

Contractor Registration

User Manual

Home Page

dol.nebraska.gov/conreg

What you can do?

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



Contractor Registration > Home



New Users

Don't have a user profile? Create one using the button below.

Create User Profile

Returning Users

Log In

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

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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.

New Users

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Create User Profile

Returning Users

Log In

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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.

I 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)

Bob

Last Name (*Required)

Smith

Date of Birth (*Required)

03/15/1982

Create Username/Password

Create a Username and Password to log in to your Contractor Registration Profile – this is how you will manage, renew, or update your contractor registration(s). You must have a Primary Email address. The Department of Labor will send all future correspondence and renewal notices to this Primary Email address. While an Alternate Email address is not mandatory, it will be helpful for you to communicate in case you don't have access to your Primary Email address.

Primary Email (*Required)

test41918@test.com

Confirm Primary Email (*Required)

test41918@test.com

Alternate Email

Confirm Alternate Email

Password (*Required)

Confirm Password (*Required)

[Show password](#)

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.

Security Question

-- Select --



Security Question Response (*Required)

Security Question

-- Select --



Security Question Response (*Required)

Security Question

-- Select --



Security Question Response (*Required)

Sign Up

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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?**

Log In


If you have never used this system before, you will need to [create a user profile](#)

Email

Password

[Show password](#)

☒ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Log In

[Forgot username/password?](#)

New Users

Don't have a user profile? Create one using the button below.

Create User Profile

Returning Users

Log In

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Identity Information

Contractor Registration

Business (DBA) Name -
Testing Test

Primary Email -
ndol.contractorregistration@nebraska.gov

Alternate Email -

Identity Information

Business Information

Services & Employee
Information

Officers, Members &
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Identity Information

Who is completing the application?

Contractor (self)

Contractor Information

First Name (*Required)

Bob

Last Name (*Required)

Smith

Date of Birth

01/01/1900

Next

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Business Information

Contractor Registration

Business (DBA) Name -
Testing Test

Primary Email -

ndol.contractorregistration@nebraska.gov

Alternate Email -

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Business Information

Business Entity

Corporation

Federal ID Number (*Required)

12-3456789

Social Security Number

____-__-____

Business Name (DBA) (*Required)

Testing Test

Corporation Name

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Business Information

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Business Mailing Address:

Country

United States of America

Address (*Required)

550 S 16th Street

City (*Required)

Lincoln

State or Province

Nebraska

Zip Code (*Required)

68508

County (*Required)

Lancaster

Phone Number (*Required)

(402) 471-9000

Additional Phone Number

() -

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Services & Employee Information

Services & Employee Information

Describe the contracting services and the principal products provided, or NAICS Code:

All Other Specialty Trade Contractors

Note: Choose a correct service from the drop-down box OR write a keyword of your service. For e.g. If you are a "Roofing Contractor", write the word "Roof" OR if you are dealing with some Construction, write "Constr.", system will display meaningful results for you to select one.

Other

If you don't find the service to select, please describe your service in a few words.

How many employees does the business have? (*Required)

1

Note: Enter '0' if you have NOT hired any. DO NOT INCLUDE YOURSELF OR ANY POTENTIAL FUTURE EMPLOYEES IN THIS NUMBER.

Do you pay more than three thousand dollars annually to your employee/s?

☒ Yes

☐ No

Does this business elect to carry worker's compensation insurance on the owner(s) and officer(s) of the company?

☐ Yes

☒ No



Selecting 'No' creates a presumption of no coverage that may be rebutted by an insurer acknowledging coverage for a claimed event.

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Officers, Members, and Subcontractors

Identity Information
Business Information
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Contractor Registration

Business (DBA) Name - Testing Test	Primary Email - ndol.contractorregistration@nebraska.gov	Alternate Email -
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Officers, Members & Subcontractors

Officers and/or Members

Please enter information about Officers and/or Members of the corporation, partnership, sole proprietorship, trust, or Limited Liability Company.

No	Job Title	First Name	Last Name	Phone
<input type="checkbox"/> 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
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Subcontractors

Have you used or are you currently using Subcontractors?

- ☒ Yes
- ☐ No

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

Search



RegistrationNumber

BusinessName

City

FirstName

LastName

PhoneNumber

Search

Registration Number	Business Name	Subcontractor Name	City	State	Phone	
7654322	LATESTA TESTING	NDOL Testing	Lincoln	NE	(402) 471-9000	Add

Manually add subcontractor



Business Name

First Name

Last Name

City

State

Phone Number

Add

Insurance Information

Contractor Registration

Business (DBA) Name -
Testing Test

Primary Email -
ndol.contractorregistration@nebraska.gov

Alternate Email -

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Insurance Information

Nebraska Unemployment Insurance Number

Worker's Compensation Insurance Agent:

Name

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Tax Option

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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.

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**Information &
Authenticity**

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Information and Authenticity

I hereby affirm that I am duly authorized to execute this document on behalf of this employer and I am fully aware of all applicable provisions of the Nebraska Contractor Registration Act, Sections 48-2101 through 48-2116, and I am knowledgeable of the penalties that may be imposed for violation of these laws. All information contained in the application is true and correct. I understand that if this company does business under more than one name, a registration number must be obtained for each name under which the contractor is doing business. I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Signature (*Required)

Bob Smith

Title (*Required)

CEO

Date (*Required)

4/19/2018 10:52:20 A

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Contractor Registration - Review

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

Identity Information

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Identity Information

User completing application: Self

Edit

Contractor Information

First Name: Bob

Last Name: Smith

Date of Birth: 1/1/1950

Is United States Citizen: N/A

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:

Edit

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

Edit

Officers, Members & Subcontractors

Officers and/or Members:

Edit

owner, Bob Smith, (402) 471-9000
550 S 16th Street, Lincoln, NE 68508

Subcontractors: No Subcontractors claimed.

Insurance Information

NE Unemployment Insurance Number: 0123456789

Edit

Worker's Compensation Insurance Agent

Name: NDOL Testing

Phone Number: (402) 471-9000

Email: ndol.contractorregistration@nebraska.gov

Tax Option

Tax Option: 2

Edit

Submit Registration

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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.

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Payment Options

Contractor Registration

Payment Options

Action Required

You have not completed the registration process until you choose a payment option.

Fees

Business Information	Registration Fee	Citations	Total
Testing Test	\$25.00	\$0	\$25.00
Grand Total: \$25.00			

Questions?

If you have any questions, please send them to NDOL_ContractorRegistration@nebraska.gov or call (402) 471-2239

Payment Options

This process may take 30-60 seconds, please be patient. Online payment minimum processing fee is \$3.00. If transactions are over \$100 then fee is 3% of the total.

Pay Online

Pay by Mail

Searching Contractors

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

Search Contractors

DBA Name

County

-- Select County --

City

Phone

State

--Select State--

NAICS

-- Select Service --

Zip Code

Registration Number

Search

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

Registration # - Pending Status: Expired [Return to Dashboard](#)

My Actions

- Review Existing Registration
- Manage Documents
- Change Sales Tax Option
- Print Certificate
- Submit Out of Business Notification
- Register New Business/DBA
- View Account Profile

Welcome to your Contractor Registration Dashboard

From this screen you will be able to print your certificate, update your business information, upload documents such as workers compensation and affidavits, and check on the status of your registration.

If you experience any issues or have any questions feel free to contact us at [\(402\) 471-2239](#) or NDOL.ContractorRegistration@nebraska.gov

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

[Return to Dashboard](#)[Upload Document](#)

Document Title	File Name	Description
----------------	-----------	-------------

Manage Documents – Uploading Documents

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

[Back to List](#)

Upload Document

Title (*Required)

Workers Comp Insurance

Description

Proof of Insurance

File Upload:

Proof of Insurance.pdf

Upload

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

Return to Dashboard

Search Documents

« < 1 > »

Upload Document

Document Title	File Name	Description	
Workers Comp Insurance	Proof of Insurance.pdf	Proof of Insurance	Download Delete Edit

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

Certification

Confirmation

Out of Business Notification

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

☐ NO LONGER WORKING IN NEBRASKA

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

Next

Cancel

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Submit Out of Business Notification

Out of Business Notification

Certification

Confirmation

Out of Business Notification

Certification

I hereby certify that effective 12/12/2020, Testing Test is no longer in operation.

Signature (*Required)

NDOL Testing

Date (*Required)

12/28/2022 2:50:44 PM

Submit

Previous

Cancel

Submit Out of Business Notification

- Out of Business Notification
- Certification
- Confirmation

Out of Business Notification

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

Registration # - Pending

Status: Expired

[Return to Dashboard](#)

My Actions

- [Renew Registration](#)
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- [Change Sales Tax Option](#)
- [Submit Out of Business Notification](#)
- [Register New Business/DBA](#)
- [View Account Profile](#)

Welcome to your Contractor Registration Dashboard

From this screen you will be able to print your certificate, update your business information, upload documents such as workers compensation and affidavits, and check on the status of your registration.

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