## ALiS

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

**Food Establishments- Consumer Log On Instructions** 

To begin the licensing process, go to <u>https://nvdpbh.aithent.com/login.aspx</u> and then click on the Environmental Health tab (the middle tab). Select the link under "Apply for a Common Business Application":

USER LOGIN	HCQC Child Care <u>Environmental</u> <u>Health</u>				
Login Name Password	Welcome to the online Permits and Renewals system for the Environmental Health Section:				
Forgot Login/Password Login	Return Users: Type in your user name, password and then click on the LOGIN box. New Users: Click on "create a new account" and follow the on-screen directions.				
Password is case sensitive.	Select the <u>Common Business Application</u> on the left hand side to apply for the following annual license types:				
Already Licensed by NV DPBH: Register Here	<ul> <li>Food Establishment</li> <li>Food Establishment Exemption</li> <li>Cottage Food Registration</li> <li>Farm to Fork Registration</li> <li>Shellfish Distributor</li> <li>Certificates of Free Sale</li> <li>Public Bathing Places</li> <li>Public Accomodations</li> <li>Drug/Cosmetic Manufacturer</li> <li>Camping and Recreational Vehicle Park</li> <li>Institutions</li> <li>Sewage Programs</li> </ul>				
To apply for a Common Business Application: Click Here To apply for Temporary Food Dumit: Click Here	Select Temporary Food Establishment for special event permits.				
To Search for an Environmental Health Facility Licensee: Click Here	Email questions to <u>EHScustomerservice@health.nv.qov</u> Call us at (775) 687-7533				
	For a list of contacts see the Environmental Health Section Web Pages at www.dpbh.nv.gov				
	We accept: VISA echeck Discover				

## Initial Registration Page:

#### Complete all fields with a red star (\*).

Facility Information					
Nevada Business ID is issu registration process Click Facility Name (DBA Name	Here	GoS) through common busines		g SilverFlume To find more det / Business ID	ails about common business
Mailing Address					
Country * Address * City * Zip * Fax	United States	State/Province * Primary Phone # - Ext * Primary-Email *	Nevada 💌	Apt/Unit/etc. County * Alternate Phone # - Ext. Alternate E-mail	Choose One V
Online Account Inforn	nation	_	_	_	
Login Name * Password * Re-type Password *		ssword is case sensitive and m d one special character.	nust be at least 8 letters lo	ng with at least one upper case	e letter and one number
Reset		Regis	ster		Back

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
  - City/State/County/Zip: enter the appropriate values that go with the address
  - 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: 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 <u>dpbh.nv.gov</u> website.

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

Application Type *		_	
Which application would you like to a	apply?		
Od Establishment	O Public Bathing Place		
Cottage Food Registration	O Public Accomodations		
O Food Establishment Exemption	O Drug/Cosmetic Manufact	turer	
O Shellfish Distributor	Camping and Recreation	al Vehicle Park	
<ul> <li>Bottled Water Distributor</li> </ul>	<ul> <li>Institutions</li> </ul>		
<ul> <li>Certificates of Free Sale</li> </ul>	Sewage Programs		
○ Farm to Fork Registration			
Credential Information *		_	
			Category 1 - Low Risk Category 2 - Moderate Risk
Food Establishment (Restaurant	t) Checklist	Endorsement	Category 3 – High Risk Category 4 – Very High Risk
			Category 1 - Low Risk Category 2 - Moderate Risk
ood Establishment (Bar/Servic	e Bar) Checklist	Endorsement	Category 3 – High Risk Category 4 – Very High Risk
			Category 1 - Low Risk Category 2 - Moderate Risk
Dod Establishment (Catering)	Checklist	Endorsement	Category 3 – High Risk Category 4 – Very High Risk
			Category 1 - Low Risk Category 2 - Moderate Risk
Food Establishment (Snack Bar)	) Checklist	Endorsement	Category 3 – High Risk Category 4 – Very High Risk
		1	
			Category 1 - Low Risk Category 2 - Moderate Risk
Dod Establishment (Portable Fo	ood Unit) Checklist	Endorsement	Category 3 – High Risk Category 4 – Very High Risk
ood Establishment Support Fac	cility (Portable Bar Unit)	Co.d	Category 1 - Low Risk Category 2 - Moderate Risk
Checklist		Endorsement	Category 3 – High Risk Category 4 – Very High Risk
Food Establishment Support Fac	cility (Barbeque)	Endorsement	Category 1 - Low Risk Category 2 - Moderate Risk
Checklist		Endorsement	Category 3 – High Risk Category 4 – Very High Risk
			Category 1 - Low Risk Category 2 - Moderate Risk
Manufactured Food (Supplemen	ts) Checklist	Endorsement	Category 3 - High Risk
			Category 1 - Low Risk Category 2 - Moderate Risk
Manufactured Food (Warehouse	) Checklist	Endorsement	Category 3 - High Risk
		I	

Next

Edited: 6/01/2017

Reset

#### **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
- **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.
- Fixed time: opens three new fields for Hour, Minute, AM/PM YOU MUST COMPLETE ALL 3 FIELDS.
- When you are finished filling out the form, click the **Next** button.

Food Establishment Fields marked with asterisk (\*) are required. Requested Credential(s) : FOOD ESTABLISHMENT (RESTAURANT)(CATEGORY 3 - HIGH RISK), FOOD ESTABLISHMENT (BAR/SERVICE BAR)(CATEGORY 3 - HIGH RISK) Entity Information Address Information **Ownership Details** Additional Information Questions Attestation << Back Next >> Please review Information for accuracy **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 .This always begins with NV followed by 11 numbers EHS TEST PROFILE Facility Name (DBA Name) \* NV Business ID LLC ~ Registered Name with Secretary of State (Legal/Business Name) Ownership Type \* Primary Contact First Name Chuck Primary Contact Middle Name Primary Contact Last Name \* Primary Contact Role \* ~ Norris Owner Primary Contact Email cnorris@health.nv.gov Primary Contact Phone \* 775-687-7560 Hours Of Operations - FOOD ESTABLISHMENT (RESTAURANT) Day Work Hours From То Sunday Closed ~ Monday 00 🗸 ~ 11 🗸 00 🗸 АМ 🗸 10 🗸 РМ 🗸 Open at Set Time Open at Set Time 11 🗸 АМ 🗸 10 🗸 00 🗸 рм 🗸 Tuesday ~ 00 🗸 Wednesday ~ 11 🗸 00 🗸 AM 🗸 10 🗸 00 🗸 РМ 🗸 Open at Set Time PM 🗸 00 🗸 Thursday Open at Set Time ~ 10 🗸 00 🗸 AM 🗸 10 🗸 00 🗸 Friday Open at Set Time ~ 11 🗸 00 🗸 AM 🗸 2 🗸 AM 🗸 00 🗸 Saturday Open at Set Time ~ 12 🗸 PM 🗸 2 ~ 00 🗸 AM 🗸 Hours Of Operations - FOOD ESTABLISHMENT (BAR/SERVICE BAR) \* Day Work Hours From То  $\sim$ Sunday Open 24 Hours Monday Open 24 Hours ~ ~ Tuesday Open 24 Hours Open 24 Hours Wednesday ~ Thursday ~ Open 24 Hours Open 24 Hours Friday ~ Open 24 Hours Saturday  $\sim$ << Back Next >> Reset

## 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 Informa	tion	Attestation
Please review Address Inform	mation for accuracy.				«Back Next»
Mailing Address	_	_	_	Copy From	<b>V</b>
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 Fac	cility			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	<b>~</b>
Country	United States				
Contact Person					
Address				Apt/Unit/etc.	
City		State/Province	Nevada 🗸	County	Choose One V
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.

Requested Credential(s) : Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)		
Entity Information Address Information Ownership Details Additional Information Questions	Attestation	
	«Back	Next»
Ownership Information	Add ) )	elete
Please click 'Add' to add a new row.		
	«Back	Next»

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.

Ownership Detail					
Ownership Detai					
Last Name * DOB % age Share		First Name * SSN Is Current	● Yes ○ No		
Comments				$\sim$	
Check all roles that	are applicable				
Role *	Owner Partner	Director			
	Other				
Mailing Address					
Country * Address *	United States			Apt/Unit/etc.	
City * Zip * Fax		State/Province * Primary Phone # - Ext * Primary-Email *	Nevada 🔽	County * Alternate Phone # - Ext. Alternate E-mail	Choose One 🔽
		Сок	Close		

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. COMPLETE EACH BOX HIGHLIGHTED IN YELLOW – FOR EACH ESTABLISHMENT TYPE

Requested Credential(s) : Food Establishment (	Restaurant), Food I	Establishment <mark>(Bar/Serv</mark> ic	e Bar)	
Entity Information Address Information	Ownership Details	Additional Information	Questions Attestati	on
			«Ba	ck Next»
Additional Information - Food Establishment (Res	taurant)			_
Complete the information that is applicable to your permit	ype. Leave blank if it not	applicable.		
Establishment Name *				
Responsible Person *		FDA Certification #		
Number of seats including outside seating area		Facility area in square feet		
Number of drive up windows		Label count		
Camping spaces		Total number of rooms		
Total number of workers		Total number of vehicle		
Open Date		Close Date		
For which county you would like to register your business?	*		Choose One 🗸	
Most of the new businesses require a plan review. Please d	ick here to understand pla	n review requirements of give us a	call at 775-687-7533	
Does your new business require a plan review? If you are r	ot sure, please give us a o	call at 775-687-7533 *	O Yes O No	
Additional Information - Food Establishment (Bar	/Service Bar)			
Complete the information that is applicable to your permit	type. Leave blank if it not	applicable.		
Establishment Name *				
Responsible Person *		FDA Certification #		
Number of seats including outside seating area		Facility area in square feet		
Number of drive up windows		Label count		
Camping spaces		Total number of rooms		
Total number of workers		Total number of vehicle		
Open Date		Close Date		
For which county you would like to register your business?	*		Choose One 💙	
Most of the new businesses require a plan review. Please d	ick here to understand pla	n review requirements of give us a	call at 775-687-7533	
Does your new business require a plan review? If you are n	ot sure, please give us a o	call at 775-687-7533 *	⊖Yes ⊖No	
Does your new business require a plan review? If you are n	ot sure, please give us a o	call at 775-687-7533 *	⊖Yes ⊖No ≪Ba	ck Next»

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/Serv	rice Bar)
Entity Information Address Information Ownership Details Additional Information	Questions
	«Back Next»
Questions	
# Question	Response
1 Are you or anyone listed in the application now licensed or have been previously licensed for the similar busin please list the state Agency, type of license and license number.	ess? If yes, O <b>Yes  O No</b>
	«Back Next»

#### 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**".

Food Establishment
Fields marked with asterisk (*) are
quested Credential(s) : FOOD ESTABLISHMENT (SERVICE DEPOT/AREA)(CATEGORY 3 – HIGH RISK)
Entity Information Address Information Ownership Details Additional Information Questions Attestation
<< Baci
testation
<ul> <li>ou must check the following:</li> <li>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 and with the present intent to authenticate my signature as such.</li> </ul>
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 correct, is not 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, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by 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, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceitful, 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 system.
I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceitful, 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 lawful
purposes. I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any 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.
<ul> <li>declare under penalty of perjury that the foregoing is true and correct.</li> <li>I hereby attest that the above information is true and correct. I have read, understand and agree to comply with the rules and regulations pertaining the the specific statutory type of entity for which this licensure application is made.</li> <li>Fees paid will not be refunded for failure to obtain approval, voluntary withdrawal or cancellation of the event.</li> </ul>
Name * Date * 05/24/2017
Submit Application << Bac
red: 6/01/2017

#### 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.

ee Details icensing fee (002-Food Establishment (Restaurant))	\$200.00
er Seat Fee (\$1.50 for each additional seat more than 40) (Food Establishment (Restaurant))	\$15.00
icensing fee (003-Food Establishment (Bar/Service Bar))	\$200.00
otal Fee	\$415.00

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

How would you like to	pay?
Card	eCheck
PAY BY	PAY WITH
VISA	echeck
Cancel Order	

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.

#### 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.

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).

Confi	irmation			
		nline services. Your Food Establishment has been submitted to Environmental Health Section progr d any additional information; we will contact you.	ram of NV DPBH. Your or	line transaction
		been sent to: <u>chuck@chuckssteakhouse123.net</u>		
		your payment receipt: <u>click here</u>		
To vie	ew the application su	mmary: <u>click here</u>		
Chec	klist		_	
Iter #	<sup>11</sup> Credential Type	Item	View/Attach	Item Status
1		Additional supporting documents	Documents (0	N/A
2	Food Establishment (Restaurant)	Supplemental Food Establishment Applicatio	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:

	ment of Health and Human Services on of Public and Behavioral Health (DPBH)	
	Online Licensing System	_
PLEASE NOTE: For optimal use of the Or	line Licensing System, we recommend using Internet Explorer 9-11, Safari 5.0 and Firefox 26-40. Please do NOT use Google Chrome.	
USER LOGIN Login Name Password Forgot Login/Password Forgot Login/Password Cogin Neword is case sensitive. Already Licensed by NV DPBH: Register Here To Apply for a Common Business Application: Click Here To Search for an Environmental Health Facility Licensee: Click Here	HCQC       Emergency Medical Services       Environmental Health       Child Care       Medical Marijuona         Welcome to the online licensing and certification system for Louronmental Health Program!       Note the online licensing and certification system for Louronmental Health Program!         Output       • Apply for a new restaurant License         For any questions please contact us at EHScustomerservice@health.mv.gov or call us at 775-697-7533. For a detailed list of EHS contacts, please Click Here         We accept:       Image:	

You will see a menu on the left side:



Edited: 6/01/2017

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:

pplication Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
ottage Food egistration	451	10/02/2015	Review by State	Application Summary	View Details	Withdraw
ood Establishment	449	10/01/2015	Review by State	Application Summary	View Details	Withdraw

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

Арр	plication Type		Transaction #	Current Step		
Foo	d Establishment		449	Review by State		
hor	klist					_
nec	.KIISC					
Ite #	m Credential Type	Item			View/Attach	Item Status
1		Additional supporting documents			Documents (0)	N/A
2	Food Establishment (Restaurant)	Supplemental Food Establishment App	Documents (0)	Pending		
3	Food Establishment (Restaurant)	Food Establishment Plan Review Appli	Documents (0)	Pending		
4	Food Establishment (Restaurant)	Plan drawn to scale of food establishn	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	Supplemental Food Establishment App	Documents (0)	Pending		