

#### NEVADA DIVISION OF PUBLIC AND BEHAVIORAL HEALTH

### ENVIRONMENTAL HEALTH SECTION

OFFICE 727 Fairview Drive Suite D Carson City, Nevada 89701

**PHONE:** 775-687-7533

WEBSITE: https://dpbh.nv.gov

EMAIL: ehscustomerservice@health.nv.gov

ASSISTANCE IS AVAILABLE BY PHONE OR BY CONTACTING OUR EHS CUSTOMER SERVICE EMAIL ADDRESS.

Please allow 1 business day for a return call.

# BURNING MAN 2020

## Returning Participants – How to access your previous account

#### Step 1: Log on to CLICS

→ <u>https://nvdpbh.aithent.com</u>

#### Step 2: DO NOT CREATE A NEW ACCOUNT

- → Insert "Login Name" and "Password"
- → DO NOT SELECT 'REGISTER HERE'

If you cannot remember your login name or password, you may reset it. If the reset function does not work, please call the office for assistance.

#### Step 3: Look for "What do you want to do?"

→ Choose "Apply for New License"

#### Step 4: Choose Application Type

→ "Temporary Event – Burning Man" [DO NOT APPLY FOR A TEMPORARY MASS GATHERING PERMIT]

#### Step 5: Enter Business Entity Name

➔ Use the name of your camp or food establishment [DO NOT SAY BURNING MAN]

#### Step 6: Provide 'Event Day and Time'

→ Select "Add" to create a new line for food service hours

#### Step 7: Provide "Event Information"

- → Establishment Name: Insert unique food establishment name
- → Responsible Entity: Insert name of food service leader
- → Camp Name: Insert name registered with BMP
- → Theme Camp location: Insert Letter (A, B, C) and Time (1, 2, 3)
- → Dates: Insert dates of food service (Not Burning Man Dates)
- → County: Select, 'Pershing'

Step 8: Answer Food Service Establishment Questionnaire.

Step 9: Sign attestation and electronically sign the permit.

#### Step 10: Pay the fee of \$50.00.

→ Payment Type: Credit Card, Debit or Electronic Check ONLY

After approval the applicant will receive a "Tentative Approval" notification, by email. The final permit may be picked up at Playa Info during the event.