



NEVADA STATE CONTRACTORS BOARD

Online Renewal Site Registration Instructions

Select "Create Account" to get started.

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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.

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

Email Address:*

Password:*

*Indicates a Required field.

In the Business Search screen, enter your License Number (with preceding zeros)

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.)

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Business 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:

Nevada Business ID:

(NV Business ID is generated by the NV Secretary of State's office)

Online Registration ID: *

* Indicates required field.

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.

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

****Please note, if you do not have a NV Business 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 registration.**

Verify the license listed in the Search Results section is correct.

Then select Next.

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Business 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:

Nevada Business ID:

(NV Business ID is generated by the NV Secretary of State's office)

Online Registration ID: *

* Indicates required field.

Search Results

Name	DBA Name	License Number	Nevada Business ID	License Status
CONSTRUCTION CORP		0012345	NV19901234567	Active

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.

Enter the requested information.

Then select "Save" to create your account.

Create an Account

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

Name
CONSTRUCTION CORP

License Number
0012345

Nevada Business ID
NV19901234567

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: Answer:

Security Question 2: Answer:

Security Question 3: Answer:

* Indicates a required field.

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

You will be taken back to the Login screen.

This time, enter your Email Address and Password and select Login.

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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.

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

Email Address: *

Password: *

*Indicates a Required field.

When you login, you will be taken to your Dashboard page.

Here you can:

- Update your addresses (just select "Update")
- Renew your license (if "Renew" link is visible) Click on the link to renew your license
- Order Pocket Cards (if "Order Pocket Card(s) link is visible) Click on the link to order pocket cards

All licenses that share the same Online Registration ID will appear on your Dashboard page.

If you have other licenses that do not appear here, you will need to create a new account using the Online Registration ID printed on the renewal for the other licenses.



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Dashboard

Welcome to the Nevada State Contractors Board Online Services

Renew a License – click on the "Renew" link below
Order Pocket Cards – click on any "Order Pocket Card(s)" link
Update an Address – click on "Update" next to the address you want to change

Name: CONSTRUCTION CORP

Business Physical Address: [Update](#)

123 MAIN STREET
ANYWHERE, NV 12345
(775) 555-5555

Business Mailing Address: [Update](#)

123 MAIN STREET
ANYWHERE, NV 12345
(775) 555-5555

License Information

Contractor's License: 0012345

DBA Name:

Qualified Individual: JOHN DOE, CMS AND TRADE

Classifications: B-General Building

Status: Active

Status Date: 11/14/2016

Expiration Date: 11/30/2018

[Renew](#)

[Order Pocket Card\(s\)](#)

[Logout](#)

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

Southern Nevada (702) 486-1100

Northern Nevada (775) 688-1141