



NSED

Nebraska State Electrical Division

Licensing & Permitting System

Account Registration and License Onboarding Process

The Nebraska State Electrical Division has implemented a new online system for permitting and licensing. Now, all licensing and permitting services will be housed in one place, with one account.

Please see the instructions below to learn how to self-register for an online account.

Once you have created your account, you will be able to link your existing license and permits (credentials) to your account. See below for more details.

Registering for an Account

You will need a registered account in the new NSED Licensing webpages to submit new applications and renewals for any licenses/registrations you currently hold. If you do not already have an account, follow the steps below.


After your account has been registered, you will be able to sign in and manage your license(s).

| First-Time Registration Process | |
|---------------------------------|---|
| Step | Step Description |
| 1 | Open the website: https://nesedprod.state-reg-central.tylerapp.com/portal/public |
| 2 | Select the “Sign In” button located at the top, right corner of the page. A login page will display. |
| 3 | Select the “Sign up” link located at the bottom of the page. An Okta sign up page displays. |
| 4 | <p>Enter the required information:</p> <ul style="list-style-type: none"> • First Name • Last Name • Email • Secondary Email (Optional) <p>Select “Sign Up”. A set up security methods page displays.</p> <p>Note: You cannot use an email address that is already registered for an account on the new system.</p> |
| 5 | <p>Select “Setup” under the Email section.</p> <ul style="list-style-type: none"> • An email from noreply@okta.com will be sent with an activation code to the email address you provided. • Keep the Okta Set Up Security Methods page in your browser open and do one of the following: <ul style="list-style-type: none"> ○ Open the email and select the “Verify your email” button in the email message. -or- ○ Open the email and copy the activation code from the email. On the Set Up Security Methods webpage, select “Enter a verification code instead” link. Paste or type the code in the Enter Code box and then select the “Verify” button. |
| 6 | <p>Select “Setup” under the Password section.</p> <ul style="list-style-type: none"> • Enter your password based on the password requirements, then re-enter it. • Select the “Next” button. |
| 7 | <p>Select the “Continue” button.</p> <p>This completes the “Self-Registration” Process. When accessing the site in the future, you will need to use the email address and password you have configured to log in to the site.</p> |

Linking Your Existing License or Permit to Your Registered Account

After you have completed the Self-Registration steps above, the licensing system homepage displays. Use the following steps to link any existing credentials (licenses/registrations or permits*) you hold to your registered account.

***Homeowner Permit Holders:** To link existing Homeowner permits, please self-register for an account and email your account name and existing permit number(s) to sed.officestaff@nebraska.gov so that NSED can manually link your permits to your account.

| Linking Your Existing Credentials | |
|-----------------------------------|--|
| Step | Step Description |
| 1 | Select the upper-left menu icon:  Then select the “Link a Credential” option. |
| 2 | Using the “Agency Selection” dropdown, select your License Type. Then select the “Next” button. |
| 3 | <p>Complete the required information requested,</p> <ul style="list-style-type: none"> • Credential (License) Number – Requirements: Include a space following the prefix. Additionally, if your license number contains less than 5 digits, you need to add zeros (0’s) to the front of your license number until there are 5 digits total. For example, EC 00045 • First Name • Last Name • SSN (Social Security Number) – No dashes <p>Select the “Next” button to see the results. Select the “Back” button to go back to the previous page. Select the “Cancel” button to cancel the request.</p> <p>Note: The name and SSN requested needs to reflect the information on your existing license, and your credential number <u>must fulfill the requirements above</u>. If not, then no results will be populated when the “Next” button is selected.</p> |
| 4 | Select the “Finish” button after confirming the results. |
| 5 | Select the “Home” button under the menu to go back to the home page. |
| 6 | <p>Select the “My Credentials” tile under the Quick Action section to verify that your credential(s) are displayed on your account.</p> <p>Note: If you have multiple licenses, you will only need to link one of your licenses. All additional licenses associated with your individual will automatically be linked. All permits that were pulled under your license will also automatically be linked after you link your license to your account.</p> <p>This completes the “Credential Onboarding” process.</p> <p>To submit a change or renewal for a license linked to your account, select “My Credentials” and then select the Actions arrow on that license to see the available choices. Renewals are only available during the renewal period.</p> |