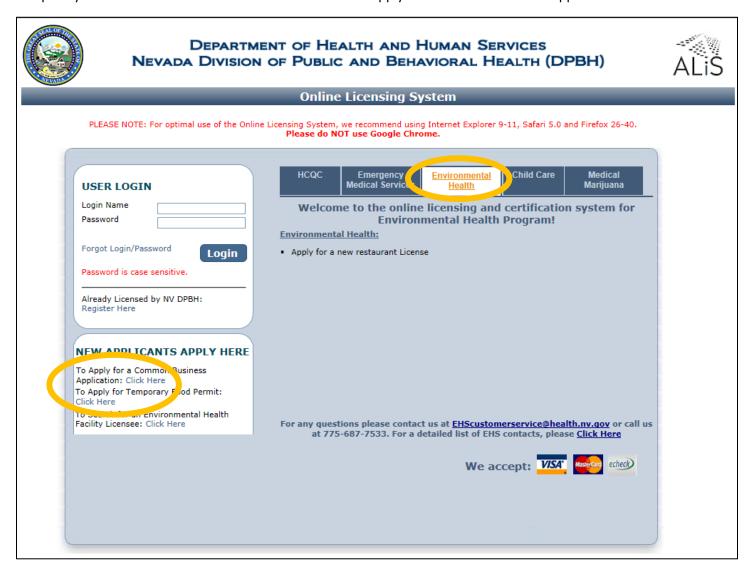# ALiS
Centralized Licensing, Inspections and Complaints System (CLICS)
Food Establishments- Consumer Log On Instructions

To begin the licensing process, go to https://nvdpbh.aithent.com/login.aspx and then click on the Environmental Health tab (the middle tab). If you will apply for a temporary permit then click on the link "Click Here" under "Apply for a Temporary Food Permit" otherwise click on the link under "Apply for a Common Business Application":

Initial Registration Page:

You will need to fill out the following:

- **Facility Name (DBA):** this should be the registered name of your business.
- **NV Business ID:** if you have a state business ID, enter it here. It would be "NV" followed by 11 numbers.
- **Mailing Address Section:**
  - o Address is the street address where you receive correspondence for your business
  - o City/State/County/Zip: enter the appropriate values that go with the address
  - o Phone/Email: this should be the contact information to receive correspondence for your business
- **Account Information (Login):**
  - o The Login Name can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
  - o Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Application Types: Food Establishments

Multiple food establishment types may be selected on this page. For example if your establishment has both a bar and restaurant select:

- Food Establishment (Restaurant) and
- Food Establishment (Bar/Service Bar)

If your establishment has a grocery store you may select

- Food market (Bakery)
- Food Market (Packaged Foods)
- Food Market (Produce)
- Food Market (Meat/Poultry)

Click the Food Establishment option and a list of different Food Establishment license types will be displayed below. The list will include food establishments, food markets, and food manufacturers of various kinds.

A comprehensive list of food establishment credential types and an explanation of risk categories may be found on the Food Establishment section of the dpbh.nv.gov website.

When you are finished click the **Next** button.

Application Type *

Which application would you like to apply?

- ● Food Establishment
- ○ Cottage Food Registration
- ○ Food Establishment Exemption
- ○ Shellfish Distributor
- ○ Bottled Water Distributor
- ○ Certificates of Free Sale
- ○ Farm to Fork Registration

- ○ Public Bathing Place
- ○ Public Accomodations
- ○ Drug/Cosmetic Manufacturer
- ○ Camping and Recreational Vehicle Park
- ○ Institutions
- ○ Sewage Programs

Credential Information *

☐ Food Establishment (Restaurant) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment (Bar/Service Bar) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment (Catering) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment (Snack Bar) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment (Portable Food Unit) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment Support Facility (Portable Bar Unit) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk
☐ Food Establishment Support Facility (Barbeque) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk ☐ Category 4 – Very High Risk

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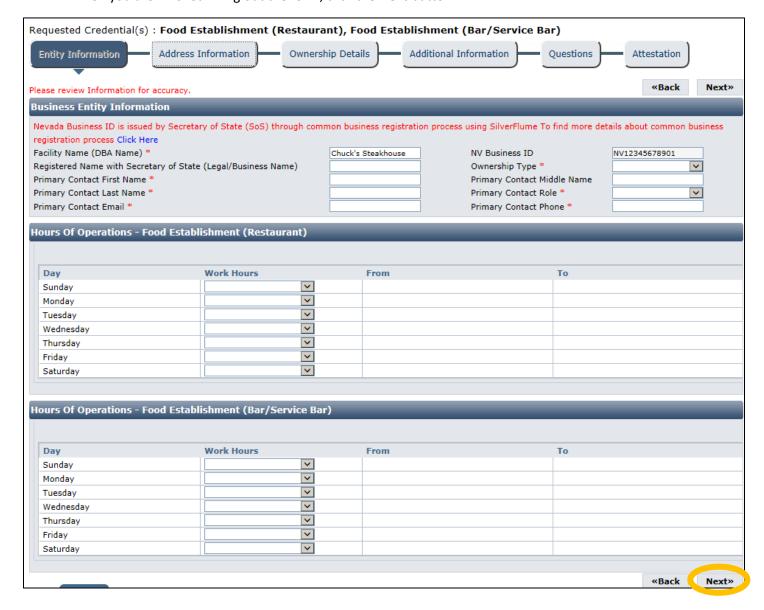|			
☐ Manufactured Food (Supplements) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk
☐ Manufactured Food (Warehouse) Checklist	Endorsement	☐ Category 1 - Low Risk ☐ Category 3 – High Risk	☐ Category 2 - Moderate Risk

Reset   Next

Entity Information:

- **Business Entity Information**
    - o **Facility Name (DBA):** This will be automatically filled in from your registration, however if you mistyped you may correct it here
    - o **NV Business ID:** This will be automatically filled in from your registration but cannot be changed here
    - o **Registered Name/Legal Business Name**: this should be the exact name on your state business license, if applicable. It may be different from your DBA name.
    - o **Ownership Type:** Select from this list. LLC, Corporation, etc. depending on the business type.
    - o **Primary Contact Information:** The contact information including name, phone, and email should be for the person that will receive correspondence on licensing issues for the business. Their role may be owner, manager, etc.
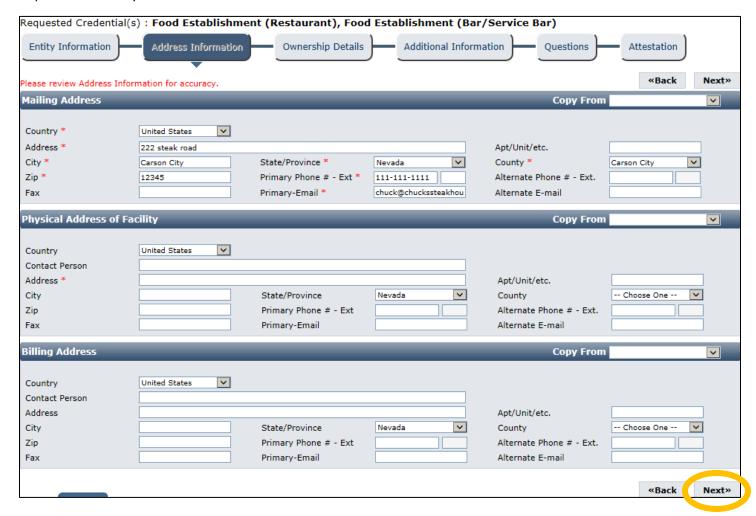- **Hours of Operation**
    - o For each license, enter the hours that the establishment is open. For each day it may be: open 24 hours, closed that day, or open for a fixed time.
- When you are finished filling out the form, click the **Next** button.

Requested Credential(s) : **Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)**

| Entity Information | Address Information | Ownership Details | Additional Information | Questions | Attestation |

Please review Information for accuracy.   «Back   Next»

Business Entity Information

Nevada Business ID is issued by Secretary of State (SoS) through common business registration process using SilverFlume To find more details about common business registration process Click Here

Facility Name (DBA Name) *	Chuck's Steakhouse	NV Business ID	NV12345678901
Registered Name with Secretary of State (Legal/Business Name)		Ownership Type *	▼
Primary Contact First Name *		Primary Contact Middle Name	
Primary Contact Last Name *		Primary Contact Role *	▼
Primary Contact Email *		Primary Contact Phone *	

Hours Of Operations - Food Establishment (Restaurant)

Day	Work Hours	From	To
Sunday	▼		
Monday	▼		
Tuesday	▼		
Wednesday	▼		
Thursday	▼		
Friday	▼		
Saturday	▼		

Hours Of Operations - Food Establishment (Bar/Service Bar)

Day	Work Hours	From	To
Sunday	▼		
Monday	▼		
Tuesday	▼		
Wednesday	▼		
Thursday	▼		
Friday	▼		
Saturday	▼		

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Address Information:

Most of the information in the mailing address section should appear based on what you have entered previously. The mailing address is where correspondence will be sent, however the physical address is also required for facility inspections. When you have entered these click the **Next** button.
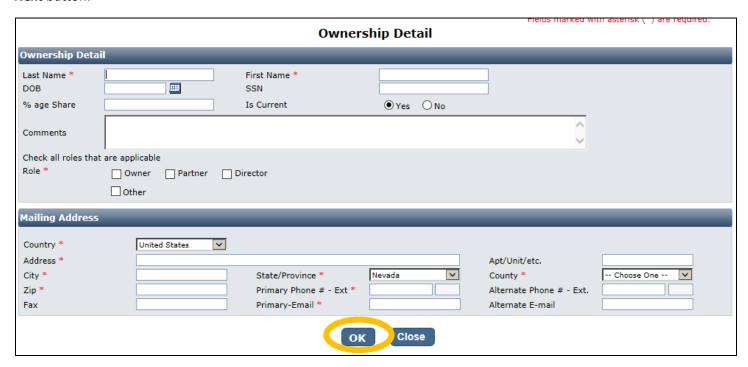
Requested Credential(s) : **Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)**

| Entity Information | Address Information | Ownership Details | Additional Information | Questions | Attestation |

Please review Address Information for accuracy.   «Back   Next»

Mailing Address   Copy From [▼]

Country *	United States ▼				
Address *	222 steak road			Apt/Unit/etc.	
City *	Carson City	State/Province *	Nevada ▼	County *	Carson City ▼
Zip *	12345	Primary Phone # - Ext *	111-111-1111	Alternate Phone # - Ext.	
Fax		Primary-Email *	chuck@chuckssteakhou	Alternate E-mail	

Physical Address of Facility   Copy From [▼]

Country	United States ▼				
Contact Person					
Address *				Apt/Unit/etc.	
City		State/Province	Nevada ▼	County	-- Choose One -- ▼
Zip		Primary Phone # - Ext		Alternate Phone # - Ext.	
Fax		Primary-Email		Alternate E-mail	

Billing Address   Copy From [▼]

Country	United States ▼				
Contact Person					
Address				Apt/Unit/etc.	
City		State/Province	Nevada ▼	County	-- Choose One -- ▼
Zip		Primary Phone # - Ext		Alternate Phone # - Ext.	
Fax		Primary-Email		Alternate E-mail	

«Back   Next»

Ownership Details:

Select the **Add** button to add a new owner. You may not skip this section even if you previously entered all your information.

A popup will appear to enter details. It has the following fields:

- **First and Last Name**: enter the full first and last name of the owner
- **DOB**: enter the date of birth for this owner
- **SSN**: enter the social security number for this owner
- **% share**: enter the approximate percent of ownership of the company for this owner
- **Is Current**: leave this selected as "Yes"
- **Comments**: add any additional comments on the relationship of this owner to the business
- **Role**: select Owner, Partner, Director, or Other (if other, fill in the role)
- **Mailing Address Section**: This may be the personal mailing address of the owner, or it may be the mailing address of the business. Similarly, primary phone and email may be personal or business.

When you are done select the **OK** button. Repeat this process for any other owners. When you are finished, use the **Next** button.

The fields with the red asterisk (*) are required

Additional Information:

In this example we are establishing information for two (2) facility types a Food Establishment (Restaurant) and Food Establishment (Bar/Service Bar). Additional Information sections will be shown for each facility type.

This information is extremely important for accurate records. It has a section for each license with the same fields:

The accuracy of this section will determine the fees charged at the end of the on-line application process.

- **Establishment Name**: This is the specific name (usually DBA name) for each license. They may be the same or different depending on how the business is structured.
  - **Example: The Red Porch Fine Dining**
  - **Example: Red's Bar**
- **Responsible Person:** This should be the person-in-charge or owner of the establishment that will be present during an inspection.
- **FDA Certification #:** enter it here if you have one for the facility (applies mostly to food manufacturers)
- **Number of seats**: Enter the number of seats in your establishment (for service establishments)
- **Number of drive up windows:** Enter the number of drive up windows (for service establishments)
- **Facility area in square feet:** enter the size of your facility (for manufacturing and markets)

- **Label count:** enter the number of labels you need allocated (for manufacturing)
- **Open Date and Close Date:** This is designed for seasonal establishments. You may enter the open (or expected open) if known.
- **County:** Select the County that the business is located in. Do not select "All" unless instructed by staff.
- **Plan Review option:** make sure you understand if your license requires a plan review by staff; the answer may be "No", "Full review", or "Remodel" depending on your situation.

This page maintains other fields for other programs. You may leave them blank if they are not applicable to the facility type.

When you are finished entering all the information for all licenses, click the **Next** button.

Questions:

This page displays a list of questions that must be answered regarding your facility. A hidden box may pop up requesting more information. When you are finished select the **Next** button.

Requested Credential(s) : **Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)**

| Entity Information | Address Information | Ownership Details | Additional Information | Questions | Attestation |

«Back   Next»

Questions

#	Question	Response
1	Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, please list the state Agency, type of license and license number.	○ Yes ● No

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Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select "**Submit Application**".

Fees:

"Fee Details" explains what fees are being charged for this credential type. If you are satisfied with the charge, select **Pay Now** to continue.

You will be redirected to the secure payment gateway. Select your payment method:

Fill out the form (which depends on the selected payment method) and submit when completed.

Note your transaction number in bold. There is also the option to print the payment receipt (which is also emailed) and the application summary for your records.

<center>*IMPORANT NOTICE: YOU ARE NOT DONE YET*</center>

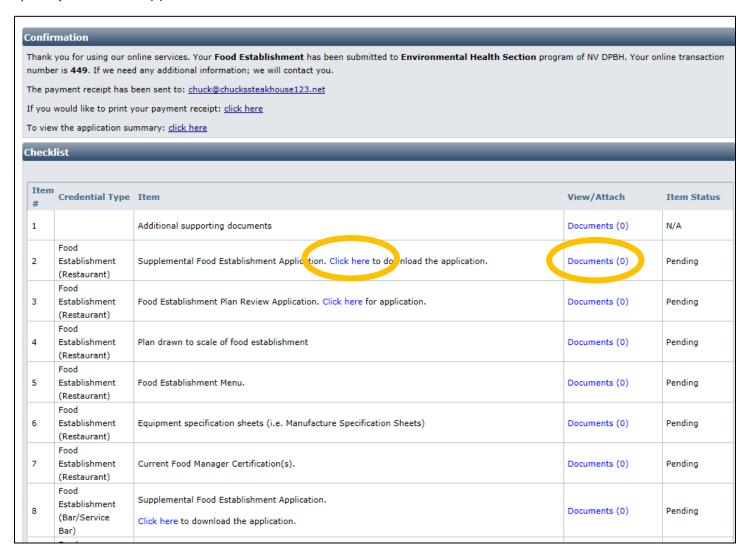# Checklist: Applications and Documentation

Upon completion of the payment submission the site will guide you to the checklist and you will need to add your applications and other documentation.
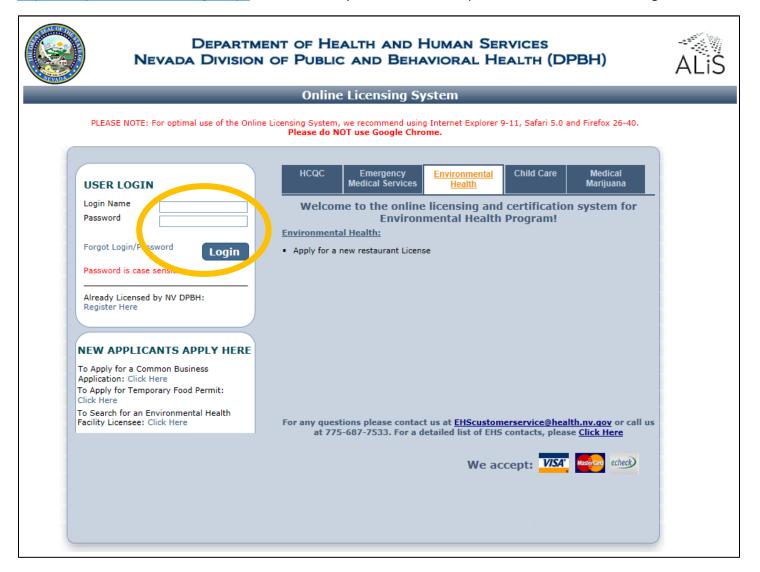
Below is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s).

Confirmation

Thank you for using our online services. Your **Food Establishment** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **449**. If we need any additional information; we will contact you.

The payment receipt has been sent to: chuck@chuckssteakhouse123.net

If you would like to print your payment receipt: click here

To view the application summary: click here

Checklist

Item #	Credential Type	Item	View/Attach	Item Status
1		Additional supporting documents	Documents (0)	N/A
2	Food Establishment (Restaurant)	Supplemental Food Establishment Application. Click here to download the application.	Documents (0)	Pending
3	Food Establishment (Restaurant)	Food Establishment Plan Review Application. Click here for application.	Documents (0)	Pending
4	Food Establishment (Restaurant)	Plan drawn to scale of food establishment	Documents (0)	Pending
5	Food Establishment (Restaurant)	Food Establishment Menu.	Documents (0)	Pending
6	Food Establishment (Restaurant)	Equipment specification sheets (i.e. Manufacture Specification Sheets)	Documents (0)	Pending
7	Food Establishment (Restaurant)	Current Food Manager Certification(s).	Documents (0)	Pending
8	Food Establishment (Bar/Service Bar)	Supplemental Food Establishment Application. Click here to download the application.	Documents (0)	Pending

When all required items are uploaded and/or reviewed, your application will be processed.

Returning to complete an application:

To return to your account to complete and application or manage your licenses, go to https://nvdpbh.aithent.com/login.aspx and then enter your user name and password and then click the **Login** button:

You will see a menu on the left side:

Click on "View Pending Online Application(s)". You will see a list of applications for review. Click on "View Details" for the application you want to look at:

Now you will see the check list again where you can review the status of each item and attach additional documents if needed:

Application Details

Application Type	Transaction #	Current Step
Food Establishment	449	Review by State

Checklist

Item #	Credential Type	Item	View/Attach	Item Status
1		Additional supporting documents	Documents (0)	N/A
2	Food Establishment (Restaurant)	Supplemental Food Establishment Application. Click here to download the application.	Documents (0)	Pending
3	Food Establishment (Restaurant)	Food Establishment Plan Review Application. Click here for application.	Documents (0)	Pending
4	Food Establishment (Restaurant)	Plan drawn to scale of food establishment	Documents (0)	Pending
5	Food Establishment (Restaurant)	Food Establishment Menu.	Documents (0)	Pending
6	Food Establishment (Restaurant)	Equipment specification sheets (i.e. Manufacture Specification Sheets)	Documents (0)	Pending
7	Food Establishment (Restaurant)	Current Food Manager Certification(s).	Documents (0)	Pending
8	Food Establishment (Bar/Service Bar)	Supplemental Food Establishment Application. Click here to download the application.	Documents (0)	Pending