

# Special Designated License Initial Registration Instructions Non-Profit Corporations

Please note: You must complete both Steps 1 & 2 on this page in order for registration to be completed. You will be contacted by our office after both steps have been followed.

## **Step 1: Registering your Non-Profit Organization.**

Please use the [link below](#) to create your User name and Password. Please note: You will be registering a person's name when registering, not the name of the Non-Profit. This person will be entering the SDL's for the applying organization and should be a permanent board member. If the person leaves, the User name and security information will no longer be available.

Please be sure to print or write the completed registration page information before you hit "Register Account". It is very important to have a copy of the information for future use.

After you have hit register account, please return to the instruction below on Step 2.

<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LC-C-SDL>

## **Step 2: Complete the \*Non-Profit Registration Form and return form via fax at (402)471-2814 or email to [lcc.sdl.licensing@nebraska.gov](mailto:lcc.sdl.licensing@nebraska.gov)**

This \*Non-Profit Registration Form is found on the SDL page below the Non-Profit instructions link.

When we receive the Registration Form on Step 2, we will create your account. Please **do not log** onto the portal until you have received an email back from our office that your account has been activated. If you do not wait for us to add your information, it will only cause an error to occur.