**Initial Registration**

Effective immediately, all Special Designated Licenses will be entered through our new on-line portal. At your earliest convenience, please go to the link below and register your license number or Non-Profit Organization using the instructions below. We will need to go through some initial steps to get you set up.

Step 1: Register your license or Non-Profit Organization. Please use the link below: https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LCC-SDL

***Please be sure to print the completed registration page before you hit "Register Account". It is very important to print a copy of the information entered as passwords are not easily reset.

Step 2: Please email lcc.sdl.licensing@nebraska.gov with your USER name after you have registered. Please also include in the email your license number and a contact name and phone number.

Non-Profit new users to the system will need to have a profile created in the system by our office. Please let us know in your email that you are a non-profit. Please include your USER name, Fed ID#, name and address of your organization and contact email address.

After we receive email with your USER name information, we will go into the system and verify your information as well as activate your profile. After that has been completed, we will send an email from lcc.sdl.licensing@nebraska.gov that your profile has been successfully activated and that you may now submit all future SDL applications through our on-line portal. Form #108 will no longer be required.

**Online Portal SDL Application Process**

Please read and follow the steps below:

- Please print SDL Local Recommendation Form #200 and complete the top section of this form. If you are a Non-Profit Organization or the event is outdoors, you will also need to complete additional Forms (see below*).

- After you have completed the top section, please give this form to the local governing body for approval. You will also need to check with the Clerk to make sure that you have met all of their time requirements and have submitted to them all of the information that they might need for approval of this event.

- After they have approved the event, the Clerk can either send you an email with the completed recommendation form or give you the completed recommendation form. This approval form will then need to be scanned/uploaded to your computer for uploading to the online application. It is the applicant's responsibility to follow through

with obtaining this approved form and making sure the application is entered into the online portal in time. If the application is entered late, the system will not accept your application. The system or the NLCC will not take in affect the date you asked the Clerk for an approval.

- Please print *Form #109 for outdoor area(s) if applicable. Applications with outdoor areas will not be processed without this form. This form will be uploaded in the section where the outdoor area measurements are written.

- Please print *Form #140 ONLY if you are a non-profit requesting the waiver of the double fencing rule. Form #109 would not need to be submitted if this form is completed. This form will be uploaded in the section where the outdoor measurements are written. Retail liquor license holders are not required to double fence.

- You are ready to enter the application. Please go to the link below:

  https://ecmp.nebraska.gov/LCC-SDL/Account/Login

- Please be sure to have all Forms available on your computer for upload to the application. You will also need your user name and password. You will need to enter all fields and make sure to use accuracy as this will be the information that will print on your license when approved. Credit card or bank account information will also need to be available for payment if you do not have a catering endorsement on your liquor license. This application does not have a "save function", therefore please complete this application in a timely manner. If the system times out, the application will not be saved and it will need to be re-entered.

- After successful completion of the application, an email will be sent from DocuSign. Please make sure to electronically sign the document at your earliest convenience. The application cannot be reviewed until the signature has been completed.

- The SDL application will be reviewed by the SDL Licensing Division. After it is approved, the license will be mailed to the Clerk's Office. If there would be any questions on the application, we will contact you. Please make sure that any questions by the NLCC are answered promptly.

- Please contact Michelle Porter at 402-471-2821 or Amanda Hatten at 402-471-2896 if you have any questions.