

NEW CLERK REGISTRATION INSTRUCTIONS

June 22, 2016

In Onbase, each time there is a new county, city or village clerk, the new clerk needs to create a User Profile and password. **The new clerk should not use the prior clerk's user information.** The reason is, the OnBase program has built-in security parameters (put into place by the State, Office of the Communication Information Officer (OCIO)), that require a new account be opened for each new user.

Here's what we would like the new clerk to do:

Overview (2-step process):

1. Register as a **New User** with the State, Office of Communication Information Officer (OCIO) office at <https://ecmndorportal.nebraska.gov/NDOR-BLS/>
 - a. Note: the screen will have a brown-colored header.
 - b. Once done, the program should automatically redirect you to our website, which has a blue-colored header. If the program does not redirect you, then try logging in to our webpage at:
<https://ecmndorportal.nebraska.gov/NDOR-BLS/> using your newly created user name and password.
 - c. If you still cannot get in, send an email to the NDOR help link at:
DOR.BLSHelp@nebraska.gov for further assistance.

2. Register with the Nebraska Department of Roads (NDOR), Government Affairs, Boards- Liaison Services Section website
<https://ecmndorportal.nebraska.gov/NDOR-BLS/>
 - a. Log in with the User Name and Password just created (Step 1).
 - b. Note: the screen will have a blue-colored header with *NDOR* printed below in black.
 - c. Once done, log out. It will take 24-48 hours to be approved by the State.
 - d. Upon approval, you should receive an email confirmation.
 - e. If you do not receive an email confirmation, please try logging back into website and use your recently created user name and password.
 - f. If you still cannot get in, send an email to the NDOR help link at:
DOR.BLSHelp@nebraska.gov for further assistance.

Attached is a PowerPoint presentation ("*ECM 9-18-13*") that gives step-by-step information. The Clerk registration begins with slide # 33 titled, "Begin Clerk Registration & Certification of Superintendent & Updating 'Their' Portal Account Information." It ends with Slide # 43. (Note: The web address has changed since the PowerPoint presentation was created. Please use the web address noted in this email.

Once the new clerk has completed the above steps, nothing further needs to be done by the clerk, other than at the beginning of each new year, the clerk will log into <https://ecmndorportal.nebraska.gov/NDOR-BLS/> and "certify" the appointed street superintendent (or county highway superintendent) for the new year by uploading a copy of the meeting minutes that appointed the street superintendent.