Centralized Licensing, Inspections and Complaints System (CLICS)

ALiS

License Renewal - Consumer Instructions



PLEASE NOTE: For optimal use of the Online Licensing System, we recommend using Internet Explorer 9-11, Safari 5.0 and Firefox 26-40.

DPBH no longer provides invoices with total fees. The new format states the permit due date. The renewal letter will be sent out 30 days before the permit expires. Charge Cards (credit or debit) and E-Check payment options are available.

For Billing Claims assistance, please contact our EHS Customer Service at <u>ehscustomerservice@health.nv.gov</u> or 775-687-7533.

Step 1: To access your account you will enter the online system using one of two doors, as shown.











Step 2: Select Renew, and follow the prompts to confirm your information.



Step 3: Complete all fields with a red star (*). You will need to confirm/update your information during this step.

Facility Information							
Nevada Business ID is issued by Secretary of State (S registration process Click Here Facility Name (DBA Name) *		SoS) through common business registration process u		ing SilverFlume To find more det W Business ID	ails about common business		
Mailing Address			_				
Country * Address * City * Zip * Fax	United States	tate/Province * rimary Phone # - Ext * rimary-Email *	Nevada 🔽	Apt/Unit/etc. County * Alternate Phone # - Ext. Alternate E-mail	Choose One V		
Online Account Information							
Login Name * Password * Re-type Password *	Passwor and one	d is case sensitive and m special character.	ust be at least 8 letters	long with at least one upper case	e letter and one number		
Reset		Regis	ter		Back		

Attestation and Electronic Signature:

Step 4: 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**."

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	The act of affixing and executing the following signature is made with the present intent to identify myself as the authorized person signing this document are the present intent to authenticate my signature as such. I am declaring, under penalty of perjury, that the information I am about to submit to the Nevada Division of Public and Behavioral Health is true and corrent on the submitted for any improper purpose, and that I am authorized to submit the information. I understand it is unlawful to submit any illegal, unauthorized, fraudulent, deceiful, forged, deceptive, defamatory, illicit, or improper information, as defined state and federal law, to the Nevada Division of Public and Behavioral Health, and agree to indemnify the Nevada Division of Public and Behavioral Health, are other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceiful, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Nevada Division of Public and Behavioral Health by my use of this electronic filing systs. I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceiful, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law. I understand and agree that all information submitted is the property of the Nevada Division of Public and Behavioral Health, and may be monitored for all la purposes. I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used authorized purpose. I understand that I am responsible for any errors or omissions in the input of information and that I am also responsible for reviewing all information for completeness and correctness prior to submission. declare under penalty of perjury that the foregoing is true and correct. I hereby attest that the above information is true and	id with act, is I by Id any er em. 3, wiful for any specific
	Submit Application	< Back

Fees:

Step 5: You will be given an opportunity to pay at the end, by using either a check (E-Check option) or a charge card (credit or debit card).

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

Fee Details	
Licensing fee (002-FOOD ESTABLISHMENT (RESTAURANT))	\$200.00
Total Fee	\$200.00

Fee Detail

Do NOT push the "Pay Now" button more than once.

Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application". Failure to comply with these instructions may result in multiple charges.

