <a href="#">Online Account Deletion Request Form</a> and follow the instructions on the form.</p> <p style="margin: 5px 0;"> <a href="#">Create Account</a> <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;"><a href="#">Forgot password?</a></span> </p> <p style="margin: 5px 0;">           Email Address:* <input style="width: 100%;" type="text"/>            Password:* <input style="width: 100%;" type="password"/> </p> <p style="text-align: center; margin: 10px 0;"><a href="#">Login</a></p> </div>

Resetting user information:

Unable to log into existing account:

- 1) Unable to log in because you can't remember your login information; or,
- 2) The person who created the account is no longer available.

Select the *Online Account Deletion Request Form* link.

This will enable us to delete the existing account so a new one can be created. Follow instructions on the form. --Due to limitations with our database, a link cannot be provided to complete this task.

**Login**

If you have not previously registered on the online system, click the "Create Account" link. If you already have an account enter your email address and password below.

If you do not recall your password, select "Forgot password" to reset it.

If you are unable to Login for any other reason and need to re-register, download the [Online Account Deletion Request Form](#) and follow the instructions on the form.

[Create Account](#) [Forgot password?](#)

Email Address:\*

Password:\*

\*Indicates a Required field.

Where do I find the Online Registration ID?



**Create An Account For Your Existing Business**

Please fill in the following information to create your online account.

Name	DBA Name	License Number	Nevada Business ID	State of Origin	License Status	Email Address
CONSTRUCTION CORP		0012345	NV19901234567	NV	Active	

\* Online Registration ID:

If you previously registered your business online and do not know your Online Registration ID, [Click Here](#) to have it emailed to the email address on your record or you can find the number printed on your last license renewal form.

A valid email address is necessary for access to your account.

\* Email:

\* Confirm Email:

The password must be at least 8 characters long and contain one of each of the following:

- one upper case character,
- one lower case character,
- one number,
- and one unique character (ex. \*, #, !).

\* Password:

\* Confirm Password:

Select three security questions and enter the answers. If you forget your password, you will be required to answer one of these questions to have it emailed to you.

\* Security Question #1  \* Security Answer #1

\* Security Question #2  \* Security Answer #2

\* Security Question #3  \* Security Answer #3

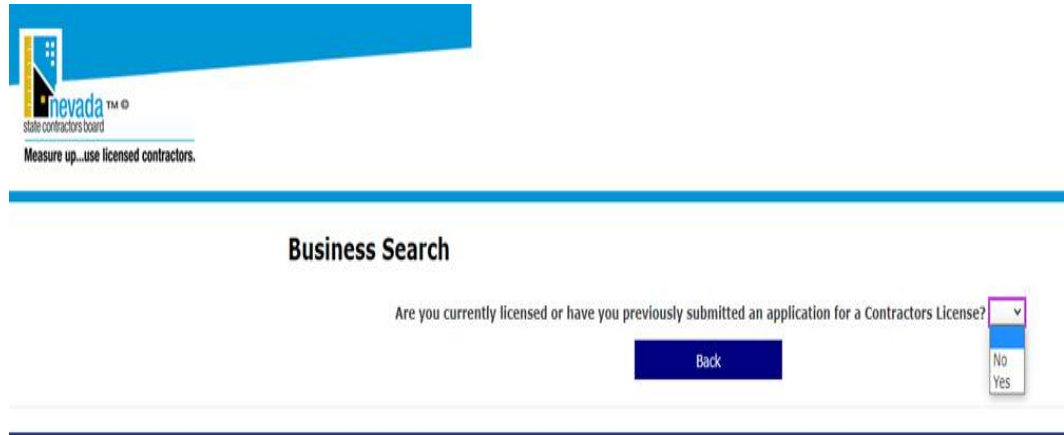
\* Indicates a required field.

Click Back to exit or cancel. By clicking Back your information will not be saved.  
Click Save to be directed back to the Login Page.

An online account was created but I cannot see the license number.

Return to the Business Search page and select YES, enter the license number or NV Business ID.

An account will be created for that license.



## ONLINE NEW LICENSE APPLICATION HELP

Cannot see uploaded references or resume

Make sure you're using the recommended browser (see page 1)

If you've followed the steps in the process, the documents have been uploaded even though you may not see them.

When I select documents to upload, nothing happens

Uploads have an 8MB file size limit. Be sure your documents are under 8MB.

Background Upload shows the same person listed twice

A person listed as a proposed qualified individual and a proposed principal will be listed twice. When background disclosure form is uploaded using one of the upload links, the document will be applied to both records.

## Contact Information

If you need additional assistance or have questions, please contact a representative of the Board.

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