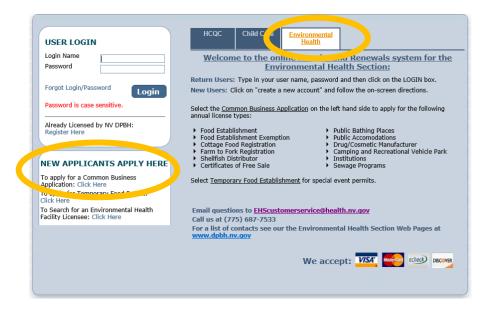
## **ALiS**

# **Centralized Licensing, Inspections and Complaints System (CLICS)**

## **Bottled Water Facilities: Consumer Application Guide**

To begin the licensing process, go to <a href="https://nvdpbh.aithent.com/login.aspx">https://nvdpbh.aithent.com/login.aspx</a> and then click on the Environmental Health tab. Select 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:
  - Address is the street address where you receive correspondence for your business
  - 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):
  - 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.
  - 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: Bottled Water Distributor

Select "Bottled Water Distributor" and then in the area that appears below select the option that is appropriate to your business (either In-State or Out-of-State bottled water). Ignore the risk category checkboxes as they are not needed for this license.

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

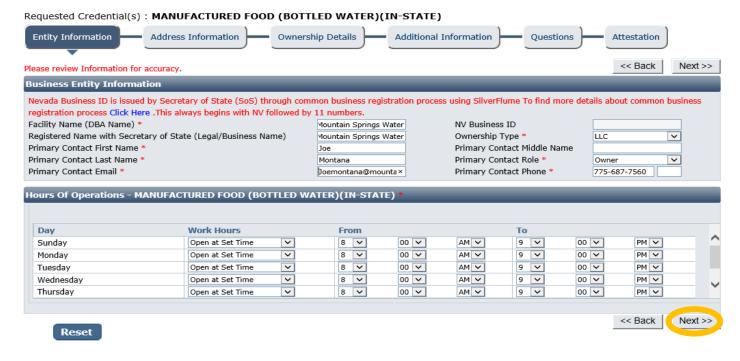
Application Type *						
Which application would you like to a	ipply?					
O Food Establishment	O Public Bathing Place					
Cottage Food Registration	O Public Accomodations					
O Food Establishment Exemption						
○ Shellfish Distributor ○ Camping and Recreational Vehicle Park						
Bottled Water Distributor						
Certificates of Free Sale	Sewage Programs					
Farm to Fork Registration						
Credential Information *						
Manufactured Food (Bottled Water) (In-State) Checklist		Endorsement	Category 1 - Low Risk Category 2 - Moderate Risk			
		Category 3 – High Risk				
		1	Category 1 - Low Risk Category 2 - Moderate Risk			
Manufactured Food (Bottled Water Checklist	ter) (Out-of-State)	Endorsement	Category 1 - Low Risk Category 2 - Moderate Risk  Category 3 - High Risk			
Checking			Category 3 - High Kisk			
Reset		Next				

## **Entity Information:**

- Business Entity Information
  - 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
  - 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.
  - Ownership Type: Select from this list. LLC, Corporation, etc. depending on the business type.
  - 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.

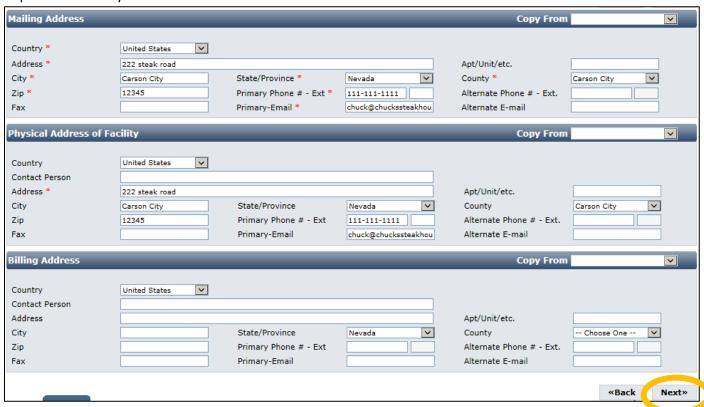
#### - Hours of Operation

- 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.



### 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** 



## 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:

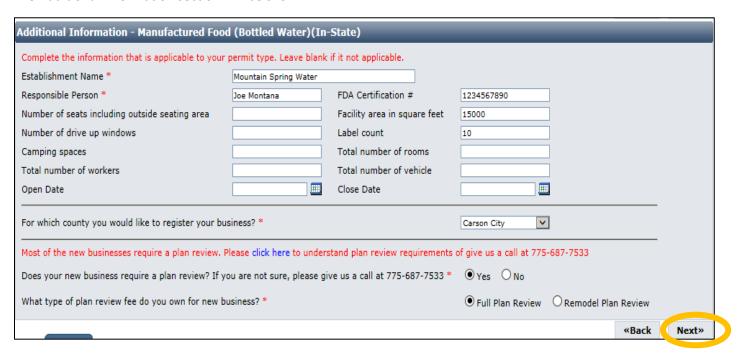
- First and Last Name: enter the full first and last name of the owner
- **DOB**: enter the date of birth for this owner
- **SSN**: enter the social security number for this owner
- % share: enter the approximate percent of ownership of the company for this owner
- Is Current: leave this selected as "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.



#### Additional Information:

The Additional Information section will be shown:



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.
  - o 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 #: If you have an FDA certification number, enter it here.
- Facility Area in Square Feet: enter the size of your facility
- Label Count: enter the number of labels you will need for your products
- 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 you need a plan review. For In-State licenses, a plan review is generally required. For Out-of-State licenses, select "No" a plan review is not required.

This page contains fields that are used by 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.

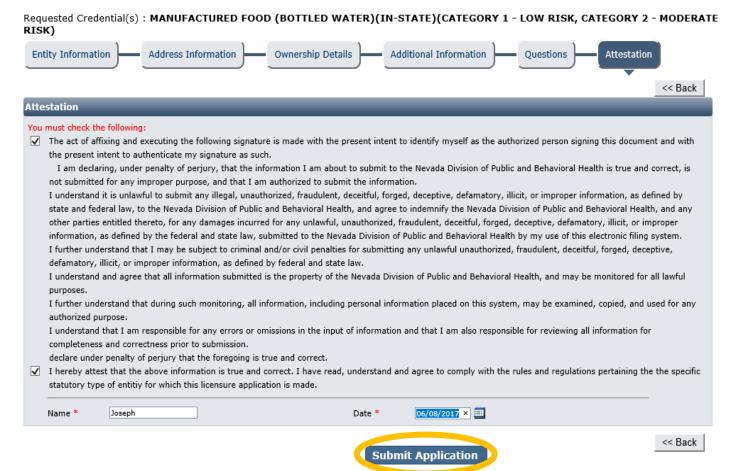
#### **Questions:**

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): MANUFACTURED FOOD (BOTTLED WATER)(IN-STATE)(CATEGORY 1 - LOW RISK, CATEGORY 2 - MODERATE RISK) **Entity Information** Address Information Ownership Details Additional Information Questions Attestation << Back Next >> Questions Response Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, O Yes please list the state Agency, type of license and license number. << Back Next >> Reset

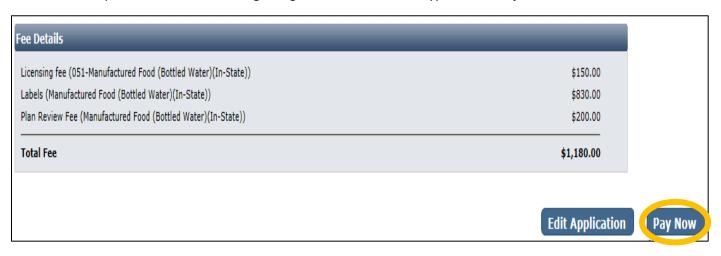
## Attestation and Electronic Signature:

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".

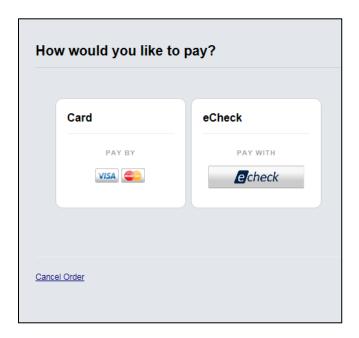


#### Fees:

"Fee Details" explains what fees are being charged for this credential type. Select **Pay Now** to continue.



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



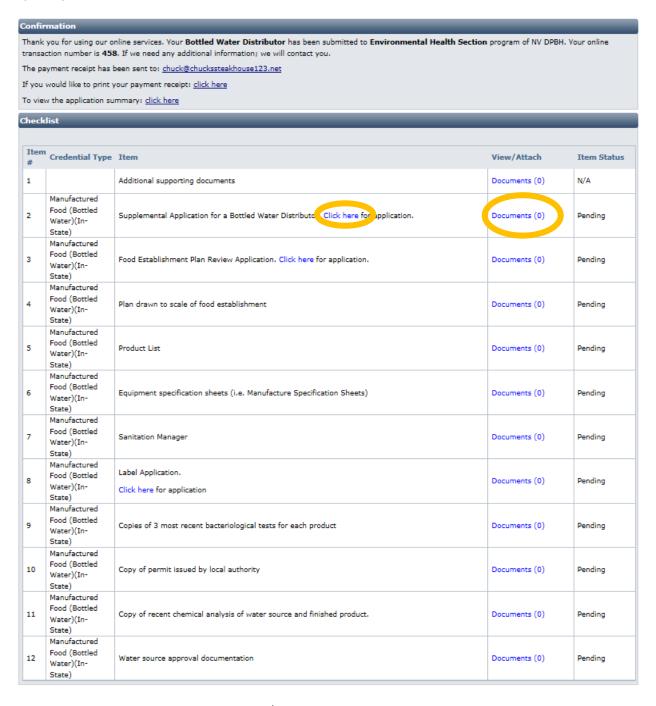
Fill out the form (which depends on the selected payment method) and submit when completed.

IMPORANT NOTICE: YOU ARE NOT DONE YET

## 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. 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.

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).



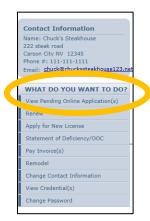
When all required items are uploaded and/or reviewed, your application will be processed.

## Returning to complete an application:

To return to your account to complete and application or manage your licenses, go to <a href="https://nvdpbh.aithent.com/login.aspx">https://nvdpbh.aithent.com/login.aspx</a> 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. Select "View Details" for the application you want to look at:

#### **Return To Home**

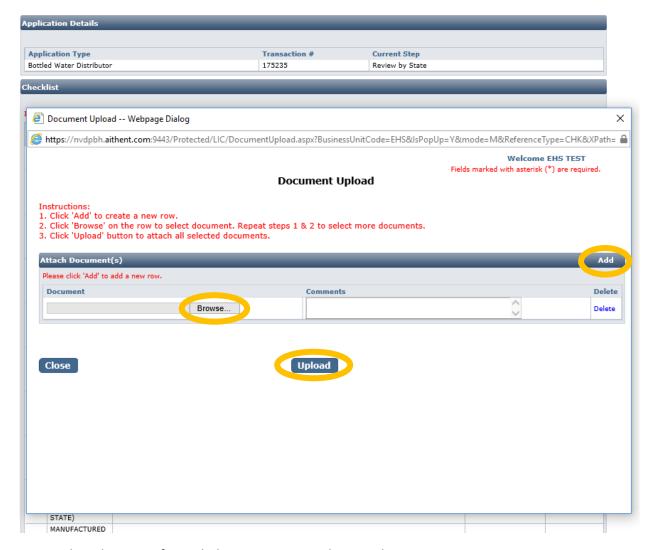
ending / Incomplete Online Application(s)								
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action		
Bottled Water Distributor	175235	06/08/2017	Review by State	Application Summary	View Details	Withdraw		
Re-model Application	175233	06/06/2017	Review by State	Application Summary	View Details	Withdraw		
Shellfish Distributor	175230	06/05/2017	Review by State	Application Summary	View Details	Withdraw		

You will see a checklist of documents needed for processing. Select "Click here" for the forms you need to download and complete. Safe the completed document to your desktop (or print and scan to save a copy). Select "Documents" in the View/Attach column for each item to attach the completed documents (a new pop-up window will open):

#### Pending Application Details

	lication Type		saction #	Current Step Review by State		
		1/32:	55	Neview by State		
hec	klist					_
you	ı have scanned copy	of supporting documents, please click on the Docu	uments link to upload.			
Iter	<sup>m</sup> Credential Type	Item			View/Attach	Item Status
1	All	Additional supporting documents			Documents (0)	N/A
2	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Supplemental Application for a Bottled Water Dist	tribut r. Click here f	lication.	Documents (0)	Pending
3	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Food Establishment Plan Review Application. Click	k here for application.		Documents (0)	N/A
4	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Plan drawn to scale of food establishment			Documents (0)	Pending
5	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Product List			Documents (0)	Pending
6	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Equipment specification sheets (i.e. Manufacture	Specification Sheets)		Documents (0)	Pending
7	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Sanitation Manager	Documents (0)	Pending		
В	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Label Application. Click here for application. Only FDA.	Documents (0)	N/A		
9	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Copies of 3 most recent bacteriological tests for e	each product		Documents (0)	Pending
10	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Copy of permit issued by local authority			Documents (0)	N/A
11	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Copy of recent chemical analysis of water source	Documents (0)	Pending		
12	MANUFACTURED FOOD (BOTTLED WATER)(IN- STATE)	Water source approval documentation			Documents (0)	Pending

In the new pop-up window, select "add" and then select "Browse" and locate the document from the location it is saved. Add the document and select "upload":



Repeat these last steps for each document you need to attach.