Contractor Registration

User Manual



dol.nebraska.gov/conreg

What you can do?

- Search Registered Contractors
- 2. Search Contractors with Unpaid Citations
- 3. Create user profile
- Maintain your own business or multiple businesses that you own with a single user profile.
- 5. Download User Guide
- 6. Read Information and FAQs



Log In Create Profile Search Contractors Additional Resources

Contractor Registration > Home



Welcome to Contractor Registration

The Nebraska Contractor Registration Act requires contractors and subcontractors doing business in Nebraska to register with the Nebraska Department of Labor. Create a user profile or log into an existing profile to update your registration status.

All contractors with one or more employees must provide a current Workers' Compensation Certificate of Insurance (ACORD 25) with the Department of Labor listed as the certificate holder. Each contractor is responsible for making sure an updated Certificate of Insurance is on file with the Department of Labor. Any contractor whose records indicate their coverage has expired will be removed from the list of registered contractors until an updated certificate is received from the contractor's insurance agency.

Search Registered Contractors Information and FAQs User Guide

Questions? Contact:

Phone: (402) 471-2239 Fax: (402) 471-5039

Email: NDOL.ContractorRegistration@nebraska.gov



New Users and Returning Users

Who are New Users?

All contractors who don't have a user profile

Create User Profile:

 All contractors MUST create a user profile to manage their registration information. You must have a valid email address to create a profile.

Log In:

 All contractors who have ALREADY created a User Profile in the system can log in and manage their registration.





I Agree

As part of the profile creation process, you must agree this privacy statement.

Create User Profile

I authorize the exchange of information relating to prior assessment(s) for Contractor Registration with Contractor Registration System Partners. This Release of Information does not authorize the disclosure of other restricted third party information. I understand that this information will be used to determine contractor's work profile, engagements with other contractors, project permit requirement, registration fee exemption eligibility, and will be used for statistical purposes.

I allow the Contractor Registration System Partners identified to release to each other the requested information when I am referred to partner services. I understand the information will be used only on as needed basis and will remain confidential, to the extent required and/or permitted by law. This information cannot be shared with any other entity without my written permission.

A copy of this Release of Information is as valid as the original. This Release is valid for both program and follow-up services.

l agree

I disagree

Creating a User Profile

Types of Users:

A **contractor maintaining one/multiple businesses**: Use contractor's information to fill out the form.

A firm/account manager maintaining one/multiple contractors: Use account manager's information to fill out the form.

You **must** provide a primary email address to be able to communicate with the Department of Labor, as the Department will send future correspondence and notices to the primary email listed.

Create User Profile

Account Administrator Information

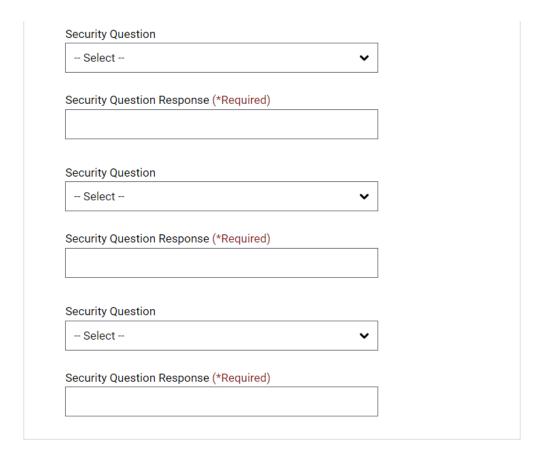
First Name (*Required)	Last Name (*Required)
Bob	Smith
Date of Birth (*Required)	
03/15/1982	
Profile – this is how you will man registration(s). You must have a f Labor will send all future corresp Email address. While an Alternate nelpful for you to communicate in	d to log in to your Contractor Registration age, renew, or update your contractor Primary Email address. The Department of ondence and renewal notices to this Primary e Email address is not mandatory, it will be n case you don't have access to your Primary
Profile – this is how you will man registration(s). You must have a R Labor will send all future correspo Email address. While an Alternate nelpful for you to communicate in Email address.	age, renew, or update your contractor Primary Email address. The Department of ondence and renewal notices to this Primary e Email address is not mandatory, it will be n case you don't have access to your Primary
Profile – this is how you will man registration(s). You must have a F Labor will send all future corresp Email address. While an Alternate	age, renew, or update your contractor Primary Email address. The Department of ondence and renewal notices to this Primary e Email address is not mandatory, it will be
Profile – this is how you will man registration(s). You must have a function will send all future corresponding and address. While an Alternate in Email address. Primary Email (*Required)	age, renew, or update your contractor Primary Email address. The Department of ondence and renewal notices to this Primary e Email address is not mandatory, it will be n case you don't have access to your Primary Confirm Primary Email (*Required)
Profile – this is how you will man registration(s). You must have a function will send all future corresponding and address. While an Alternate in Email address. Primary Email (*Required) test41918@test.com	Primary Email address. The Department of ondence and renewal notices to this Primary e Email address is not mandatory, it will be n case you don't have access to your Primary Confirm Primary Email (*Required) test41918@test.com

Create User Profile

Security Questions:

Make sure you remember or make note of your username (primary email), password, and security questions.

Your security questions will help you retrieve your log in information in case you forget it.



Sign Up

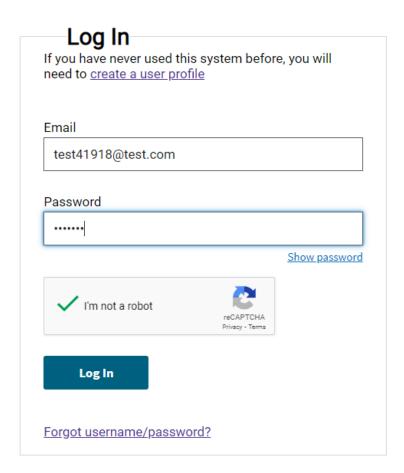


Existing Contractor?

Existing Contractor: If you are an existing contractor, click under **Returning Users** to **Log In** to your account using your primary email address and password you set up during your Profile creation.

Check mark the box for "I'm not a robot." Then click the blue **Log In** button.

If you have forgotten your username (primary email address) or password associated with your Profile – click on the link Forgot username/password?







Identity Information

Contractor Registration

Business (DBA) Name - Primary Email - Alternate Email - ndol.contractorregistration@nebraska.gov

Identity Information	
Business Information	Wh
Services & Employee Information	
Officers, Members & Subcontractors	Co
Insurance Information	Fire
Tax Option	
Information & Authenticity	Da
Review	0
Payment Options	

Contractor (self)	•
Contractor Information	
irst Name (*Required)	Last Name (*Required)
	I I
Bob	Smith
Bob Date of Birth	Smith

Next



Business Information

Contractor Registration

Business (DBA) Name - Primary Email - Alternate Email - ndol.contractorregistration@nebraska.gov

Identity Information	Business Information	
Business Information	Business Entity	
Services & Employee Information	Corporation	•
Officers, Members &	Federal ID Number (*Required)	Social Security Number
Subcontractors	12-3456789	
Insurance Information		
Tax Option	Business Name (DBA) (*Required)	
Information & Authenticity	Testing Test	
Review	Corporation Name	
Payment Options		



Business Information



Country	
United States of America	•
Address (*Required)	
550 S 16th Street	
City (*Required)	State or Province
Lincoln	Nebraska 🗸
Zip Code (*Required)	County (*Required)
68508	Lancaster
Phone Number (*Required)	Additional Phone Number
(402) 471-9000	() -

Previous

Next



Services & Employee Information

All O	ther Specialty Trade Contractors
service dealing	hoose a correct service from the drop-down box OR write a keyword of your . For e.g. If you are a "Roofing Contractor", write the word "Roof" OR if you are with some Construction, write "Constr", system will display meaningful results to select one.
Other	
If you d	on't find the service to select, please describe your service in a few words.
How m	any employees does the business have? (*Required)
1	
	nter '0' if you have NOT hired any. DO NOT INCLUDE YOURSELF OR ANY TIAL FUTURE EMPLOYEES IN THIS NUMBER.
POTEN Do you	
POTEN Do you	TIAL FUTURE EMPLOYEES IN THIS NUMBER. pay more than three thousand dollars annually to
Do you your en	TIAL FUTURE EMPLOYEES IN THIS NUMBER. pay more than three thousand dollars annually to
Do you your en Yes No Does th	TIAL FUTURE EMPLOYEES IN THIS NUMBER. pay more than three thousand dollars annually to
Do you your en Yes No Does th	TIAL FUTURE EMPLOYEES IN THIS NUMBER. pay more than three thousand dollars annually to apployee/s?
Do you your en Yes No Does th owner(s	TIAL FUTURE EMPLOYEES IN THIS NUMBER. pay more than three thousand dollars annually to apployee/s?



Officers, Members, and Subcontractors

Contractor Registration

Business (DBA) Name - Primary Email - Alternate Email Testing Test ndol.contractorregistration@nebraska.gov

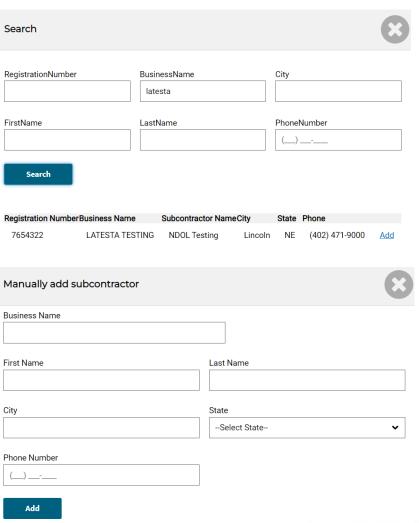
0	fficers,	Member	s & Sı	ubcontra	actors	3	
Office	ers and/or	Members					
					of the cor	poration, partnersh	nip,
No	Job Title	First Name		Last Name		Phone	
_ 1	Owner	Bob		Smith		(402) 471-9000	
	Address		City		State	Zip	
	550 S 16th	Street	Linc	oln	NE	68508	
	Delete Selecte	ed Rows	Ad	d Another Offi	cer/Meml	per	
Subc	ontractors	5					
Have y	ou used or ar	e you currently	using Su	bcontractors?			
Yes	S						
	Offic Please sole pi No 1 Subc Have y	Officers and/or Please enter inform sole proprietorship, No Job Title 1 Owner Address 550 S 16th Delete Selecte	Officers and/or Members Please enter information about Officers and/or Members Please enter information about Officers and/or Members No Job Title First Name Owner Bob Address 550 S 16th Street Delete Selected Rows Subcontractors Have you used or are you currently	Officers and/or Members Please enter information about Officers and sole proprietorship, trust, or Limited Liability No Job Title First Name 1 Owner Bob Address City 550 S 16th Street Linc Delete Selected Rows Ad Subcontractors Have you used or are you currently using Su	Officers and/or Members Please enter information about Officers and/or Members of sole proprietorship, trust, or Limited Liability Company. No Job Title First Name Last Name 1 Owner Bob Smith Address City 550 S 16th Street Lincoln Delete Selected Rows Add Another Officers Subcontractors Have you used or are you currently using Subcontractors?	Officers and/or Members Please enter information about Officers and/or Members of the corsole proprietorship, trust, or Limited Liability Company. No Job Title First Name Last Name 1 Owner Bob Smith Address City State 550 S 16th Street Lincoln NE Delete Selected Rows Add Another Officer/Members Subcontractors Have you used or are you currently using Subcontractors?	Please enter information about Officers and/or Members of the corporation, partnersh sole proprietorship, trust, or Limited Liability Company. No Job Title First Name Last Name Phone 1 Owner Bob Smith (402) 471-9000 Address City State Zip 550 S 16th Street Lincoln NE 68508 Delete Selected Rows Add Another Officer/Member Subcontractors Have you used or are you currently using Subcontractors?



Officers, Members, and Subcontractors

If you have used or are currently using contractors, you can either use the "**Search for subcontractors**" or the "**Add manually**" functions to add sub-contractor information.

Subcontractors Have you used or are you currently using Subcontractors? Yes No Search for subcontractors Add Manually





Insurance Information

Contractor Registration

Business (DBA) Name - Primary Email - Alternate Email Testing Test ndol.contractorregistration@nebraska.gov

dentity Information	Insurance Information	
Business Information	Nebraska Unemployment Insurance Number	
Services & Employee nformation		
Officers, Members & Gubcontractors		
nsurance Information	Worker's Compensation Insurance Agent:	
ax Option		
nformation & Authenticity	Name	
review		
ayment Options	Phone Number	
	()	
	Email	



Tax Option

Identity Information

Business Information

Services & Employee Information

Officers, Members & Subcontractors

Insurance Information

Tax Option

Information & Authenticity

Review

Payment Options

Tax Option

Contractor Election for Sales and Use Tax on Building Materials and Fixtures as required for all contractors.

I hereby make my sales and use tax election. I have read the description of the three options on this application and am aware of the sales and use tax obligations associated with the election I make. By completion of this question, I understand that I will be added to the Contractor Database as required by Nebraska Law.

Option 1 Contractor - Collects and Remits Sales Tax - Tax-Free Inventory

I will purchase building materials and fixtures tax-exempt (for resale) and collect sales tax on the retail selling price of them. I will not charge tax on my separately stated contractor labor charges. I will obtain a sales tax license from the Nebraska Department of Revenue and remit the sales tax collected. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used in the completion of my projects, even on a project performed for an exempt entity.

Option 2 Contractor - Tax Paid Inventory

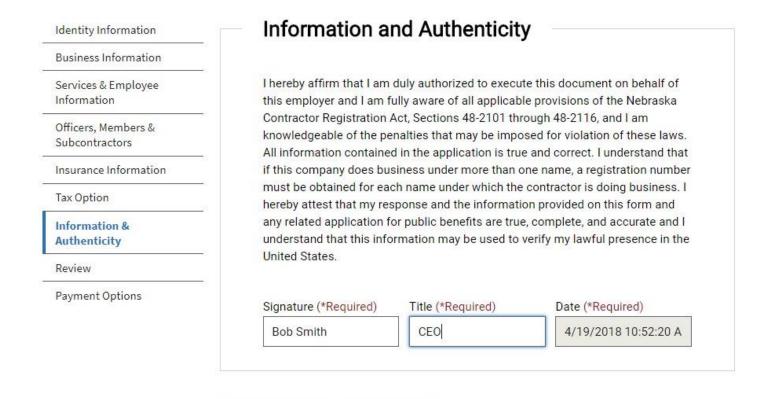
I will pay Nebraska sales tax on my purchase of building materials and fixtures that will be annexed to real property or used for repairs or improvements to real property. I will pay use tax on all purchases, including building materials, when Nebraska sales tax has not been collected by the seller. Sales tax will not be collected from my customers on building materials, fixtures, or my contractor labor charges. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used by me in the completion of my projects, even on a project performed for an exempt entity.

Option 3 Contractor – Remits Use Tax – Tax-Free Inventory

I will purchase my inventory items (building materials and fixtures) tax-exempt and will remit use tax to the Nebraska Department of Revenue when the materials and fixtures are withdrawn from inventory to be annexed to real property or used for repairs or improvements to real property. I will obtain a use tax license from the Nebraska Department of Revenue and remit use tax at the rate in effect at the time and place those materials are withdrawn from inventory. Sales tax will not be collected from my customers on building materials, fixtures, or my contractor labor charges. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used by me in the completion of my projects, even on a project performed for an exempt entity.



Information and Authenticity



Previous

Next



Contractor Registration - Review

Business (DBA) Name - Primary Email - Alternate Email - Testing Test ndol.contractorregistration@nebraska.gov

Identity Information

Business Information

Services & Employee Information

Officers, Members & Subcontractors

Insurance Information

Tax Option

Information & Authenticity

Review

Payment Options

Identity Information
User completing application: Self

Contractor Information

First Name: Bob
Last Name: Smith
Date of Birth: 1/1/1950
Is United States Citizen: N/A

Edit

Edit

Business Information Business Entity: Corporation

Federal ID Number: 12-3456789 Social Security Number:

Business Name (DBA): Testing Test

Country: US

Address: 550 S 16th Street

City: Lincoln State: NE Zip code: 68508 County: Lancaster

Phone Number: (402) 471-9000

Cell Phone:

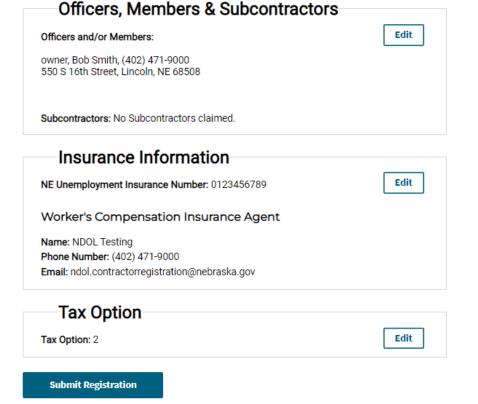
Services & Employee Information

NAICS Code: All Other Specialty Trade Contractors

NAICS Other:

Number of Employees: 1 Owner/Officer Coverage: No

Pays more than \$3000 annually to employees: Yes





Submission Confirmation

After clicking "Submit Registration," you will be directed to the following screen. Here, you have the option to add another business if you manage multiple business accounts.

When finished adding businesses, click "I don't have another business" to proceed to the Payment Options screen.

You have successfully submitted the registration for Testing Test.

As per § 48-2104 Registration required, if a contractor does business under more than one name, the contractor must obtain a registration number for each name under which the contractor is doing business.

If you have another business or are doing business under another name, you must click "Add another business" to complete your registration.

If you don't have another business or are not doing business under another name, click "I don't have another business".

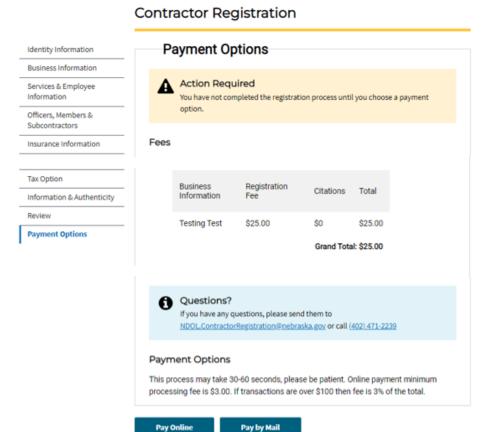
Add another business

I don't have another business



Payment Options

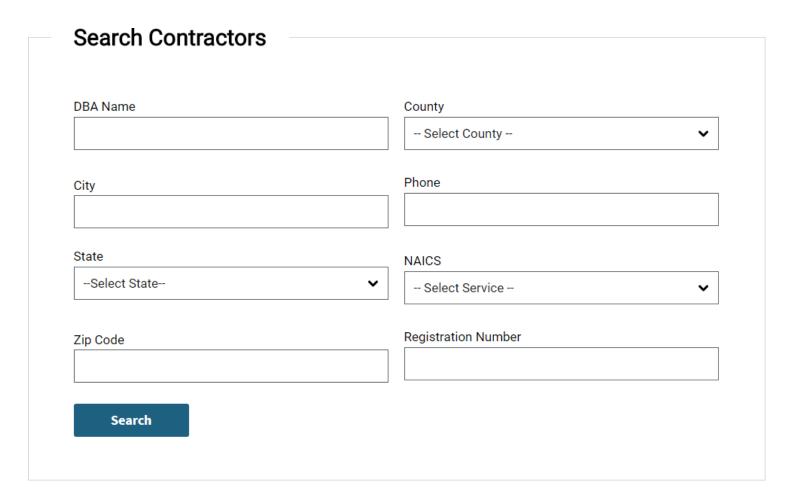
After reviewing and confirming your registration information, you will need to select the method you will use to pay your registration fee(s). You can either pay through an online payment portal, or send a check by mail. Your registration will not be complete until payment is received.





Searching Contractors

The search function can be accessed from your account or from the home page. This function does not require a user profile.





Dashboard: My Actions

From your Dashboard you will be able to Manage (upload) Documents, Changes Sales Tax Option, Submit Out of Business Notification (close the registration), Register a New Business, Update the information within your Account Profile

Construction & Renovations

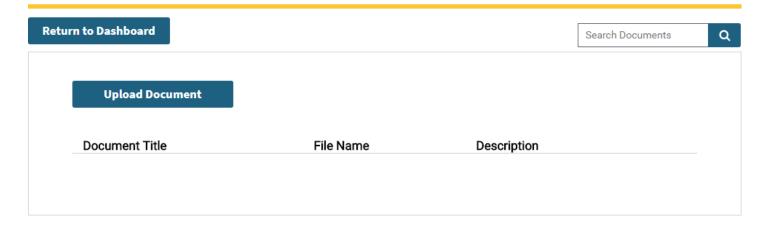
Return to Dashboard Registration # - Pending Status: Expired My Actions Welcome to your Contractor Registration Dashboard Review Existing Registration From this screen you will be able to print your certificate, update your business Manage Documents information, upload documents such as workers compensation and affidavits, and Change Sales Tax Option check on the status of your registration. Print Certificate If you experience any issues or have any questions feel free to contact us at (402) Submit Out of Business 471-2239 or NDOL.ContractorRegistration@nebraska.gov Notification Register New Business/DBA View Account Profile



Manage **Documents**

The "Manage Documents" function allows you to upload and manage documents required for your registration, such as proof of Workers' Compensation Insurance.

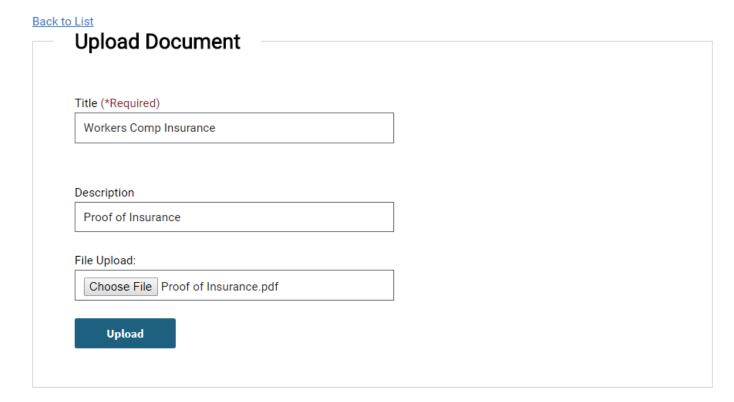
Bob Smith Construction - Documents





Manage Documents - Uploading Documents

As part of the upload process, you will be required to provide a title for the document being uploaded.

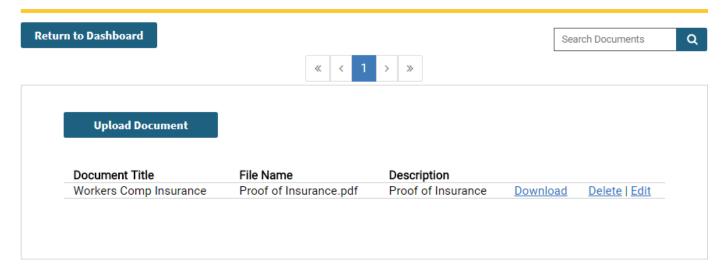




Manage **Documents**

Once the document has been uploaded, it will appear in your document queue. An example is shown on the right.

Bob Smith Construction - Documents





Change Tax Option

Tax Option Change Selection

Review Tax Option Change

Tax Option Change Confirmation

Changing your Contractor tax option

Contractor Information

Bob Smith Construction 1231 A St. Denver, CO 65538

Phone: (546) 265-4687

Current Tax Option:

2 Contractor - Tax Paid Inventory

I will pay Nebraska sales tax on my purchase of building materials and fixtures that will be annexed to real property or used for repairs or improvements to real property. I will pay use tax on all purchases, including building materials, when Nebraska sales tax has not been collected by the seller. Sales tax will not be collected from my customers on building materials, fixtures, or my contractor labor charges. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used by me in the completion of my projects, even on a project performed for an exempt entity.

New Tax Option:

Option 1 Contractor - Collects and Remits Sales Tax - Tax-Free Inventory

I will purchase building materials and fixtures tax-exempt (for resale) and collect sales tax on the retail selling price of them. I will not charge tax on my separately stated contractor labor charges. I will obtain a sales tax license from the Nebraska Department of Revenue and remit the sales tax collected. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used in the completion of my projects, even on a project performed for an exempt entity.

Option 3 Contractor – Remits Use Tax – Tax-Free Inventory

I will purchase my inventory items (building materials and fixtures) tax-exempt and will remit use tax to the Nebraska Department of Revenue when the materials and fixtures are withdrawn from inventory to be annexed to real property or used for repairs or improvements to real property. I will obtain a use tax license from the Nebraska Department of Revenue and remit use tax at the rate in effect at the time and place those materials are withdrawn from inventory. Sales tax will not be collected from my customers on building materials, fixtures, or my contractor labor charges. I will pay sales tax or remit use tax on all purchases and rentals of tools, equipment, barricades, and supplies used by me in the completion of my projects, even on a project performed for an exempt entity.

Next

Cancel

Submit Out of Business Notification

Out of Business Notification

Out of Business Notification

Certification

Confirmation

Business Information:
Testing Test 550 S 16th Street Lincoln, NE 68508
Please select the reason why you are submitting the Out of Business Notification.
THE BUSINESS IS NO LONGER IN OPERATION

Next

Cancel

Please click the "Next" button after selecting the reason.

NO LONGER WORKING IN NEBRASKA



Submit Out of Business Notification

Certification

Confirmation

Out of Business Notification Certification Out of Business Notification I hereby certify that effective 12/12/2020, Testing Test is no longer in operation. Signature (*Required) Date (*Required)

12/28/2022 2:50:44 PM

Cancel

Previous

NDOL Testing

Submit



Submit Out of Business Notification

Out of Business Notification

Out of Business Notification

Certification

Yo

Confirmation

Confirmation

Your out of business notification has been successfully submitted.

Return to Dashboard



Submit Out of Business Notification



Alert

This Contractor is Out of Business.

Please click here to renew your registration.

Construction & Renovations

Return to Dashboard Registration # - Pending Status: Expired My Actions Welcome to your Contractor Registration Dashboard Renew Registration Manage Documents From this screen you will be able to print your certificate, update your business information, upload documents such as workers compensation and affidavits, and Change Sales Tax Option check on the status of your registration. Submit Out of Business If you experience any issues or have any questions feel free to contact us at (402) Notification 471-2239 or NDOL.ContractorRegistration@nebraska.gov Register New Business/DBA View Account Profile

