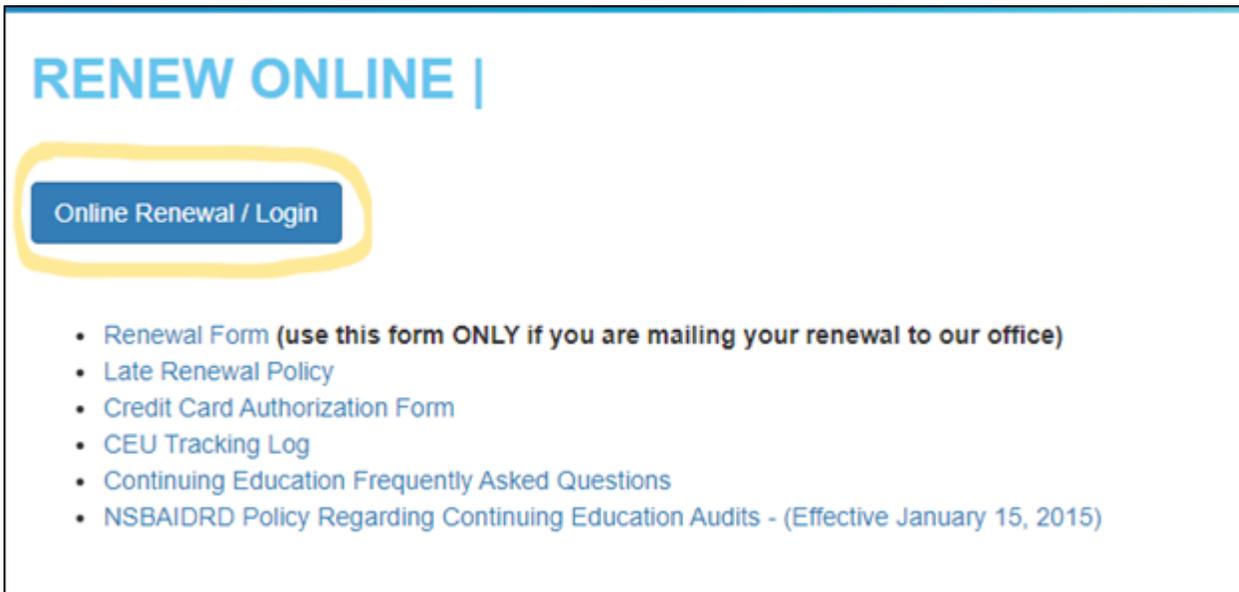


How To Set-Up Your Registrant Portal

Nevada registrants can renew their registration online. Below are the steps to access your account and renew your registration. If you have any issues or need help, please call the board office at 702-486-7300.

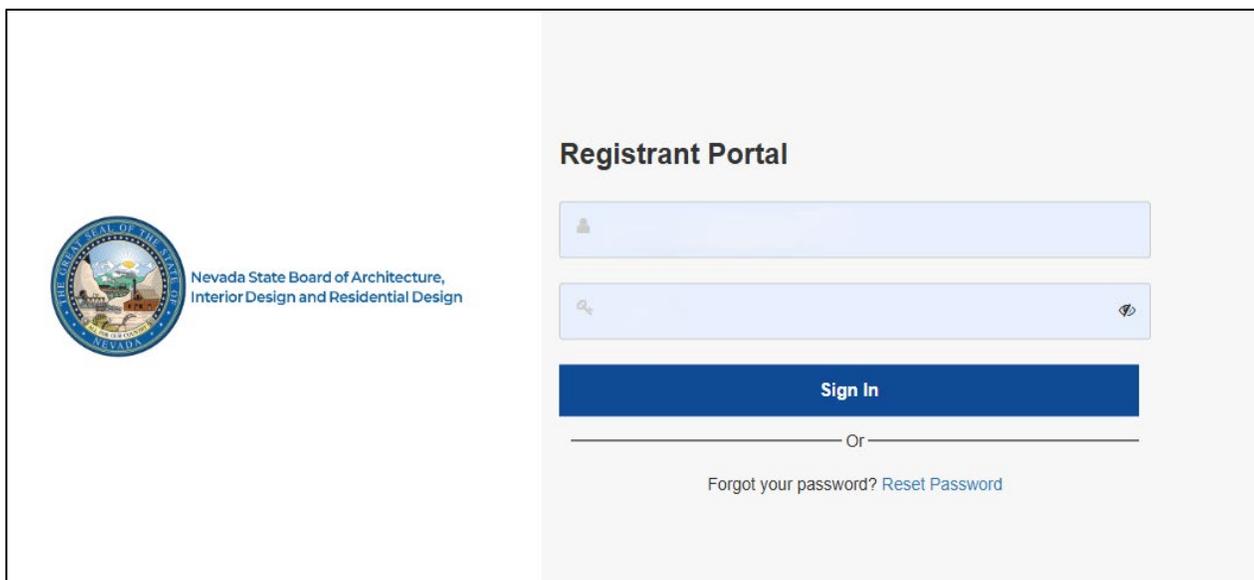
1. Go to the Renew Online page of the board website (nsbaidrd.org/renew-online/) and click on the Online Renewal /Login button.



The screenshot shows the 'RENEW ONLINE |' header in blue. Below it is a blue button with white text that says 'Online Renewal / Login', which is highlighted with a yellow hand-drawn circle. Underneath the button is a bulleted list of links:

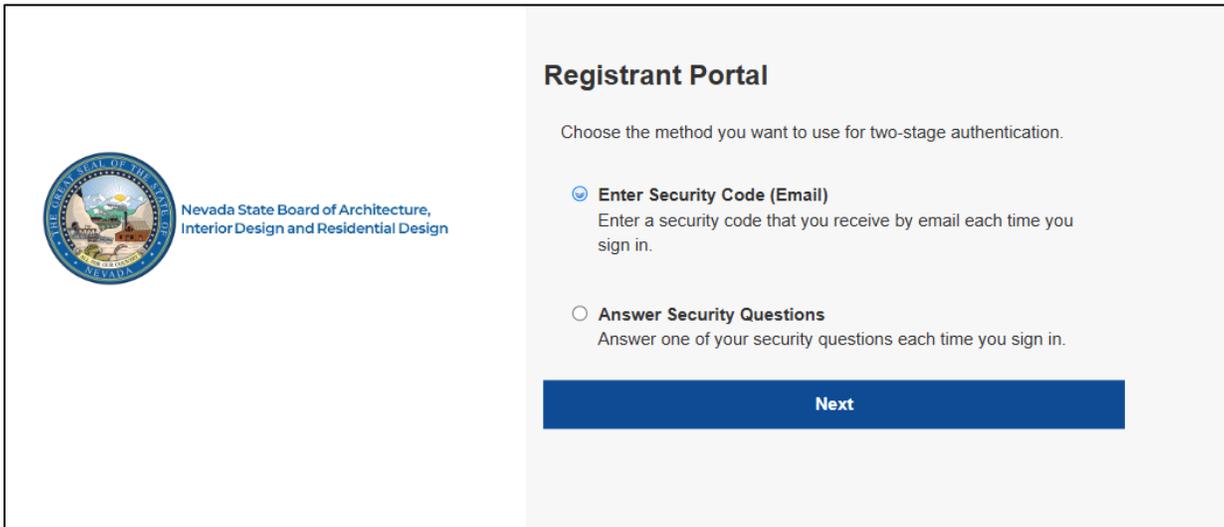
- [Renewal Form \(use this form ONLY if you are mailing your renewal to our office\)](#)
- [Late Renewal Policy](#)
- [Credit Card Authorization Form](#)
- [CEU Tracking Log](#)
- [Continuing Education Frequently Asked Questions](#)
- [NSBAIDRD Policy Regarding Continuing Education Audits - \(Effective January 15, 2015\)](#)

2. If you do not have an account or forgot your password, choose “Reset Password” at the bottom of the page. Enter your email address when prompted. You will receive an email from Thentia Cloud. Follow the steps outlined to create a new password.



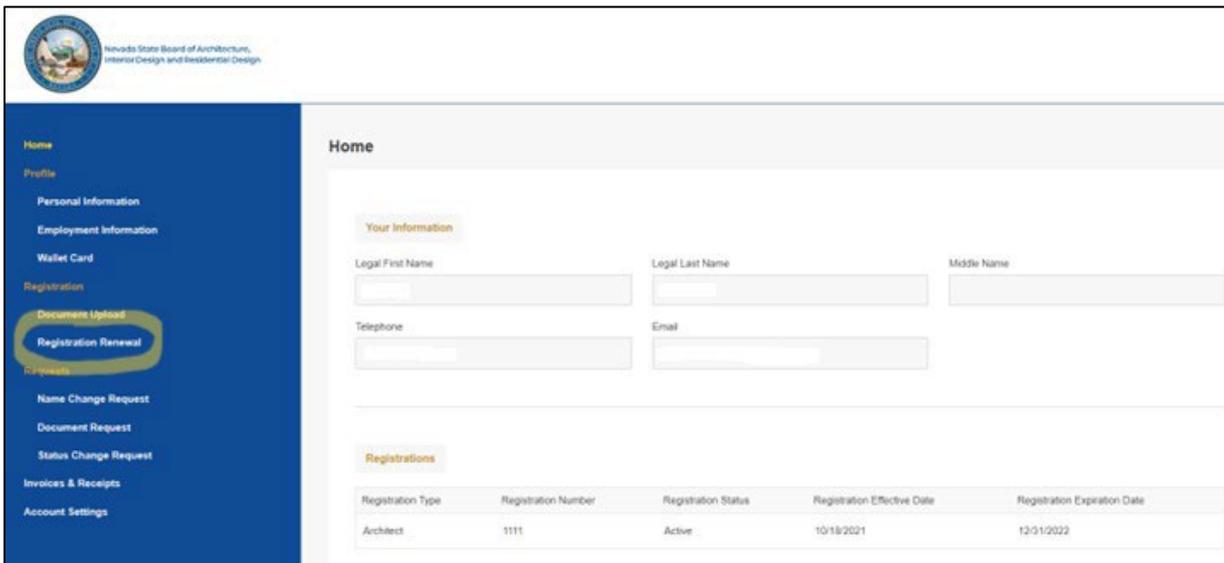
The screenshot shows the 'Registrant Portal' login page. On the left is the Nevada State Board of Architecture, Interior Design and Residential Design logo, which includes the text 'NEVADA STATE SEAL OF THE BOARD OF ARCHITECTURE, INTERIOR DESIGN AND RESIDENTIAL DESIGN' and 'NEVADA'. To the right of the logo is the text 'Nevada State Board of Architecture, Interior Design and Residential Design'. The main content area is titled 'Registrant Portal' and contains a login form with two input fields: the first for a username (with a person icon) and the second for a password (with a magnifying glass icon and a 'Show/Hide' eye icon). Below the fields is a blue 'Sign In' button. Underneath the button is a horizontal line with the word 'Or' in the center. At the bottom of the form is a link that says 'Forgot your password? Reset Password'.

3. You will be prompted to choose the method you want to use for two-stage authentication. Choose "Enter Security Code" OR "Answer Security Questions."



The screenshot shows the "Registrant Portal" for the Nevada State Board of Architecture, Interior Design and Residential Design. It features the board's logo on the left. The main content area has the heading "Registrant Portal" and a sub-heading "Choose the method you want to use for two-stage authentication." There are two radio button options: "Enter Security Code (Email)" which is selected, and "Answer Security Questions". Below the options is a blue "Next" button.

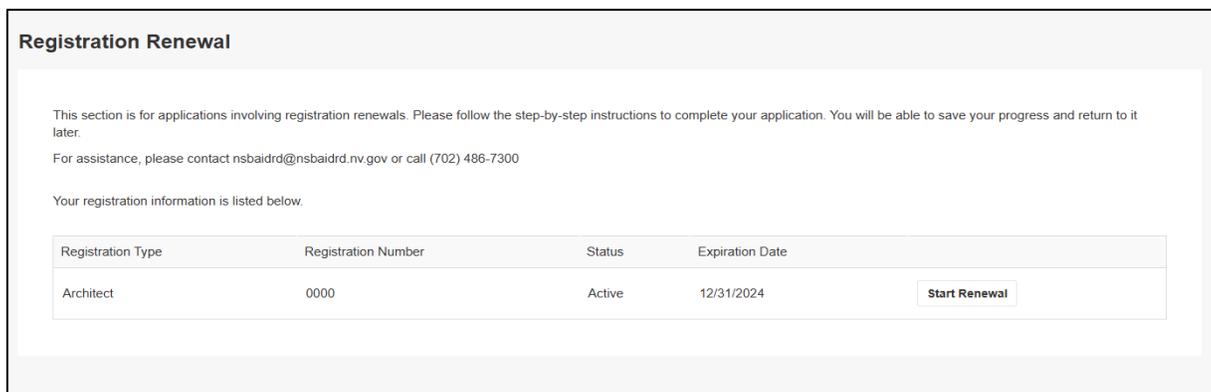
4. Once you are logged into your account, you will see your registration information on the Home page. Click Registration Renewal on the menu on the left.



The screenshot shows the "Home" page of the Registrant Portal. On the left is a blue navigation menu with items like "Home", "Profile", "Registration Renewal" (highlighted with a yellow circle), and "Account Settings". The main content area is titled "Home" and contains a "Your Information" section with input fields for "Legal First Name", "Legal Last Name", "Middle Name", "Telephone", and "Email". Below this is a "Registrations" table with one entry for an "Architect" with registration number 1111, active status, and an expiration date of 12/31/2022.

Registration Type	Registration Number	Registration Status	Registration Effective Date	Registration Expiration Date
Architect	1111	Active	10/18/2021	12/31/2022

5. On the Registration Renewal page, click the Start Renewal button.



The screenshot shows the "Registration Renewal" page. It includes a heading "Registration Renewal" and a paragraph of instructions: "This section is for applications involving registration renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later." Below this is contact information: "For assistance, please contact nsbaidrd@nsbaidrd.nv.gov or call (702) 486-7300". A section titled "Your registration information is listed below." contains a table with one entry for an "Architect" with registration number 0000, active status, and an expiration date of 12/31/2024. A "Start Renewal" button is located to the right of the table.

Registration Type	Registration Number	Status	Expiration Date
Architect	0000	Active	12/31/2024

6. Steps 1 and 2: Review all personal and employment information. Make corrections as needed. Click the Save and Continue button to advance to the next page.

7. Step 3: Status Change Request. Choose Active under "Requested Status." If you would like to change your status to retired or inactive, please contact the board office.

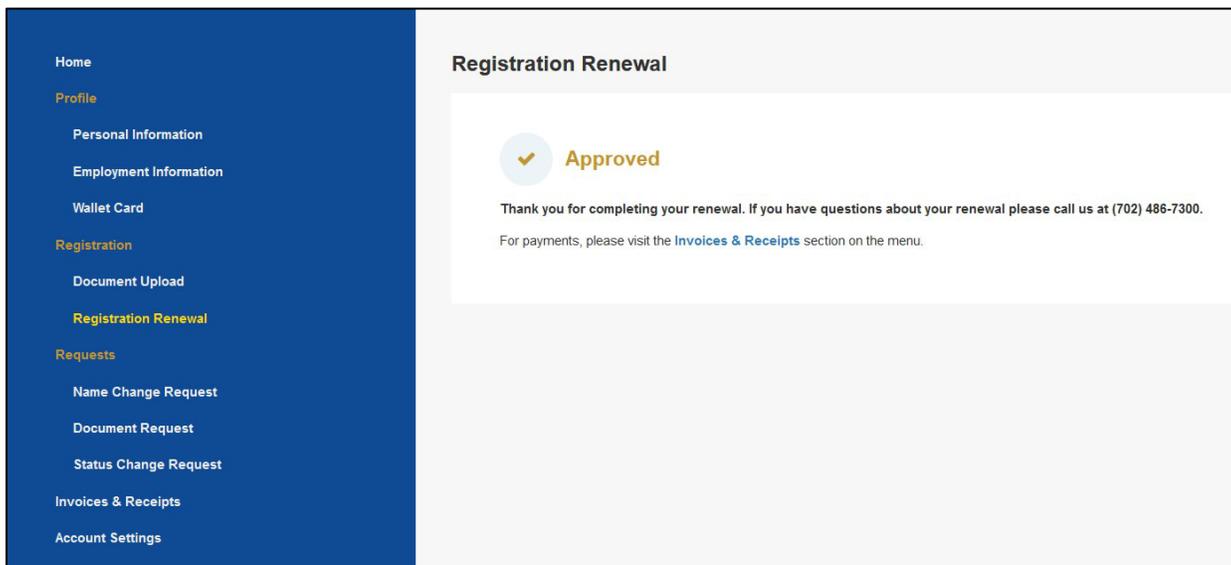
8. Step 4: Mailing Information and Additional Information. Review and make changes as needed.

9. Step 5: Declarations. Answer all declarations, include additional information and upload supporting documents as needed.

10. Step 6: Attestations. Check boxes attesting to statements.

11. Step 7: Payment. Select "Credit Card" under method of payment. If you need to pay by another method, please contact the board office.

12. When your payment is completed, you will be redirected to an approval page. You can print your receipt and wallet card using the menu on the left.



If you have any issues or need help, please call the board office at 702-486-7300.