

Private Investigators Licensing Board Online Portal Instructions



Creating Your Account

- This portal is for LICENSE HOLDERS ONLY.
- If you are a license holder or authorized user, you will need to create an account on our Online Portal.
- If you are a Work Card applicant DO NOT create an account!

▶ <https://pilb.nv.gov/>

State of Nevada
Private Investigators Licensing Board

NV.gov Agencies Jobs Feedback

Google Custom Search

Search This Site Search All Sites

ADA Assistance PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

▶ WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD

Las Vegas Office Location
Our Las Vegas location is inside the Durango Professional Plaza, just North of Desert Inn.

Important Information

The Nevada Private Investigators Licensing Board issues two types of credentials.

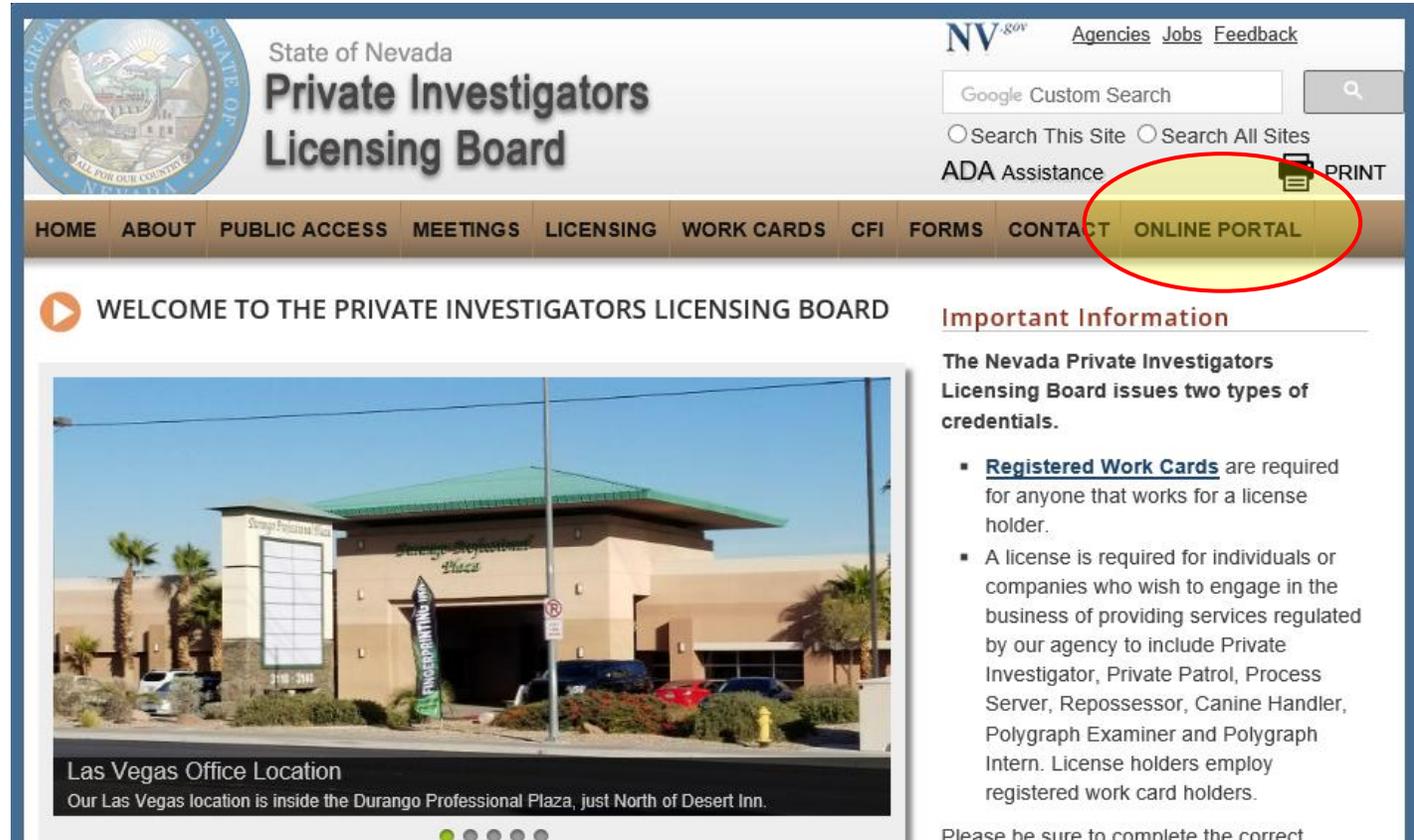
- **Registered Work Cards** are required for anyone that works for a license holder.
- A license is required for individuals or companies who wish to engage in the business of providing services regulated by our agency to include Private Investigator, Private Patrol, Process Server, Repossessor, Canine Handler, Polygraph Examiner and Polygraph Intern. License holders employ registered work card holders.

Please be sure to complete the correct

If you already have an account skip to slide 10

Creating Your Account

- <https://pilb.nv.gov/>
- Click on the Online Portal tab



The screenshot shows the website for the State of Nevada Private Investigators Licensing Board. The header includes the Nevada state seal, the text "State of Nevada Private Investigators Licensing Board", and navigation links for "Agencies", "Jobs", and "Feedback". A search bar is present with "Google Custom Search" and options to "Search This Site" or "Search All Sites". There is also a link for "ADA Assistance" and a "PRINT" button. The main navigation menu includes "HOME", "ABOUT", "PUBLIC ACCESS", "MEETINGS", "LICENSING", "WORK CARDS", "CFI", "FORMS", "CONTACT", and "ONLINE PORTAL", which is highlighted with a red circle. Below the navigation, there is a "WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD" message with a play button icon. A photograph of the Las Vegas office location is shown, with a caption: "Las Vegas Office Location. Our Las Vegas location is inside the Durango Professional Plaza, just North of Desert Inn." To the right, under "Important Information", it states: "The Nevada Private Investigators Licensing Board issues two types of credentials." and lists two types: "Registered Work Cards" and "License".

State of Nevada
**Private Investigators
Licensing Board**

NV.gov Agencies Jobs Feedback

Google Custom Search

Search This Site Search All Sites

ADA Assistance  PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT **ONLINE PORTAL**

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Please be sure to complete the correct

Creating Your Account

- <https://pilb.nv.gov/>
- Click on the Portal Login
- You can also find instructions on adding people to rosters, license renewals and portal login.

State of Nevada
**Private Investigators
Licensing Board**

NV.gov Agencies Jobs Feedback

Google Custom Search

Search This Site Search All Sites

ADA Assistance PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

Online Portal

ON-LINE LICENSE & WORK CARD PORTAL

License Portal

INSTRUCTIONS: If this is your first time visiting this site, fully read the **instructions** provided below. After you have logged in, select the "My Companies" tab to manage your staff roster.

NOTE: "Pop-ups" must be enabled to navigate the portal.

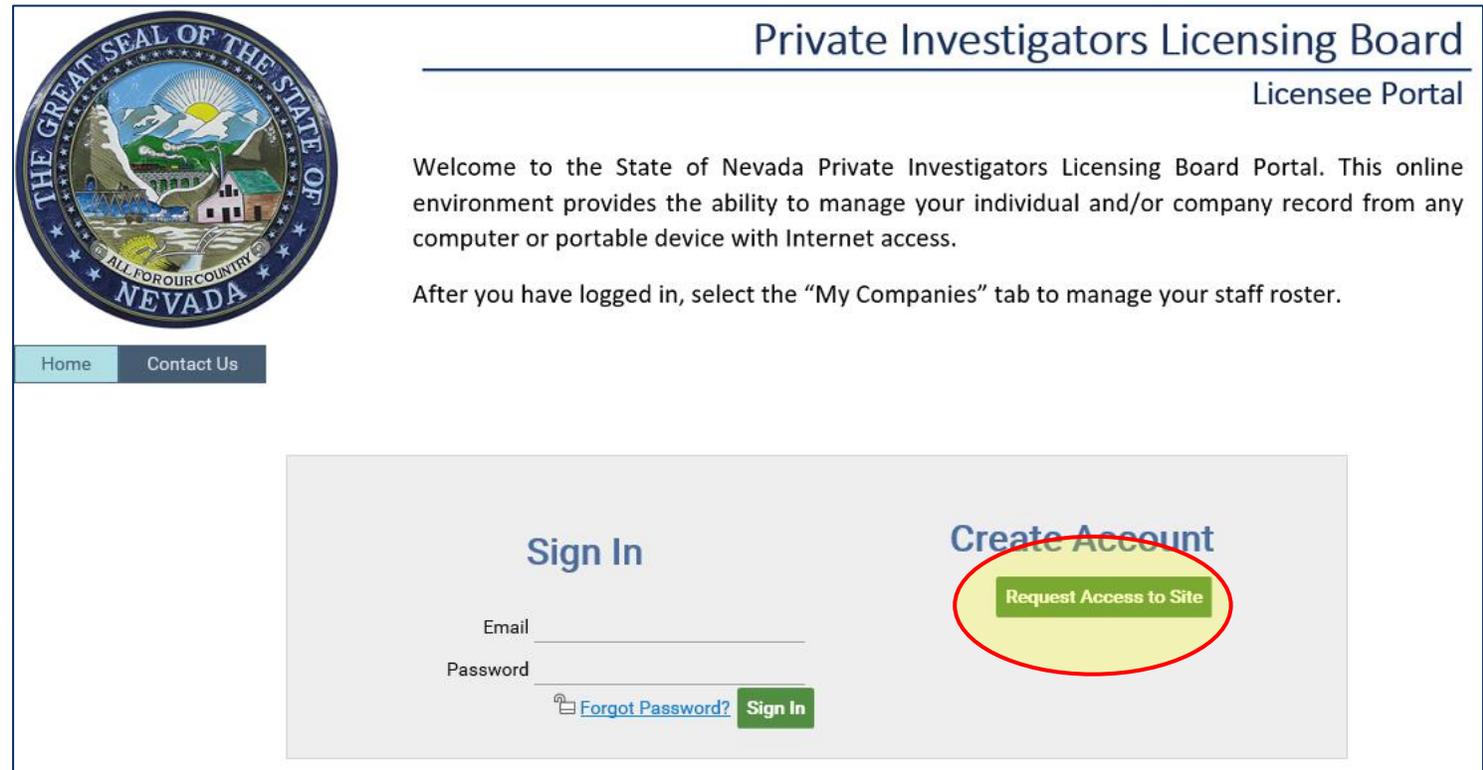
- [How to Create an Account](#) &
- [How to Manage Your Roster](#) &
- [How to Renew Your License](#) &

Login to Portal

[Portal Login](#)

Creating Your Account

- Once you click on Portal Login, you will be taken to the following window.
- Start by choosing **Request Access to Site**
 - To Create an account if you **have not done so already**
 - Please DO NOT create multiple accounts.



Private Investigators Licensing Board
Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

Home Contact Us

Sign In **Create Account**

Email _____

Password _____

[Forgot Password?](#) [Sign In](#)

Request Access to Site

Creating Your Account

- Fill in the information required
 - Designated with an asterisk
- DO NOT use dashes for Social Security Number

Create Account

E-mail address*

Password*

Verify Password*

First Name*

Last Name*

DOB (e.g. 01/01/1900) include the "/"*

Work Card/License #

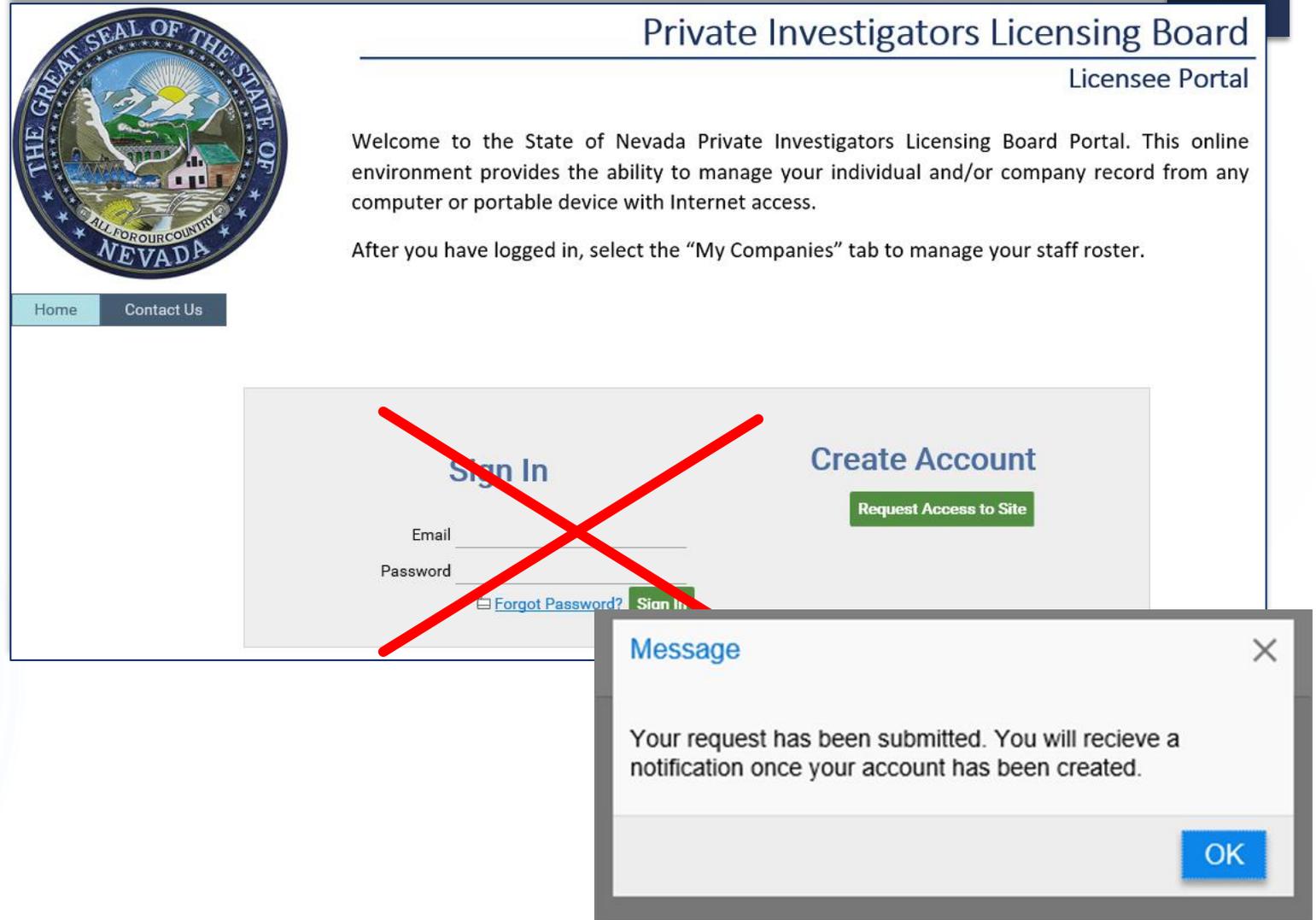
SSN (e.g. 123456789) No Dashes*

Enter the characters.*

Submit

Creating Your Account

- Once you submit your information it will bring you back to this page.
- **DO NOT TRY TO LOG IN!**
 - The system is set on a timer. You must **wait 30 minutes** before you can try logging in for the first time.



The screenshot displays the 'Private Investigators Licensing Board Licensee Portal'. On the left is the Great Seal of the State of Nevada. The main content area contains a 'Sign In' form with fields for 'Email' and 'Password', a 'Forgot Password?' link, and a 'Sign In' button. To the right of the form is a 'Create Account' section with a green 'Request Access to Site' button. A large red 'X' is drawn over the 'Sign In' form. In the foreground, a 'Message' dialog box is open, displaying the text: 'Your request has been submitted. You will receive a notification once your account has been created.' with an 'OK' button.

Private Investigators Licensing Board
Licensee Portal

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After you have logged in, select the "My Companies" tab to manage your staff roster.

Home Contact Us

Sign In Create Account
Request Access to Site

Email _____
Password _____
[Forgot Password?](#)

Message

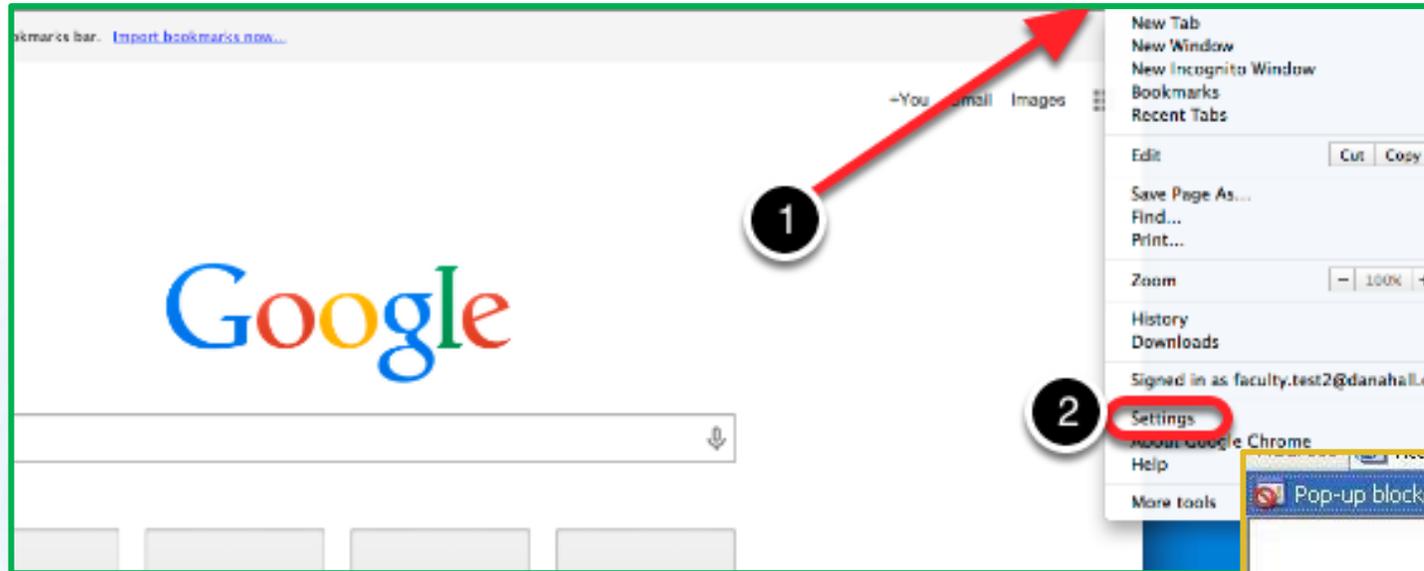
Your request has been submitted. You will receive a notification once your account has been created.

OK

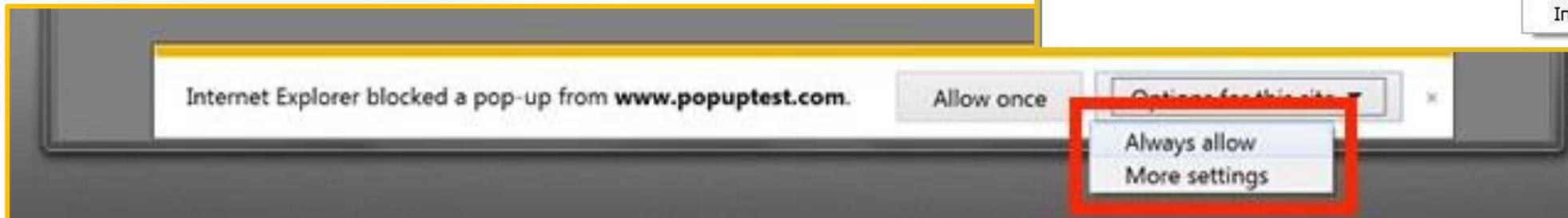
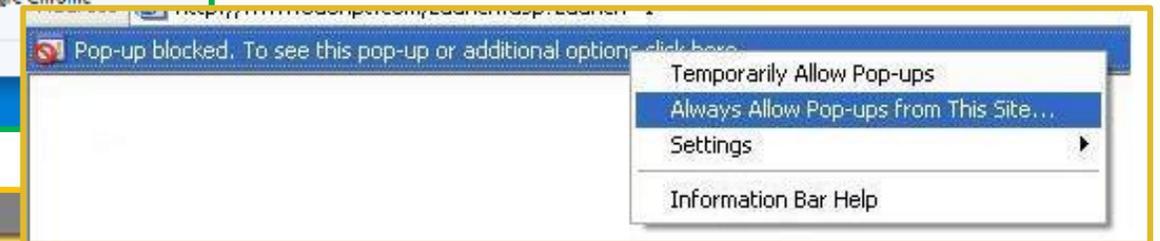
While you wait.....

While waiting 30 minutes we suggest taking the time to ENABLE POP UPS for our site. You will not be able to access our website if pop-ups are blocked.

ALLOW THIS WEBSITE: <https://nevadapilb.onbaseonline.com/NevadaPILB/EAC/Account/Login.aspx>



Each internet browser (Chrome, Internet Explorer, Safari, etc.) has their own way to **allow** pop ups



While you wait.....

Internet Explorer: To turn Pop-up Blocker on or off

- Open **Internet Explorer**, select the Tools button , and then select **Internet** options.
- On the Privacy tab, under **Pop-up Blocker**, select or clear the **Turn on Pop-up Blocker** check box, and then select OK

Chrome: Turn pop-ups on or off

- On your computer, open Chrome.
- At the top right, click More Settings.
- At the bottom, click Advanced.
- Under 'Privacy and security', click Content settings.
- Click Pop-ups and redirects.
- At the top, turn the setting to Allowed or Blocked.

Safari: Select "Safari" > "Preferences".

- Click on "Security" at the top of the window.
- Check the box "**Block pop-up windows**" to enable this feature. Uncheck it to **disable** it.

Mozilla Firefox: To access the pop-up blocker settings:

- Click the menu button and choose Options. Preferences.
- Select the **Content** Privacy & Security panel.
- Under the **Pop-ups Permissions** section, uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether



Firefox



Google
Chrome



Microsoft
Edge

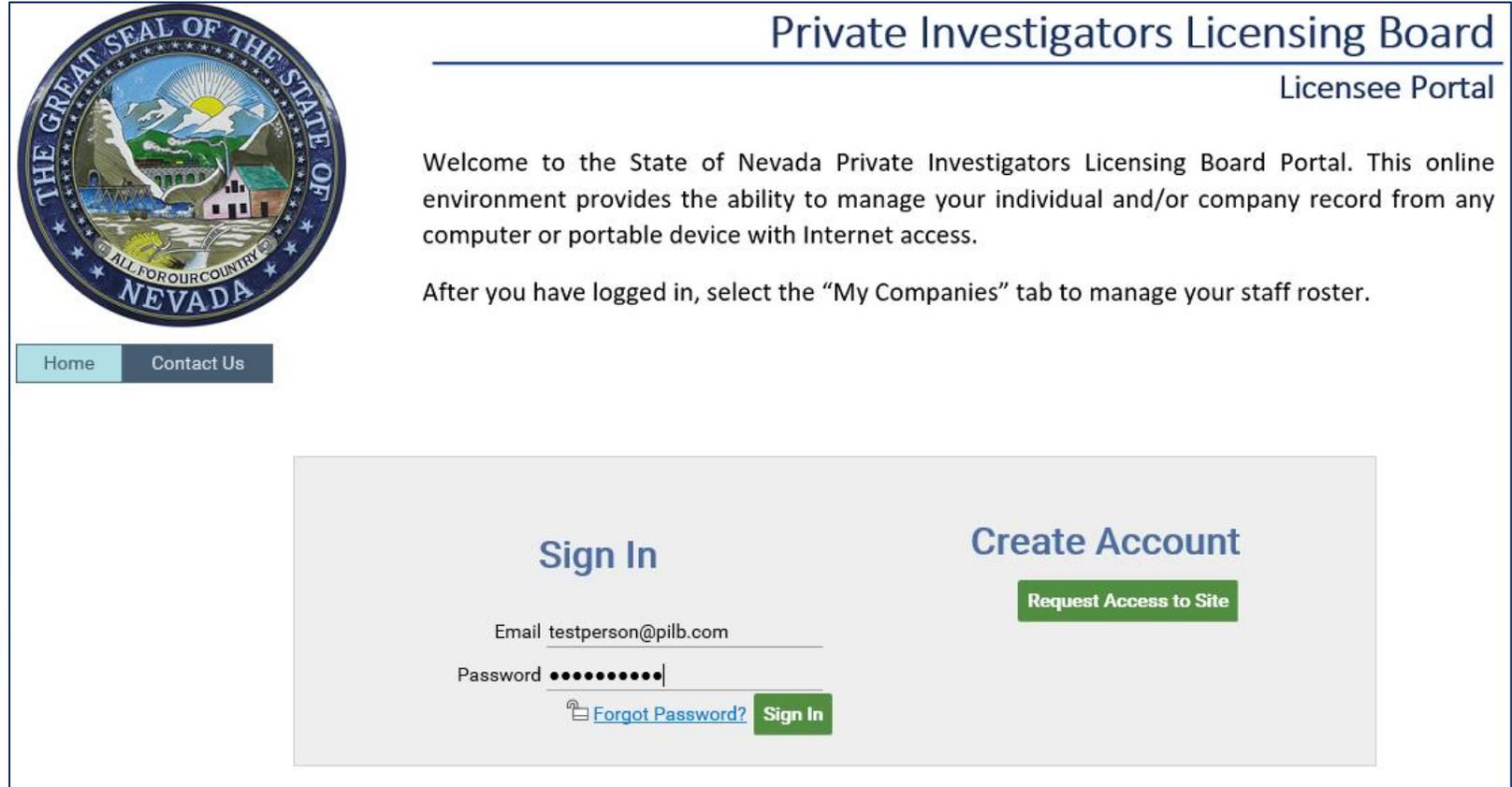


Safari

Creating Your Account

After waiting 30 minutes

1. Ensure pop-ups are enabled for our site
2. Log in



The screenshot shows the website for the Private Investigators Licensing Board (PILB) Licensee Portal. On the left is the Great Seal of the State of Nevada, featuring a landscape with mountains, a sun, and a river, surrounded by the text "THE GREAT SEAL OF THE STATE OF NEVADA" and "ALL FOR OUR COUNTRY". Below the seal are two navigation buttons: "Home" and "Contact Us". The main header reads "Private Investigators Licensing Board" and "Licensee Portal". A welcome message states: "Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access." Below this, it says: "After you have logged in, select the 'My Companies' tab to manage your staff roster." The main content area contains a "Sign In" section with an email field (containing "testperson@pilb.com"), a password field (masked with dots), a "Forgot Password?" link, and a "Sign In" button. To the right is a "Create Account" section with a "Request Access to Site" button.

Online Portal

1. Click on the **My Companies** tab
2. Then click on your Company listed below



Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

RYANSREPO@HOTMAIL.COM
Last Login Time:
6/4/2019 5:14:42
PM

Applications & Forms My Licenses **1** My Companies User Settings Contact Us Logout

Company Listing	COMPANY NAME	TITLE	FILE NUMBER	COMPANY EXPIRATION DATE	QA ROLE
2	_Ryan's Repo 123	Qualifying Agent	9999	6/30/2019	Repossessor

Online Portal

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A new window will open and display your company's information.

The screenshot displays a web interface for company information. At the top, there is a toolbar with icons for Save, Save and Close, Save and New, Delete, Copy Object, Refresh, History, Documents, Forms, Discussion, Print, More, Previous Object, Next Object, and Last Object. Below the toolbar, the page title is "Company Details". The main content area is divided into two sections: "Company Details" and "Address Details".

Company Details

Name	<input type="text" value="_Ryan's Repo 123"/>	License Number	<input type="text" value="9999"/>
DBA	<input type="text"/>	License Expiration Date	<input type="text" value="6/30/2019"/>
Primary Phone	<input type="text"/>	Fax Number	<input type="text"/>
Website	<input type="text" value="RyansRepoLV.com"/>	Email	<input type="text" value="RyansRepo@hotmail.com"/>

Address Details

Mailing Address

Street	<input type="text" value="303 S SAHARA AVE"/>	State	<input type="text" value="NV"/>	ZIP	<input type="text" value="89103"/>
Building/Apt/Suite #	<input type="text" value="SUITE 2"/>				
City	<input type="text" value="LAS VEGAS"/>				

Two red arrows point from the left side of the image to the "Company Details" and "Address Details" sections.

Online Portal

We are asking all licensees to **update your mailing and physical addresses.**

1. Click submit address change to update address
2. Select which address you want displayed to the public

[My Details](#)

Repo 123 (ID # 3332931)
Charleston Blvd - Las Vegas

Address Details

Mailing Address

Street
303 S SAHARA AVE

Building/Apt/Suite #
SUITE 2

City
LAS VEGAS

State
NV

ZIP
89103

Physical Address

Street
456 Charleston Blvd

Building/Apt/Suite #
Ste 123

City
Las Vegas

State
NV

ZIP
89147

Preferred Public Address
Physical **2**

1

Online Portal

Scrolling down the page:

1. Company fines and fees are displayed, and you may pay them online by clicking on them instead of mailing in payment.
2. DO NOT USE this section when Renewing your license. Instructions are emailed to Qualified Agents on the renewal process
3. Please ensure the Members/Officers section properly displays the members listed with the NV Secretary of State. If changes need to be made, please contact our office.

Company Fines and Fees 1				
Amount Due	Due Date	Fine Type		Other Reason
\$50.00	1/2/2018	Subsection 1 of NRS 648.149		I-00201-18 Failed to provide branch office location within 10 days.
\$100.00	2/22/2019	NRS 648.060		I-0018-19 -- \$100 owed for working a person without a card

1 - 2 of 2 records Show 100 records

Renewals and Other Forms 2
No documents found

Qualifying Agents and Officers 3							
<input type="checkbox"/>	QA Role	First Name	Last Name	Title or Position	Phone	Effective Date	Expiration Date
		_Paul	_Palms	Member		7/1/2018	
		_Zoe	_Zest	Member		7/1/2018	
	Repossessor	_Ryan	_Chinn	Qualifying Agent	(702) 300-...	7/1/2018	

1 - 3 of 3 records Show 100 records

Online Portal

Scrolling down the page:

1. Company Roster: This is the list of active employees on your roster
2. Previous Employees: Displays staff that have terminated employment.

Company Roster 1

<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber
	_Brenda	_Barns		5/8/2018	
	_Brenda	_Barns		1/25/2019	
	_JEREMY	_JENSON	TESTING	2/26/2019	
	_JESSICA	_JONES	_JEAN	1/27/2018	

1 - 6 of 6 records Show 100 records

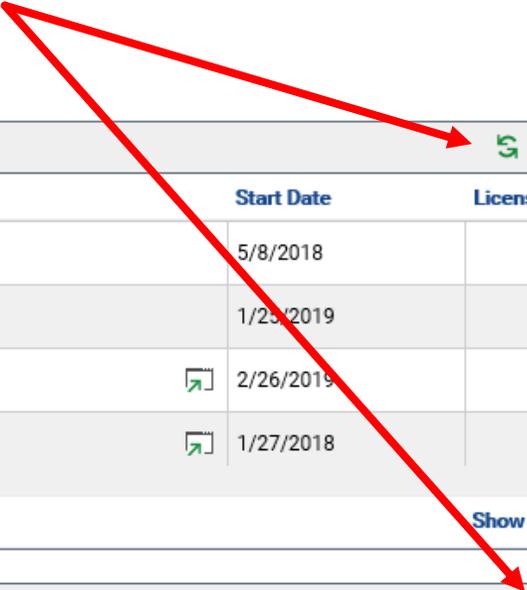
Previous Employees 2

<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
	_Jordan	_Jamison		999-02-...	1/18/2019	1/28/...
	_JEREMY	_JENSON	TESTING	987-98-...	1/25/2019	
	_JEREMY	_JENSON	TESTING	987-98-...	8/15/2018	1/25/...
	_Dexter	_Morgan		222-00-...	1/23/2019	1/25/...
	Test_Jeffrey	Test_Anderson		245-66-...	1/2/2019	12/21/...
	Test_Evan	Test_Jacobs		156-45-...	1/2/2019	1/16/...

1 - 6 of 6 records Show 100 records

Rosters

Focusing on these symbols to the right of the rosters -



Company Roster						
<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber	
	_Brenda	_Barns		5/8/2018		
	_Brenda	_Barns		1/23/2019		
	_JEREMY	_JENSON	TESTING	2/26/2019		
	_JESSICA	_JONES	_JEAN	1/27/2018		

1 - 6 of 6 records Show 100 records

Previous Employees							
<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date	
	_Jordan	_Jamison		999-02-...	1/18/2019	1/28/	
	_JEREMY	_JENSON	TESTING	987-98-...	1/25/2019		
	_JEREMY	_JENSON	TESTING	987-98-...	8/15/2018	1/25/	
	_Dexter	_Morgan		222-00-...	1/23/2019	1/25/	
	Test_Jeffrey	Test_Anderson		245-66-...	1/2/2019	12/21	
	Test_Evan	Test_Jacobs		156-45-...	1/2/2019	1/16/	

1 - 6 of 6 records Show 100 records

Rosters

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Refreshes the information only WITHIN the company roster window



Toggle filtering – allows you to search for a specific person within this window



Export to Excel- Allows you to export your entire roster to excel



Print – Print the roster in PDF



Create Object – **How you will ADD a person to your roster**

Rosters

To add someone to your roster click  (SINGLE click)

Company Roster      

<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber
<input type="checkbox"/>	_Brenda	_Barns		5/8/2018	
<input type="checkbox"/>	_Brenda	_Barns		1/25/2019	
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	2/26/2019	
<input type="checkbox"/>	_JESSICA	_JONES	_JEAN	1/27/2018	

1 - 6 of 6 records Show 100 records

Previous Employees     

<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
<input type="checkbox"/>	_Jordan	_Jamison		999-02-...	1/18/2019	1/28/
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	987-98-...	1/25/2019	
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	987-98-...	8/15/2018	1/25/
<input type="checkbox"/>	_Dexter	_Morgan		222-00-...	1/23/2019	1/25/
<input type="checkbox"/>	Test_Jeffrey	Test_Anderson		245-66-...	1/2/2019	12/21
<input type="checkbox"/>	Test_Evan	Test_Jacobs		156-45-...	1/2/2019	1/16/

1 - 6 of 6 records Show 100 records

Rosters

It will open a new window that looks like this.

1. You **will not** be able to type in the person you would like to add. You **MUST** click the magnifying glass to find them.

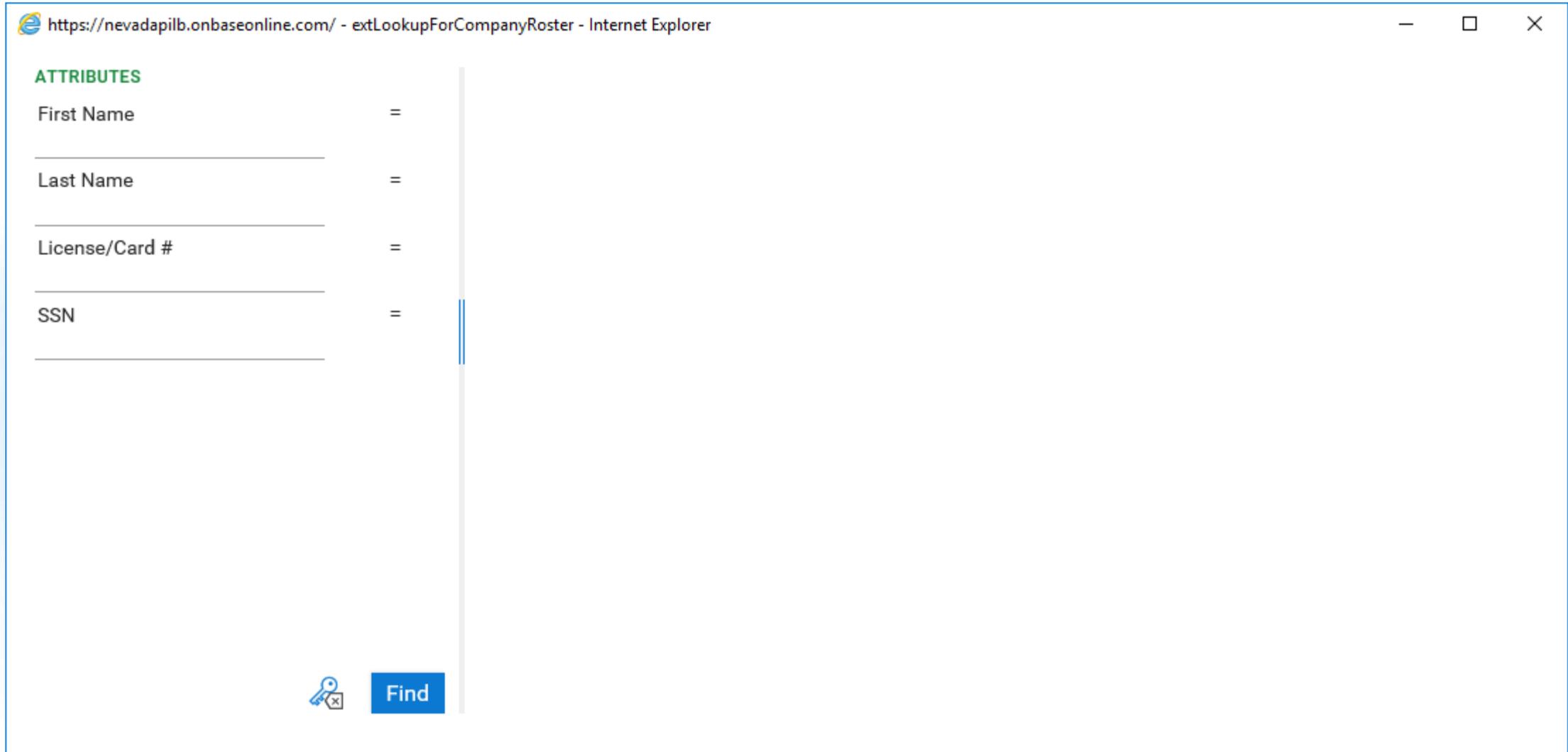
You can use the search icon found in the First Name field to search for the person you would like to add to your roster. After you have selected an individual, enter their Start Date, then click on the Save button on the top of this window.

Employee Details	
First Name <input type="text"/> 	License Number <input type="text"/>
Last Name <input type="text"/>	Expiration Date <input type="text"/>
Middle <input type="text"/>	DOB <input type="text"/>
Start Date* <input type="text"/>	SSN <input type="text"/>
<input type="checkbox"/> Allow Company Online Access	

License Details	
License Type <input type="text"/>	Provisional Issue Date <input type="text"/>
License Status <input type="text"/>	Provisional Expiration... <input type="text"/>

Rosters

It will open a new window that looks like this.



Rosters

It will open a new window that looks like this.

You can locate someone by either searching their R# or their First & last name

- 1. **R# Search:** Must include Dashes
- 2. **Name Search:** DO NOT spell out their entire name.

Example: If you are looking for **Jessica Jones** look at the example below

Enter the first letter of the First name followed by an asterisk (*)

Enter a few letters of the last name followed by an asterisk (*)

The screenshot shows a search interface with two main sections: 'ATTRIBUTES' on the left and search results on the right.

ATTRIBUTES:

- First Name = _J*
- Last Name = _JONE*
- License/Card # = _____
- SSN = _____

Search Results: (2) extLookupForCompanyRoster

FIRST NAME	LAST NAME	SSN	CARD/LICENSE NUMBER	STATUS	PROVISIONAL DATE	EXPIRATION DATE
_JANICE	_JONES	999-04-9999	R-2017-03323	Provisional	3/24/2017	
_JESSICA	_JONES	333-33-3003	R-2018-05672	Active	1/23/2019	1/23/2024

Rosters

It will return you to the previous page and auto-populate the information.

Here you can verify:

1. When their card was issued/expires
2. Firearm information – including months they need to requalify
3. Exam information

Employee Details	
First Name _JESSICA	License Number R-2018-05672
Last Name _JONES	Expiration Date 1/23/2024
Middle _JEAN	DOB 3/3/1993
Start Date*	SSN 333-33-3003

License Details	
License Type Work Card	Provisional Issue Date 1/23/2019
License Status Active	Provisional Expiration... 4/23/2019

Firearm Eligibility	
Has Firearm Certificati... NO	<input type="checkbox"/> Not Firearm Eligible
Requalification Months	Initial Certification
Renewal Date	

Security Guard Exam Details	
Exam Current	Test Date
Retest Date	

Rosters

1. To hire: input the date they started with your company
2. **DO NOT CLICK THIS BUTTON** – unless you intend to give this person access to your company roster. This option is reserved for HR staff, personnel staff, etc. that make changes to your company's information and rosters.

Employee for: **_Ryan's Repo 123** License # -

You can use the search icon found in the First Name field to search for the person you would like to add to your roster. After you have selected an individual, enter their Start Date, then click on the Save button on the top of this window.

Employee Details	
First Name _JESSICA 	License Number R-2018-05672
Last Name _JONES	Expiration Date 1/23/2024
Middle _JEAN	DOB 3/3/1993
Start Date* 	SSN 333-33-3003

Allow Company Online Access

Rosters

You can now see Jessica Jones was added to the roster

If it does not immediately populate click the refresh  button.

Company Roster						     
<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber	
<input type="checkbox"/>	_JEREMY	 _JENSON	 TESTING	 2/26/2019		
<input type="checkbox"/>	_JESSICA	 _JONES	 _JEAN	 1/27/2018		
<input type="checkbox"/>	_Larry	 _Lawson	 _Leon	 1/24/2019		
<input type="checkbox"/>	ED	 MCMAHON	 LEO	 9/10/2018		

1 - 4 of 4 records Show records

Rosters

If you double-click on someone's name, you will see more information this also allows you to terminate them.

Terminating:

1. Find them on your current roster and double click their name

Company Roster								     
<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber			
	_JEREMY	 _JENSON	 TESTING	 2/26/2019				
	_JESSICA	 _JONES	 _JEAN	 1/27/2018				
	_Larry	 _Lawson	 _Leon	 1/24/2019				
	ED	 MCMAHON	 LEO	 9/10/2018				

1 - 4 of 4 records Show records

Rosters

Terminating:

Scroll to the bottom of the page to find the termination area.

Employee for: **_Ryan's Repo 123** License
_JEREMY TESTING _JENSON

Employee Details

First Name	License Number	<input checked="" type="checkbox"/> Allow Company Online Access
<input type="text" value="_JEREMY"/>	<input type="text" value="R-2018-01002"/>	
Last Name	Expiration Date	
<input type="text" value="_JENSON"/>	<input type="text" value="10/30/2023"/>	

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

Date Terminated 

Termination was Voluntary

Termination Notes

[Terminate Employee](#)

Rosters

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You must:

1. Enter the date the employee terminated employment, or the date his card expired.
 1. When someone's card expires you must terminate them as the system does not terminate them automatically.
2. Either click "Termination was voluntary" or enter a note
3. Click Terminate Employee

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

1 Date Terminated

Termination was Voluntary

2 Termination Notes

3

Rosters

If the employee was involuntarily terminated, we recommend entering a note:

- PILB staff can see your notes
- Other licensees cannot see the note
- You, and the staff you authorize as a user, can see the note that was entered.

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

Date Terminated
5/30/2019 

Termination was Voluntary

Termination Notes
Employee was terminated for sleeping on the job, he never returned uniforms

[Terminate Employee](#)

Rosters

You can now see the terminated employee was added to the Previous Employees roster.

If it does not immediately populate click the refresh  button.

* Multiple entries may be displayed if you have added and terminated someone multiple times.

Previous Employees     						
<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
	_Brenda 	_Barns 		022-22-... 	5/8/2018	
	_Brenda 	_Barns 		022-22-... 	1/25/2019	6/5/2019
	_Jordan 	_Jamison 		999-02-... 	1/18/2019	1/28/2019
	_JEREMY 	_JENSON 	TESTING	987-98-... 	2/26/2019	5/30/2019
	_JEREMY 	_JENSON 	TESTING	987-98-... 	1/25/2019	
	_JEREMY 	_JENSON 	TESTING	987-98-... 	8/15/2018	1/25/2019

1 - 9 of 9 records Show 100 records

DISCLAIMER

Below are examples of the ONLY acceptable PILB Registered Work Cards

Before June 2018

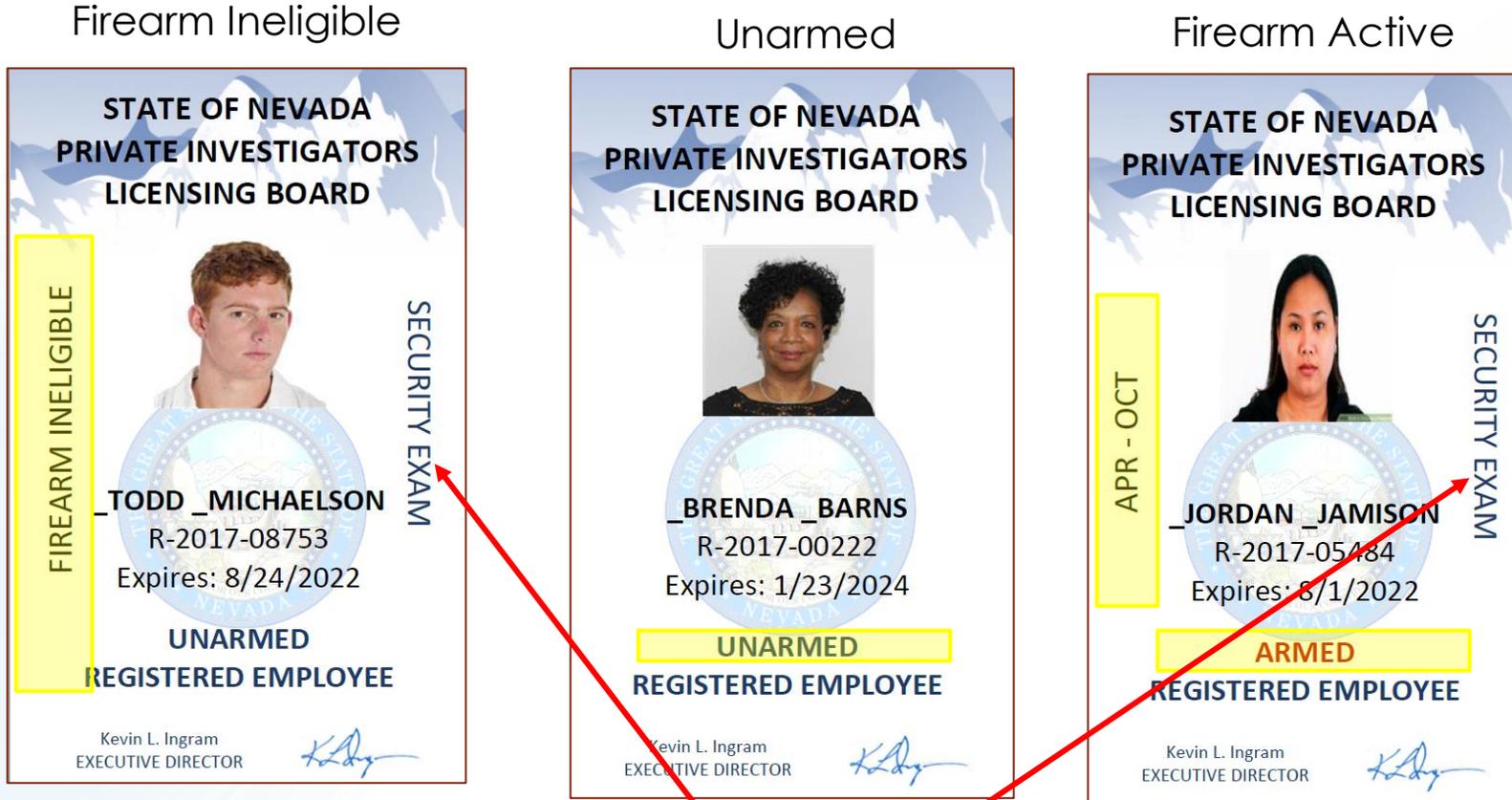


After June 2018



DISCLAIMER

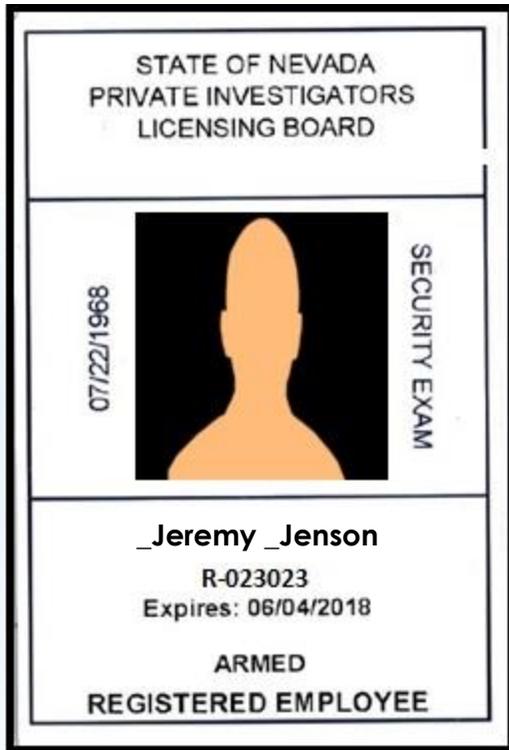
There are 3 types of new PILB work cards



PPO Requirement

DISCLAIMER

If someone had an old card (R-6 digits) and that card has since expired, you must terminate that OLD card and add them with the new R number.



Before to June 2018

Ex:

Terminate the R-023023 card and add them as a new person to your roster with R-2018-01002.

The dates you use are the LAST day they worked using old card (R-023023)

and

the start date would be the first day they worked using new card (R-2018-01002)



After to June 2018



Las Vegas Office

3110 S. Durango Dr. Suite 203
Las Vegas, NV 89117
Phone: (702) 486-3003

Carson City Office

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