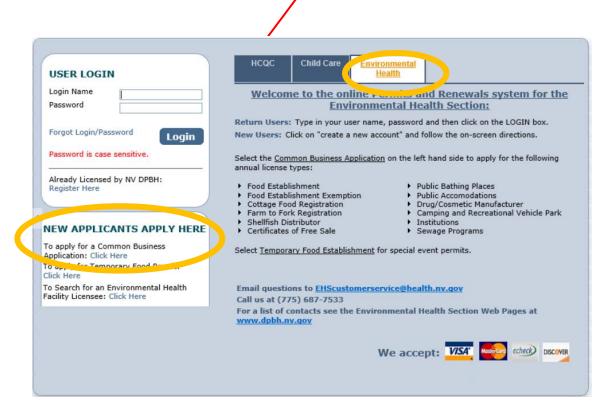
ALiS

Centralized Licensing, Inspections and Complaints System (CLICS)

Exemptions from Permit: Consumer Instructions

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



Initial Registration Page:

Complete all fields with a red star (*).

Facility 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) * NV Business ID							
Mailing Address							
Country * Address * City * Zip * Fax Online Account Inform	United States State/Province * Nevada						
Login Name * Password * Re-type Password *	Password is case sensitive and must be at least 8 letters long with at least one upper case letter and one number and one special character. Register 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:
 - 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.

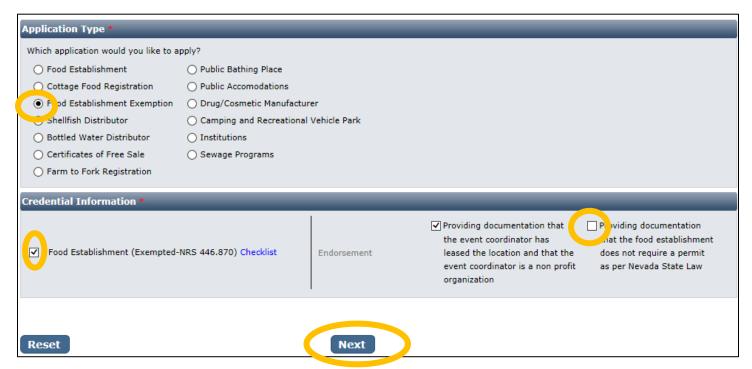
Application Types: Exempt Food Establishments

This license type is appropriate for establishments operating under the NRS 446.870 statute.

Click the Food Establishment Exemption option and then click on the checkbox to select the Food Establishment (Exempted-NRS 446.870) license. Next, select one option on the right that is appropriate for your situation. You must select one of these and be able to provide documentation to support it.

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.



Entity Information:

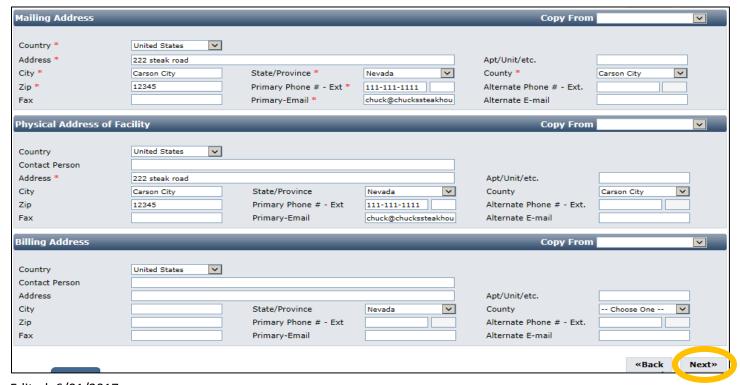
- Business Entity Information

- 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.
- 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:

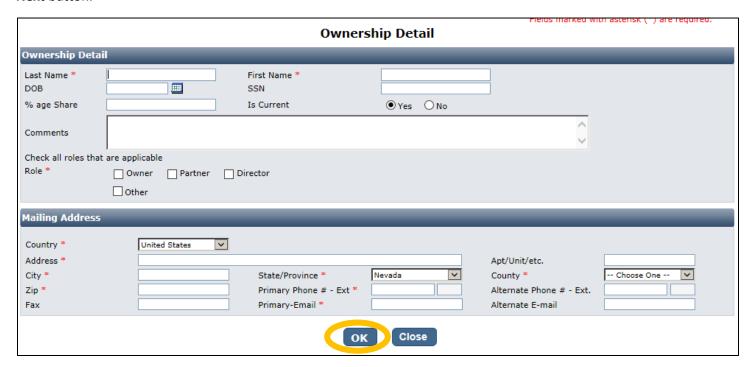
Select the **Add** button to add a new owner. You may not skip this section even if you previously entered all your information.



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.

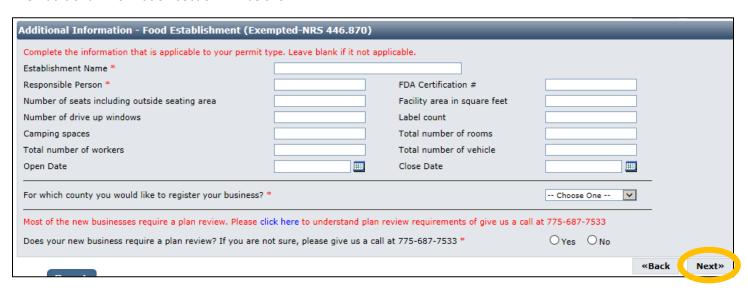
When you are done select the **OK** button. Repeat this process for any other owners. When you are finished, use the **Next** button.



The fields with the red asterisk (*) are required

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.
 - Example: The Red Porch Fine Dining
 - o 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: Select "No" this license type does not need a plan review.

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.

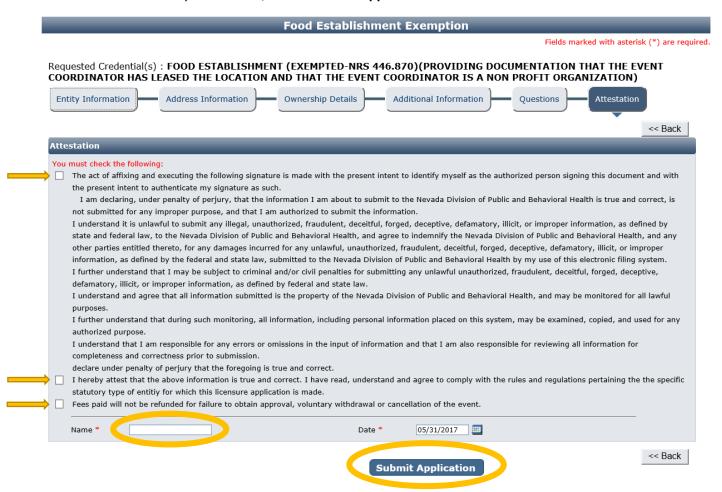
Questions:

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.



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".

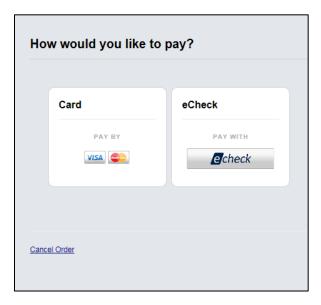


Fees:

"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:



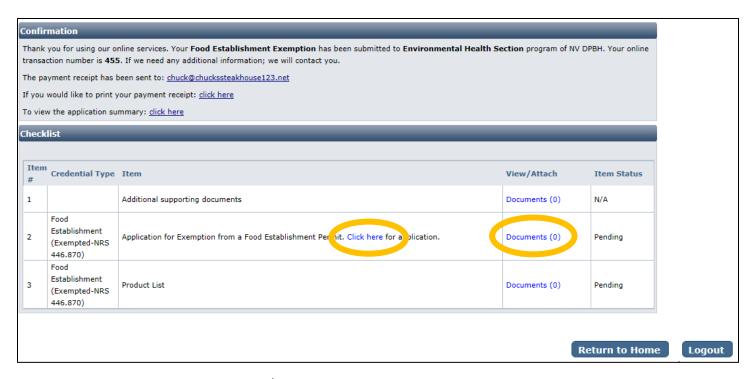
Fill out the form (which depends on the selected payment method) and submit when completed.

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.

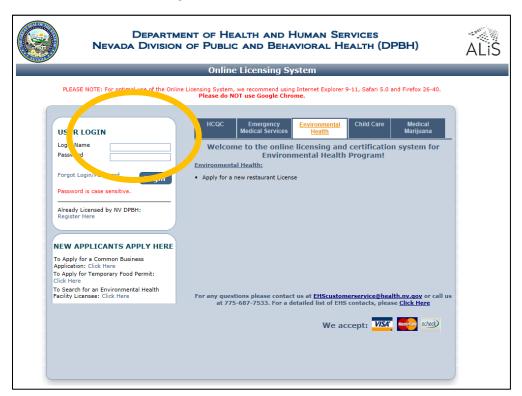
Below is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do 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, return to website 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:

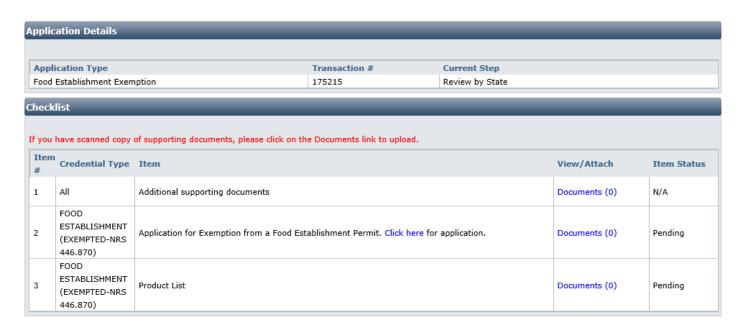
Pending / Incomplete Online Application(s)

Return To Home

ending / Incomplete Online Application(s)								
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action		
Certificates of Free Sale	175216	05/31/2017	Review by State	Application Summary	View Details	Withdraw		
Food Establishment Exemption	175215	05/31/2017	Review by State	Application Summary	View Details	Withdraw		
Food Establishment	175213	05/24/2017	Review by State	Application Summary	View Details	Withdraw		
Food Establishment	175214					Continue Application - Withdraw		

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

Pending Application Details



Back To Pending Application List