## How to register with the Online Licensing Portal

Nevada State Athletic Commission Online Portal website: <u>https://online.nvboxing.org/#/</u>

L	Login and Registration Check					
1. Have you ever applied for a Nevada State Athletic Commission license previously?						
			$\checkmark$			
	Yes		No			
2.	Are you licensing as?					
	Individual		Business			
		Next				

If you are an individual and have never been licensed in the State of Nevada, or you have not been licensed since before 2002, answer 'No' to Questions 1 and 'Individual' to Question 2.

If you are an individual and have previously been licensed in the State of Nevada, answer 'Yes' to Question 1 and 'Individual' to Question 2. If you have previously used the online registration system, input your login credentials and log in. If you have not, click the button 'Click here to Register'.

You will be taken to the Registration page.

Nevada State Athletic Commission
Registration
First Name*
First Name
Last Name*
Last Name
Date of Birth*

Answer all the questions to proceed. After you click 'Submit Registration' A message will pop up asking 'Have you ever applied for a license or hold a current license with the Nevada State Athletic Commission'. Confirm that you have never obtained or currently hold a license with the Nevada State Athletic Athletic Commission. If that answer is still 'No', answer 'No'.

Registration
Please check the information entered and make sure the Last Name and Date of Birth are the same as used in the application/license with the Nevada Athletic Commission.

If you have previously applied for a licensed and you are getting the above error message, you may be inputting your information incorrectly. This can range from using your full name or nickname, multiple last names, or a general error in your information. If you keep getting this message and are confident you have previously been licensed, please contact the Nevada State Athletic Commission and we will assist you to link you to your account.

Main Office: 702-486-2575

Registration		
Please check your email a temporary password has been sent to you. You need to login using that password.		
Log In		

Once you have confirmed 'No', you well get a message informing you that a temporary password will be sent to the email you used in your 'Registration'. Go to your email and locate an email with the subject 'NSAC Applicant Registration'.

New User Registration Request				
Dear				
You are receiving this email because you have requested new registration.				
The username associated with this request is your email address used during registration.				
Your temporary password is @5bJFY8#				
If you did not request this registration, please contact the Nevada State Athletic Commission immediately at <u>nsacinfo@boxing.nv.gov</u> .				
Sincerely,				
Nevada State Athletic Commission				

You should get an email that looks like the above image.

Enter your login email and temporary password into the 'Log In' page. You will now reset your password.

Nev	ada State Athletic Commission
	Reset Password
	Temporary Password
	New Password New Password
	Reset Password

Immediately after logging in, you will be asked to reset your password. You will enter the temporary password in the first box. You will now enter your own personal password in the second box. You will need to enter your New Password again in the third box. After you enter this information, click 'Reset Password'

<u>Registering for an account does not mean you have started an application.</u> You must login and either click 'New Application' or the 'Renew' button next to a previous license number. After clicking one of these options, you must fill out the application and upload a picture.

Application Detail			New Application			
Dashboard application detail content.						
Application	Submitted On	Status	Action			
Second Approved						
Second		Pend	ling			
Renewal Detail						
SECOND -			Renew	•		
MANAGER -			Renew	•		
				-		

Welcome to the Dashboard!

If you have not been licensed in the State of Nevada for the license you are applying for, you have to click 'New Application' and select the correct application.

If you have been previously licensed in the State of Nevada, for the application you want to apply for, you will have the option in 'Renewal Detail' to renew your license. Click 'Renew' to start your application.

Remember to hit 'Save for Later' if you must close the window and come back to the application.