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

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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Create an account for a Person
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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:
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.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number:</td>
<td>047190-21</td>
</tr>
<tr>
<td>Registration Code:</td>
<td>13465129</td>
</tr>
</tbody>
</table>

[Search button]
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
- 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.

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**Name**

- **Name Prefix:**
- **First Name:** JOANN
- **Middle Name:**
- **Last Name:** TEST
- **Name Suffix:**
- **National Provider ID:**

**Address**

- **Country:** United States
- **Line 1:**
- **Line 2:**
- **City:** Unknown
- **State:** NA
- **Zip Code:** 00000

**User ID**

- **User ID:**
- **Password:**
- **Password Question:**
  - ex. 'Favorite color?'
- **Confirm Password:**
- **Password Answer:**
  - ex. 'Blue'

**Submit**

**Register**