

# INSTRUCTIONS TO REGISTER FOR ONLINE ACCOUNT

06/06/2016

These instructions are for people who currently have a license in NH.

If you are creating an account for a business these instructions are not for you.

Businesses are:

Mechanical Business, Accounting Firms, Child Care, Health Facilities.

1.

Go to the site at [nhlicenses.nh.gov](http://nhlicenses.nh.gov)

You will see this



## Welcome to New Hampshire's Online License Application/Renewal Service

**This is a new online licensing site. All users are required to register. Even if you have an account on the old licensing system created previous to May 14, 2016.**

[Create an account for a Person](#)

[Create an account for a Business](#)

If you have already registered and have a user id and password on this system, you can [log in here](#).

[Renew a Liquor License](#)

You can apply for a new license in one of these professions:

- Nursing or Nursing Assistant

You can renew an existing license in one of these professions:

- Liquor
- Nursing
- Nursing Assistant

2.

Click on the link that says Create an account for a Person

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3.

Put in your last name, license number and registration code. Then click the Search button.

Your registration code should be on your renewal notice.

If you are an Electrician:

Do not enter the trailing J or M as part of the license number.

If you are an accountant:

Enter the leading zero on your license number.

If you don't know your license number:

You can look it up online at <https://nhlicenses.nh.gov/verification/>

Click the Search button to continue.

Last Name:	<input type="text" value="TEST"/>
License Number:	<input type="text" value="047190-21"/>
Registration Code:	<input type="text" value="13465129"/> <input type="button" value="x"/>
<input type="button" value="Search"/>	

4.

You should see your information displayed. You can continue and make a user id and password.

**IF YOU DO NOT SEE YOUR INFORMATION THEN DO NOT CONTINUE. GO BACK AND START THE REGISTRATION PROCESS AGAIN.**

Some common reasons why you might not see your information:

- You put in a license number that is not your license number. You can look up your license number on the verification site at [nhlicenses.nh.gov/verification](http://nhlicenses.nh.gov/verification)
- You put in a registration code that is not your registration code.
- You may have recently had a name change and your record is still under your old name.

#### Name

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Name Prefix:	<input type="text"/>	Birth Date:	<input type="text" value="2/7/1952"/>
First Name:	<input type="text" value="JOANN"/>	SSN:	<input type="text"/>
Middle Name:	<input type="text"/>	Gender:	<input type="text" value="Female"/>
Last Name:	<input type="text" value="TEST"/>	personEthnicity:	<input type="text" value="Select"/>
Name Suffix:	<input type="text"/>	personCitStatus:	<input type="text" value="Select"/>
National Provider ID:	<input type="text"/>		

#### Address

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Country:	<input type="text" value="United States"/>	Phone:	<input type="text"/>
Line 1:	<input type="text"/>	Fax:	<input type="text"/>
Line 2:	<input type="text"/>	Email:	<input type="text" value="TEST"/>
City:	<input type="text" value="Unknown"/>		
State:	<input type="text" value="NA"/>		
ZipCode:	<input type="text" value="00000"/>		

#### User ID

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User ID*	<input type="text"/>	Confirm Password*	<input type="text"/>
	<small>ex. jsmith</small>		
Password*	<input type="text"/>	Password Answer:	<input type="text"/>
	<small>Minimum 6 characters</small>		<small>ex. Blue</small>
Password Question:	<input type="text"/>		
	<small>ex. Favorite color?</small>		