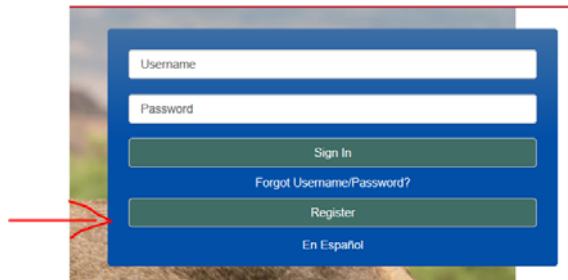


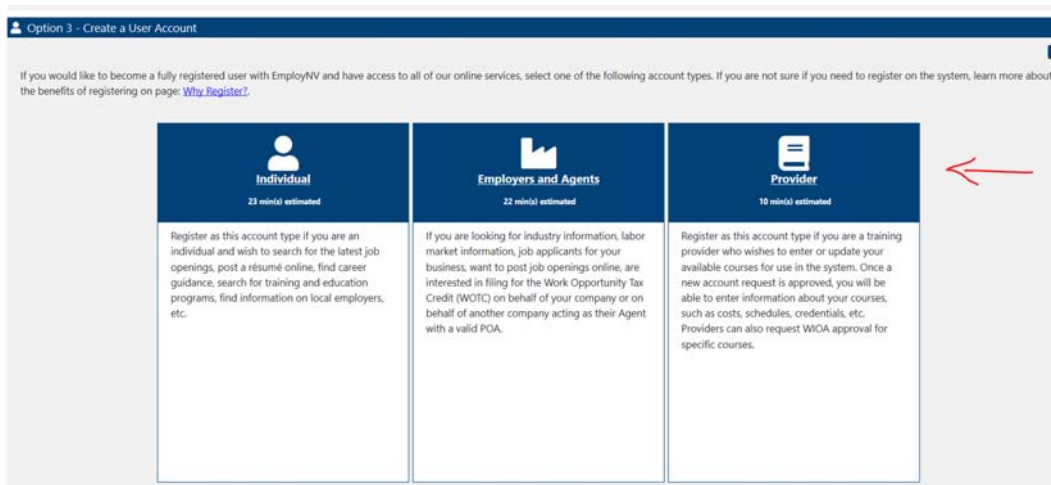
## Register as a Provider User

To be added to an organization’s account as a provider user. The following steps will guide you through the process to be approved.

1. Go to <https://employnv.gov>
2. On the home page click the Register button on the top right side of the screen:



3. A new page will open with options to register. Scroll down to the bottom of the screen until you reach Option 3-Create a User Account. Select Provider option:



4. In the provider user registration page enter the name of your organization and select name if visible to populate the field. Click **“Found in List”** button once the field is populated.
5. Follow the prompts and make sure to fill in all areas marked with red asterisk\*. Click **“Save”** when complete.
6. Welcome message will appear.

7. Once application is approved, you will receive notification that your account has been activated.