

## NEVADA STATE CONTRACTORS BOARD

**Online Renewal Site Registration Instructions** 

Select "Create Account" to get started.		
In the Business Search screen, enter your License Number (with preceding zeros)	Select "Create Account" to get started.	
	In the Business Search screen, enter your License Number (with preceding zeros)	Massare up. use Icensed contractors.
UK Dusiness Search	OR	Business Search
Enter your Nevada Business ID (This number was provided to you by the Nevada Secretary of State's office. This number must match the number you provided to our office previously.) AND Enter your Online Registration ID (This number is printed on the upper right section of your renewal application that was mailed to you from our office.) Select Search Select Search	Enter your Nevada Business ID (This number was provided to you by the Nevada Secretary of State's office. This number must match the number you provided to our office previously.) <b>AND</b> Enter your Online Registration ID (This number is printed on the upper right section of your renewal application that was mailed to you from our office.) Select Search	To locate your existing business, please enter your License Number or Nevada Business ID and the Online Registration ID number provided to you from our office, and click the search button.          License Number:       01245         Nevada Business ID       90124557         (NF Business ID is generated by the NV Secretary of State's office)       011245         Online Registration ID:       1234567         * Indicates required Held.       If this is the business you are searching for, click the Next button. If it is not try another search or click the Back button.         **Please note, if you do not have a NV Businesss ID, you will need to obtain one from the Nevada Secretary of State's office first and file it with our office so we can associate that number with your business, before you can complete this requistration
Verify the license listed in the Search Results section is correct.         Then select Next.         It is the business you are searching for, click the Next button. If it is not try another search or click the Back button.         It is the business you are searching for, click the Next button. If it is not try another search or click the Back button.	Verify the license listed in the Search Results section is correct. Then select Next.	Business Dearch   Decade your existing business, please enter your license Number or Nevada Business ID and the Online Registration ID number provided to you from our office, and click the Search button.   License Number: 0012345   Nevada Business ID is generated by the NV Secretary of State's office) (NV Business ID is generated by the NV Secretary of State's office)   Online Registration ID: 1478147   * Indicates required field. Search * Indicates required field. CONSTRUCTION CORP DEA Name License Number Nv19901234567 Active It his is the business you are searching for, click the Next button. If it is not try another search or click the Back button.

	Please fill in the following information to create your online business account.					
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	Name	License Number	Nevada Business	ID		
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Enter the requested						
information	The password must be at lea	st 8 characters long and contain	one of each of the following:	one upper case character, one lower case character, one		
information.	number, and one unique character (ex. *, #, 1).					
		Password				
Then select "Save" to create		Password.				
		Confirm Password:				
your account.						
	Select three security question	is and enter the answers. If you forg	et your password, you will be re	equired to answer one of these questions to have it		
			emailed to you.			
	Security Question 1:			Answer:		
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Name: CONSTRUCTION CORP					
Business Physical Address: Update	Business Mailing	Address: Update			
123 MAIN STREET ANYWHERE, NV 12345 (775) 555-5555	123 MAIN STREET ANYWHERE, NV 123 (775) 555-5555	123 MAIN STREET ANYWHERE, NV 12345 (775) 555-5555			
License Information					
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