

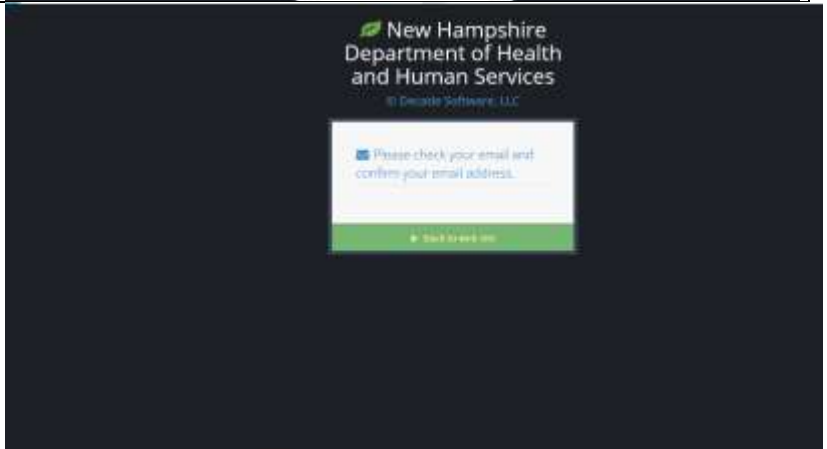
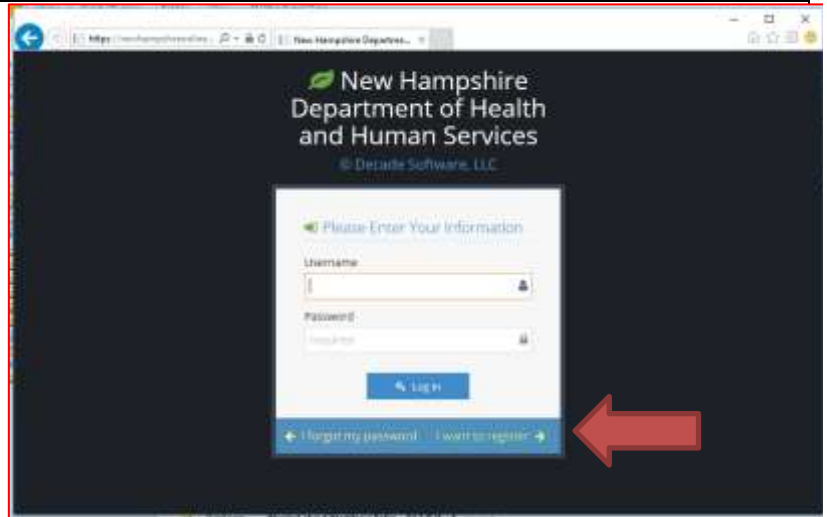
**New Hampshire Department of Health and Human Services
Division of Public Health Services**

**Detailed Instructions for Registering and Submitting
a New or Change of Ownership Food Establishment Application Online**

- To apply for a new retail food establishment license online, you will need to register with Food Protection’s [Online Portal](#)
- Select “I want to register”
- Provide information as directed on “New User Registration” form.
- Record this important information in order to login once your account is created:

User Name	
Password	
Email	

- After selecting the “Register” button, you will be brought to a screen that instructs you to check your email and confirm your email address. (Disclaimer: The email will be from “New Hampshire Department of Health and Human Services”, and the subject will be “Confirm your account”. The content of the email will be: “Welcome to the New Hampshire Division of Public Health Services. **Please [click here](#) to confirm your account.**”



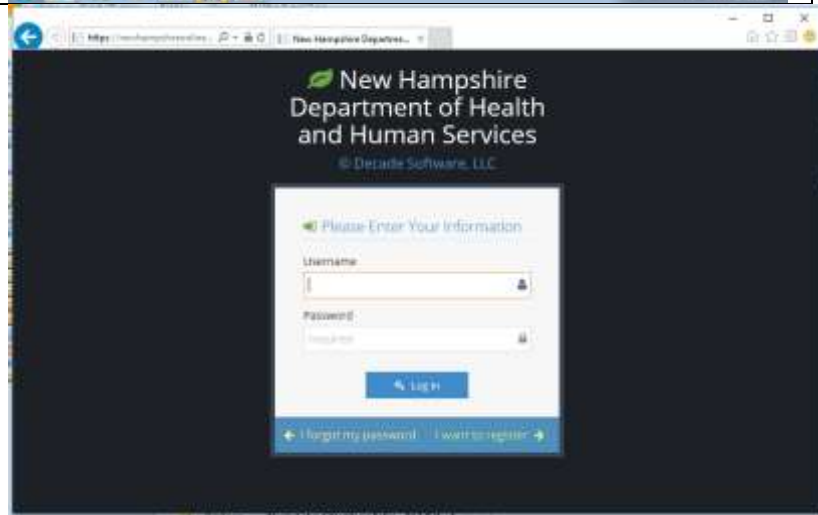
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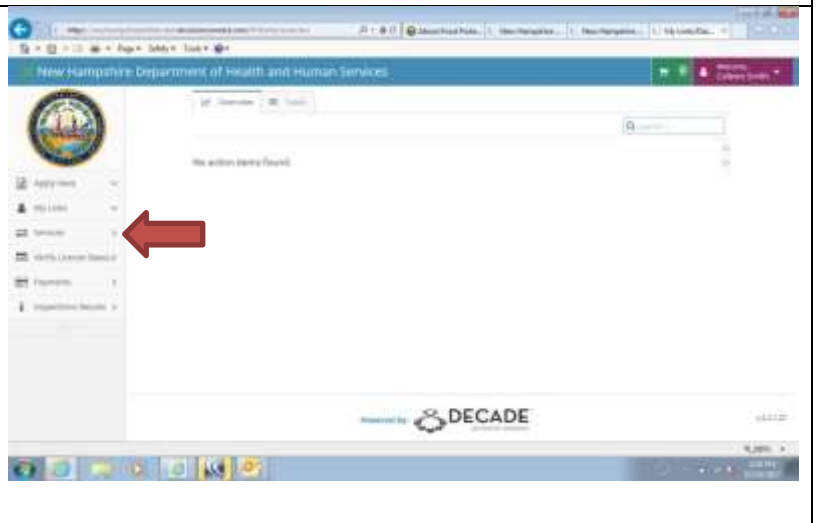
- You will be taken to a screen that informs you that your email has been confirmed, and instructs you to “Please click here to log in”.



- You will be taken back to the Login/Registration page
- Enter your Username and Password and select the “Log In” button



- At the “No action items found” page, select the SERVICES tab in the left navigation panel.



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- On the Services page, you will need to:
 - ✓ select the appropriate license application
 - ✓ read the content of the box
 - ✓ select the appropriate “Start” button



- You can now begin your food service license application or floor plan review application.

