

New Hampshire Online Licensing



Friday, November 4, 2016

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.

[Look up a License](#)

[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:

- Accountants
- Allied Health
- Court Reporters
- Electricians
- Foresters
- Home Inspectors
- Landscape Architect
- Liquor
- Manufactured Housing Installer
- Mechanical
- Nursing
- Nursing Assistant

2



Menu

Login Page

Search for Existing Business/Facility Records

Read all instructions before beginning the registration process.

- If you are creating an account for a person click [here](#) to continue.

In order to use this site you must create a user name and password that is associated with the New Hampshire business license record.

You must complete the search process to create a user name and password even if the business does not have an existing license in New Hampshire.

- If the business has a New Hampshire license:

Enter the license number and registration code in the fields below. Enter the license number as it is printed on the renewal notice. The registration code was provided to you by the licensing agency on the renewal notice. Contact the licensing agency if you do not have a registration code. When you click the search button the system will retrieve the current record.

- If the business does not have a license in New Hampshire:

Enter a zero in the License number field and enter a zero in the registration code field.

- If you are creating an account for a person:

You are not on the correct page. Click [here](#) to create an account for a person.

Click the Search button to continue.

License Number:

Registration Code:



NEW HAMPSHIRE Online Licensing

Menu

Login Page

Registration

Read all instructions before continuing.

- If you see the business information in the boxes below:

Enter user id and password information in the User ID section below. Write down your user id, password and password question and answer and keep it in a safe place.

- If the boxes below are blank AND the business has a New Hampshire license in this system:

Go back and do the search process again. If this is your second time searching and the boxes are blank contact your licensing board for your license number and registration code.

- If the business name in the Name section is not the correct business:

Go back and do the search process again. If this is your second time searching and a name that is not the business shows contact the licensing board for the license number and registration code.

- If you see a user id in the User ID section below:

The business already has an account on the system. Do not re-register. It is not possible to change the user id.

Name

Business / Facility Name:

Owner / Manager Name:

Address

Country:

Phone:

Line 1:

Fax:

Line 2:

Email:

City:

State:

ZipCode:

County:

User ID

User Id:

ex. jsmith - 25 character limit

Password:

Password must be at least 8 characters and include at least 1 uppercase and 1 lowercase letter and at least 1 number. Some special characters are allowed.

Confirm Password:

Password Question:

ex. Favorite color?

Password Answer:

ex. Blue

4



Menu
Register a Person
Register a Business

Welcome to MyLicense e-Government

This is a new online licensing site. All users are required to register even if you have an account on the old system previous to May 1, 2016.

To create an account click on the Register a Person or Register a Business links on the left.

User Id:

Password:

[Click here](#) to reset your password.

5



Menu
Initial Application
Renew License
Demographics Update
License Address Change
Enter Provider CE Courses
License Update
Logout

Licensing Home Page

Displayed below are all programs that you, or the corporation you represent, are licensed to operate. The display may also include any pending applications currently in process for your program.

- To apply for a license, click on the **Initial Application** link in the Menu on the left.
- To renew a license, click on the **Renew License** link in the Menu on the left.
- If you are a Health Facility and submitting either an Adverse Event Report, a Root Cause Analysis or a Corrective Action Plan, click on the **License Update** link in the menu on the left.

Name

Full Name:
 Issued To/
 Home Provider/
 Manager:
 FEIN

Licenses

Electrician CE Provider	Documents			
Profession:	Electricians	License Number:	License Status:	Active
Secondary Type:		Issue Date:	Expiration Date:	12/31/2019

6



Menu

Licensing Home Page

Logout

CE Courses

From the listing of offered courses below, select the Course Number to add individuals who attended the course.

CE Courses

Course Number	Course Title	Course Status	Begin Date	End Date	Hours	Category
14		Approved			15.00	2014 NEC UPDATE
17		Approved			15.00	2017 NEC UPDATE

7



Menu

Licensing Home Page

Logout

Enter CE Course Participants

To enter course participants:

Type the license number in the license number box then TAB to or CLICK on the next field. This will populate the License Type box and the Licensee Name.

If the license type is incorrect, use the dropdown to choose the correct license type.

The date will default to the current date. Be sure to change this to the date that the licensee took the course AND that it falls within the Begin and End date of the offered course.

When you have entered all participants, click the Save button to save all of the entered information. You may then Logout.

Course Title: _____
 Course Number: 1-17 Status: _____
 Begin Date: _____ Category: _____
 End Date: _____ Hours: 15.00

CE Course Participants

License Number	License Type	Licensee Name	Date
<input type="text"/>	Electrician Master		11/04/2016
<input type="text"/>	Electrician Journeyman		11/04/2016
<input type="text"/>	<input type="text"/>		