



ND Gateway
Business Registration & Administration
User Guide

June 2025

Welcome the ND Gateway! The ND Gateway is North Dakota's public sector portal for citizens and businesses to access a growing array of services from the state.

As a business, this User Guide explains how to register your business on the ND Gateway step by step. In addition, you will also find instructions how to invite your employees to create their business account on the ND Gateway and manage your employee's access and privileges within the gateway under your business.

You'll find the guide is written with clear instructions, helpful images and tips to make learning the business registration process easy!

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Customer Business

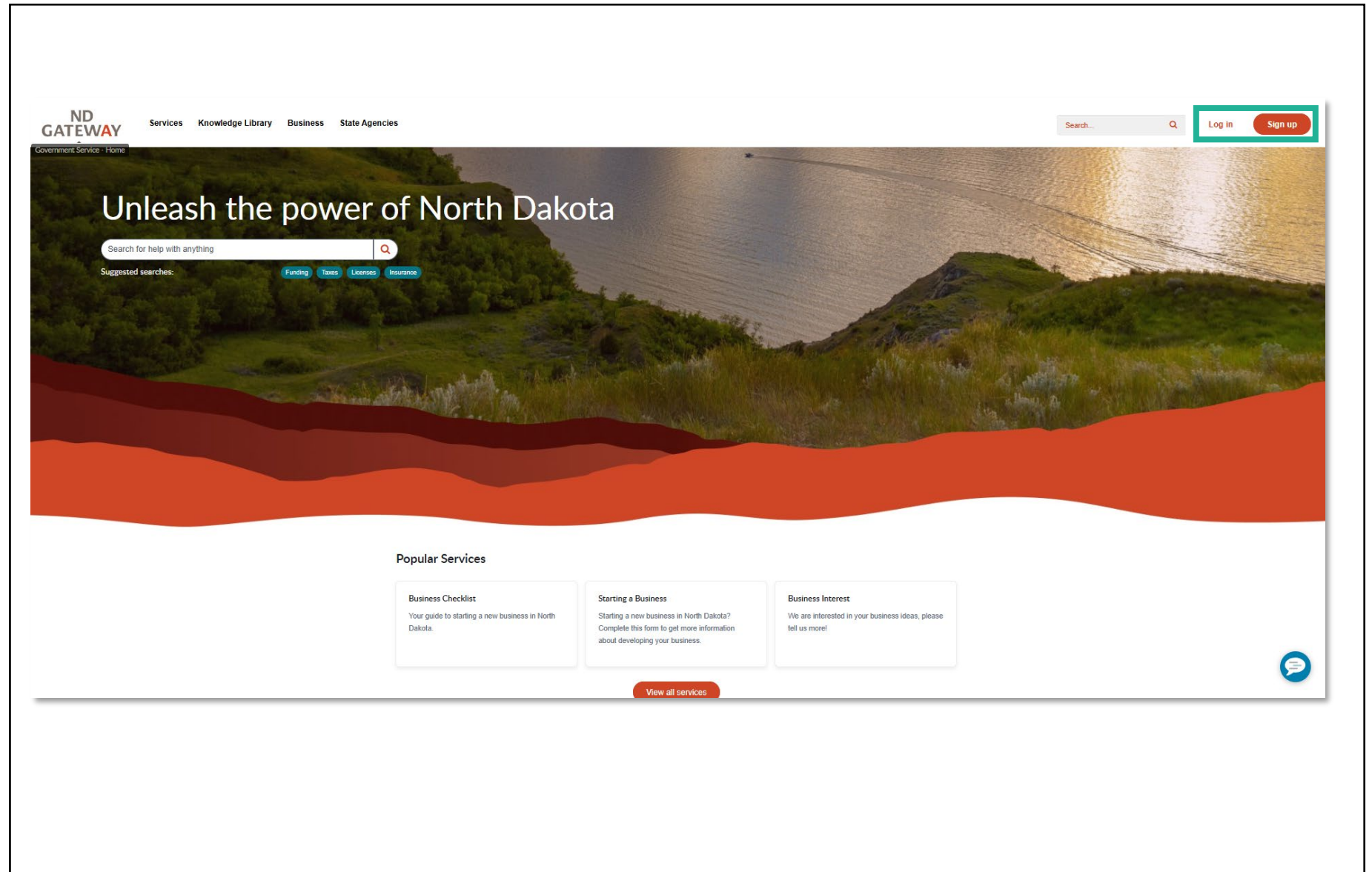
Provides the ability for a Business to act on behalf of itself within the Gateway.

ROLE TYPE	Business Contact Admin	Business Contact
ROLE ALLOCATION	Allocated to the user who submits the Business Registration Form.	Allocated on approval of the Business Contact Registration Form.
ROLE OVERVIEW	<ul style="list-style-type: none">• Submit requests on behalf of the business• Edit and amend business information• Edit and amend roles, i.e., approve business contacts, elevate business contacts, approve business partners	<ul style="list-style-type: none">• Submit requests on behalf of the business• View business information <p>(*Business Contacts can be elevated to Business Contact Admins by the existing Business Contact Admin)</p>

Step 1a: Business Registration – Signing Up

Step 1a: Go to the ND Gateway Portal website NDGateway.nd.gov

Step 1b: Click **Sign up** in the top right-hand corner of the Public ND Gateway Portal.



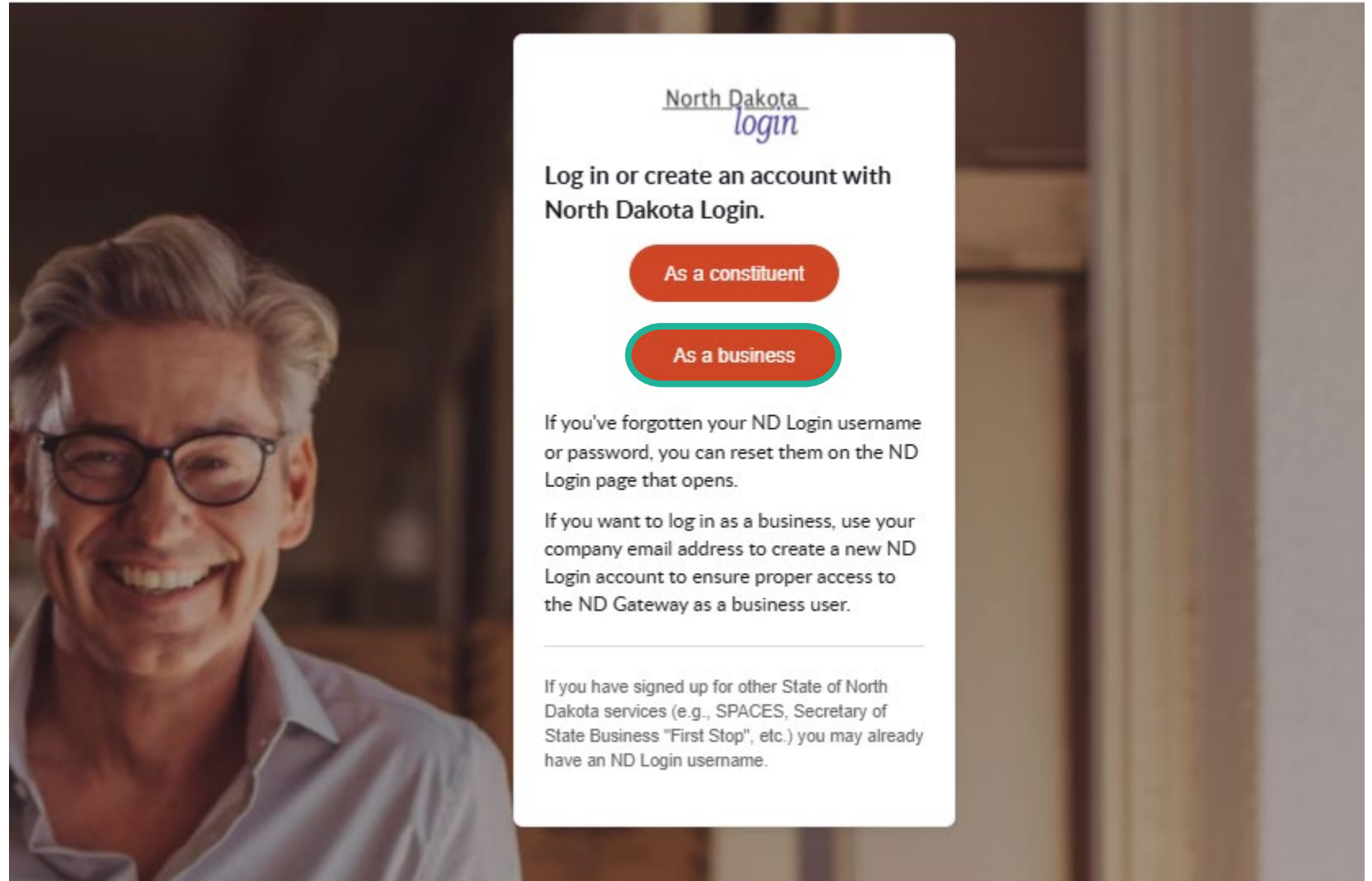
Step 1b: Business Registration

When accessing the website, you will be asked to log in or create an account with North Dakota Login (ND Login) as a Constituent or as a Business.

NOTE: *If you have signed **up your business** for other State of North Dakota services (e.g., SPACES, Secretary of State Business "First Stop, etc.) your business may already have an ND Login username. You can use that ND Login to access the Gateway application. If you've forgotten your ND Login username or password, you can reset them on the ND login page that opens.*

If you already have an account with ND Gateway as a Constituent, you will need to create a new account for Business.

Step 1c: Click **As a Business** to be directed to ND Login.



Step 1c: Business Registration - Logging in to ND Gateway Portal

North Dakota
login

Sign in

Don't have a North Dakota Login?
[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

[Sign In](#)

[Update your account.](#)

Step 1c. If you **have signed up** for other State of North Dakota services and not engaged with the ND Gateway Portal before, enter the following:

- Your **User ID**
- Your **Password**
- Click **Sign In**

North Dakota
login

Sign in

Don't have a North Dakota Login?
[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

[Sign In](#)

[Update your account.](#)

Step 1c. If you **don't have** an ND Login account, click **Create an account.** You will be redirected to the **Create your account page**, where you will be prompted to enter the following:

North Dakota
login

Create your account

* = Required

Account information

First name *

Last name *

User ID *

Password *

Account Information

- Your **First Name**
- Your **Last Name**
- Your **User ID**
- Your **Password**

Account recovery

Email *

An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.

Cell phone

2223334444

An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option. Message and data rates may apply.

Security questions

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

[By clicking "Create account" you agree to the Terms of Use.](#)

[Create account](#)

[Cancel](#)

Account recovery

- Your **Email**
- Your **Cell phone**
- Answer **Security questions**
- Click **Create account**

When accessing the ND Gateway Portal for Business Users for the first time, you will be directed to the registration landing page.

NOTE: The registration page is accessible until the business is registered as “A new business” OR an employee is approved “As a business contact”

Step 2.1 : Click **A new business** option to be directed to the Business Registration form.

NOTE: The person who registers the business for the first time will automatically be deemed as the Business Contact Administrator for the Business Account. Make sure the correct designee for the business registers the account.

Register a Business in ND Gateway

Designate one person from the business who will serve as the Owner of the ND Gateway business account.

1. Choose the "new business" option to register for your business.
2. Complete the Business Registration form with key details about the business.
3. Save the Business Registration Code to invite employees to register as a business contact.

Register

I want to register...

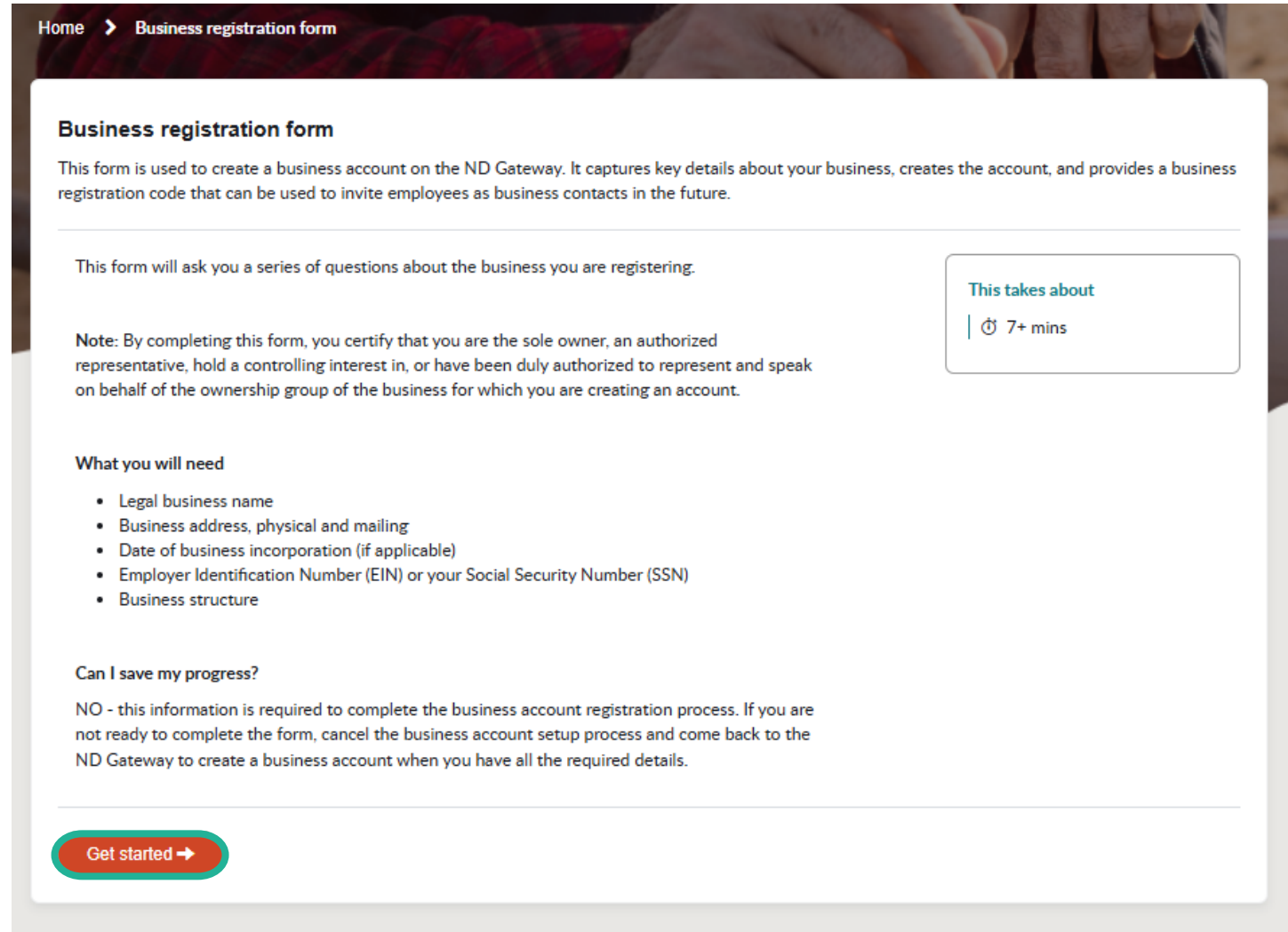
A new business

As a business contact

Step 3: Business Registration - Form Landing Page

Review the form landing page to check what is needed to complete the Business Registration form.

Step 3.1 : Click **Get started** to be directed to the Business Registration form.



The screenshot shows the 'Business registration form' landing page. At the top, there is a breadcrumb trail: 'Home > Business registration form'. The main heading is 'Business registration form'. Below it, a paragraph states: 'This form is used to create a business account on the ND Gateway. It captures key details about your business, creates the account, and provides a business registration code that can be used to invite employees as business contacts in the future.' A horizontal line separates this from the next section, which says: 'This form will ask you a series of questions about the business you are registering.' To the right of this text is a box that says 'This takes about | ⌚ 7+ mins'. Below this is a 'Note' paragraph: 'Note: By completing this form, you certify that you are the sole owner, an authorized representative, hold a controlling interest in, or have been duly authorized to represent and speak on behalf of the ownership group of the business for which you are creating an account.' The next section is 'What you will need', which contains a bulleted list: 'Legal business name', 'Business address, physical and mailing', 'Date of business incorporation (if applicable)', 'Employer Identification Number (EIN) or your Social Security Number (SSN)', and 'Business structure'. Below this is a section titled 'Can I save my progress?' with the text: 'NO - this information is required to complete the business account registration process. If you are not ready to complete the form, cancel the business account setup process and come back to the ND Gateway to create a business account when you have all the required details.' At the bottom, there is a large orange button with the text 'Get started →'.

Home > Business registration form

Business registration form

This form is used to create a business account on the ND Gateway. It captures key details about your business, creates the account, and provides a business registration code that can be used to invite employees as business contacts in the future.

This form will ask you a series of questions about the business you are registering.

Note: By completing this form, you certify that you are the sole owner, an authorized representative, hold a controlling interest in, or have been duly authorized to represent and speak on behalf of the ownership group of the business for which you are creating an account.

What you will need

- Legal business name
- Business address, physical and mailing
- Date of business incorporation (if applicable)
- Employer Identification Number (EIN) or your Social Security Number (SSN)
- Business structure

Can I save my progress?

NO - this information is required to complete the business account registration process. If you are not ready to complete the form, cancel the business account setup process and come back to the ND Gateway to create a business account when you have all the required details.

[Get started →](#)

Step 4: Complete the Business Registration form.

1. **Confirm** that your First name, Last name and Email address is pre-filled and correct.

Note: These fields are populated based on what you entered for your ND Login Profile. If any of these fields appear inaccurate, you will need to change this information by editing your profile once you are registered.

2. **Enter** information in the Business information section.

- Business name (required)
- Legal entity name (required)
- Doing business as (DBA) name
- Date of incorporation
- Business structure (required)
- Industry (required)

NOTE: If you are unsure of your industry classification, you may select **I'm not sure**

- Please select the NAICS Code that best describes your business (required)

NOTE: This field will appear when there is an Industry selected (unless "I'm not sure" is selected)

- Business identification number
- Tax ID number type

NOTE: This field will be read-only and populated based on what you enter for Business structure (unless "Other" is selected)

- Tax ID number

The screenshot shows a web browser window with the URL 'Home > Business registration form'. The page title is 'Business registration form'. A red asterisk indicates required fields. The form is divided into two main sections: 'Primary contact information' and 'Business information'. The 'Primary contact information' section includes fields for 'First name' (pre-filled with 'Andre'), 'Last name' (pre-filled with 'NewTest'), and 'Email address' (pre-filled with 'andretestcustomer@gmail.com'). The 'Business information' section includes fields for 'Business name', 'Legal entity name', 'Doing business as (DBA) name', 'Date of incorporation' (with a calendar icon), 'Business structure' (a dropdown menu), 'Industry' (a dropdown menu), 'Business identification number', 'Tax ID number type' (radio buttons for 'EIN' and 'SSN'), and 'Tax ID number'.

Step 4: Complete the Business Registration form (continued).

3. Enter the business physical address information

- Street address (required)
- Apt/Suite/Other
- City (required)
- State (required)
- ZIP code (required)

4. Click Validate physical address

5. Review address information in the Confirm Address window and select Accept address button.

Note: If the Address Validation is unsuccessful, select **Cancel** to revise the address information and re-validate. If validation is still unsuccessful after another attempt, the user will be able to move forward with an unvalidated address by clicking the **Use my address** button.

6. Confirm: Is your physical address the same as your mailing address? (required)

Note: When selecting No, Mailing address section will appear, repeat the same validation process as physical address

- Street address (required)
- Apt/Suite/Other
- City (required)
- State (required)
- ZIP code (required)

The screenshot displays the 'Physical address' and 'Mailing address' sections of the Business Registration form. Each section includes input fields for Street address, Apt/Suite/Other, City, State, and ZIP code, followed by a 'Validate' button. Below the physical address section, there is a question: 'Is your physical address the same as your mailing address?' with radio buttons for 'Yes' and 'No'. The 'Mailing address' section is only visible when 'No' is selected. At the bottom, a 'Confirm personal address' window is shown, displaying the entered address and the USPS formatted address, with 'Cancel' and 'Accept address' buttons.

Physical address

* Street address

Apt/Suite/Other

* City

* State

* ZIP code

Validate physical address

* Is your physical address the same as your mailing address?

☐ Yes

☒ No

Mailing address

* Mailing address

Apt/Suite/Other

* City

* State

* ZIP code

Validate mailing address

Confirm personal address

You entered: 600 E Boulevard Ave
Bismarck, ND 58505

USPS Format: 600 E BOULEVARD AVE
BISMARCK, ND 58505-0601

Cancel Accept address

Step 4: Complete the Business Registration form (continued).

7. **Enter** the Correspondence information
 - Business phone (required)
 - Phone extension
 - Business email (required)
8. **Enter** the Additional information
 - Minority ownership status
 - Rural-based status
 - Woman ownership status
 - Veteran ownership status
 - Tribal affiliation status
9. **Review** contact registration information
 - Business Registration Code
***Note:** This field will be read-only and populated with a random 8-digit alphanumeric code that will be used for Business Contacts and Partner Businesses to request a relationship.*
10. **Review** Business Ownership Attestation Statement.
 - **Review** the attestation statement and **check**, “I acknowledge I am compliant with the Business Ownership Attestation Statement.”
11. **Click** the Register button.

Correspondence information

* Business phone

Phone extension

* Business email

Additional information

Minority ownership status

Rural based status

Woman ownership status

Veteran ownership status

Tribal affiliation status

Contact registration information

* Business Registration Code

Business Ownership Attestation Statement

By creating this account, I confirm that:

- I am at least 18 years old.
- I certify that I am the sole owner, an authorized representative, hold a controlling interest in, or have been duly authorized to represent and speak on behalf of the ownership group of the business for which I am creating an account.
- All of the information provided regarding the ownership and operation of the business is true, accurate, and complete.
- I have the necessary legal authority to represent the business and to bind the business in all related actions to be conducted on the ND Gateway.
- All the information provided during the account registration process is accurate and complete.
- I agree to comply with the ND Gateway Terms of Use and [Privacy Policy](#).
- I understand that providing false information may result in account termination, account suspension, legal action, and other consequences as applicable.
- I acknowledge that my account usage may be monitored to ensure compliance with these terms.

☐ I acknowledge I am compliant with the Business Ownership Attestation Statement. *

Register

The Business Account Attestation will need to be accepted prior to creating a Business Account on the ND Gateway.

Business Ownership Attestation Statement:

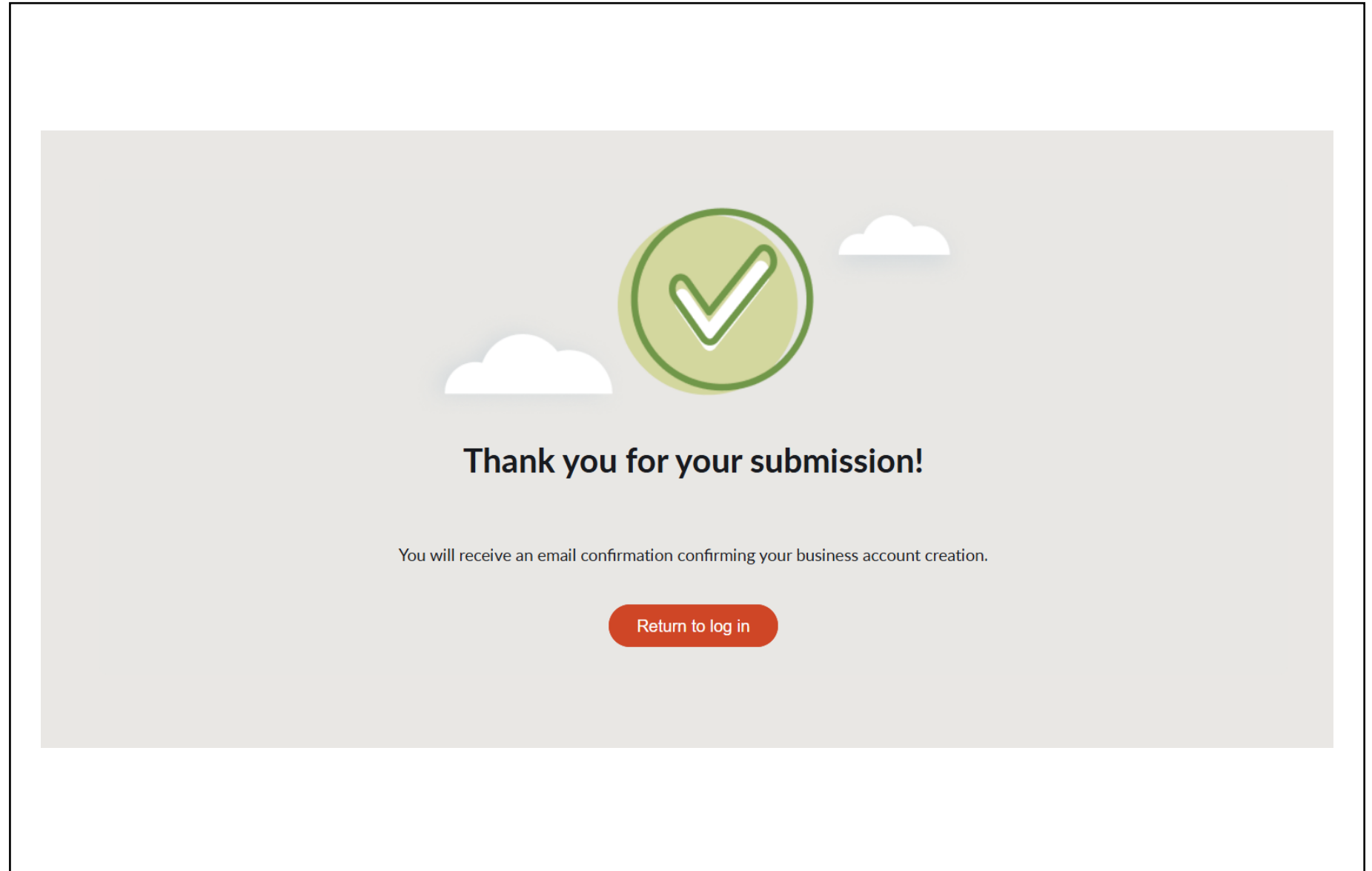
By creating this account, I confirm that:

- I am at least 18 years old.
- I certify that I am the sole owner, an authorized representative, hold a controlling interest in, or have been duly authorized to represent and speak on behalf of the ownership group of the business for which I am creating an account.
- All of the information provided regarding the ownership and operation of the business is true, accurate, and complete.
- I have the necessary legal authority to represent the business and to bind the business in all related actions to be conducted on the ND Gateway
- All the information provided during the account registration process is accurate and complete.
- I agree to comply with the ND Gateway Terms of Use and Privacy Policy.
- I understand that providing false information may result in account termination, account suspension, legal action, and other consequences as applicable
- I acknowledge that my account usage may be monitored to ensure compliance with these terms.

Step 5: Receiving confirmation of submission of your Business Registration.

Upon submission of your Business Registration form, you will be redirected to the confirmation of submission page.

You will now be able to return to log in and access your business profile, with the role of Business Contact Admin.



Step 6: Welcome Email

Step 6: You will receive an email notification of successful business registration.

Note: Subject line will read:
Welcome to the ND Gateway! Your Business Account Has Been Successfully Created.

Contained in this email is a record of your unique Business Registration Code that should be provided to your employees to establish a Business Contact account for your business.

Only the Business Administrator will receive this confirmation email.



Dear Andre,

Welcome to ND Gateway! We are excited to inform you that the business account for Andre Customer has been successfully created.

In addition, your role as the Business Contact Administrator for Andre Customer business account has been established.

The unique Business Registration Code for t is: PPIKwI7w. You will need to provide this code to your employees or any future business partners you wish to have associated with Andre Customer business account in the ND Gateway.

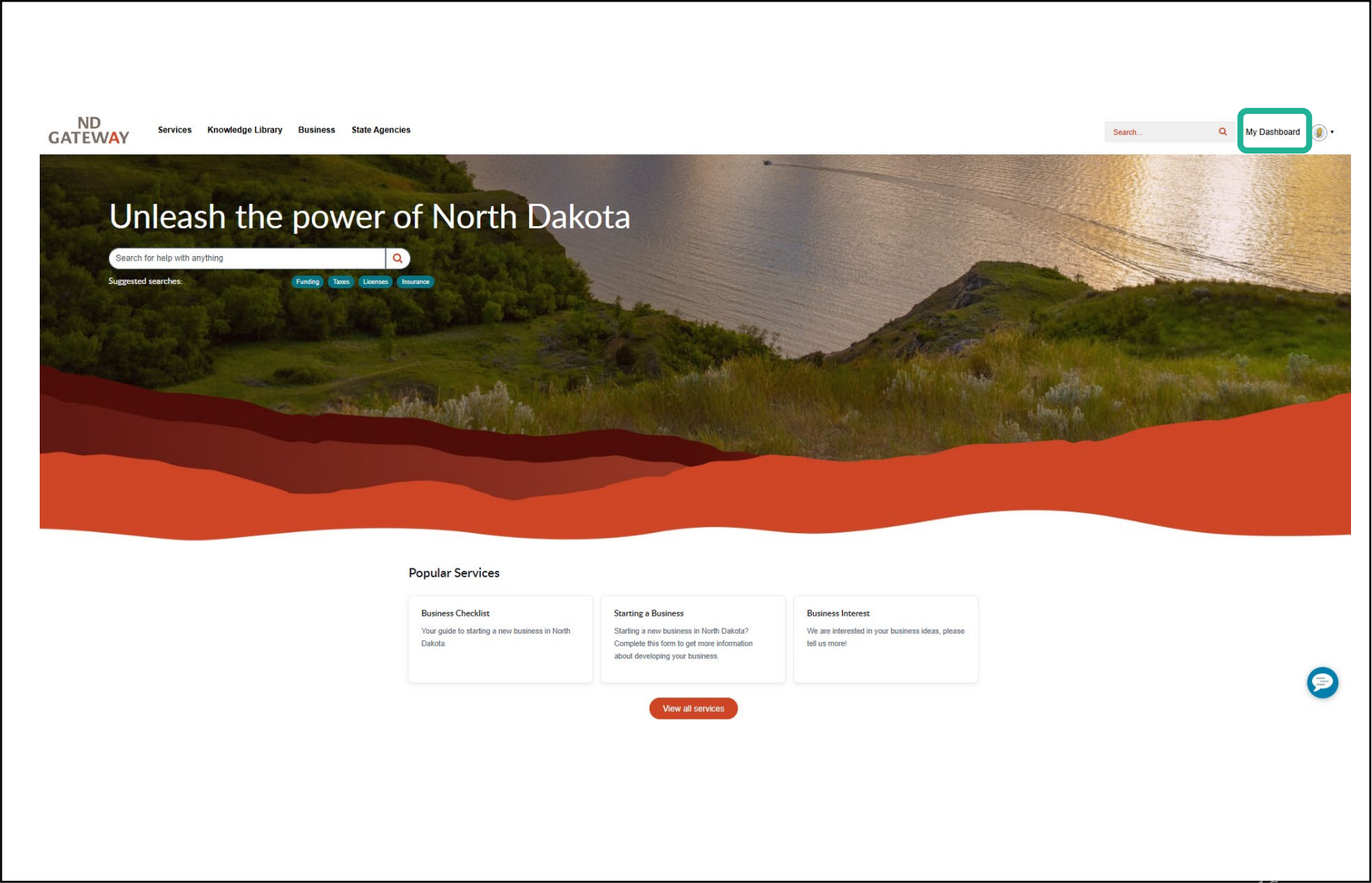
Please retain this email for your records. This Business Registration Code can also be found by navigating to your business profile page.

[Privacy policy.](#)

Step 1: Edit Business Information - My Dashboard

Step 1a: Log in to the ND Gateway Portal.

Step 1b. Click **My Dashboard** on the top right of the screen.



Step 2: Edit Business Information - Navigate to the Business Profile

Step 2: Select your company to be directed to the Business Profile page.

Note: As a Business User your profile will display your personal business user data as well as the ability to see details about your business / company.

As the Business Contact Administrator from this page you can:

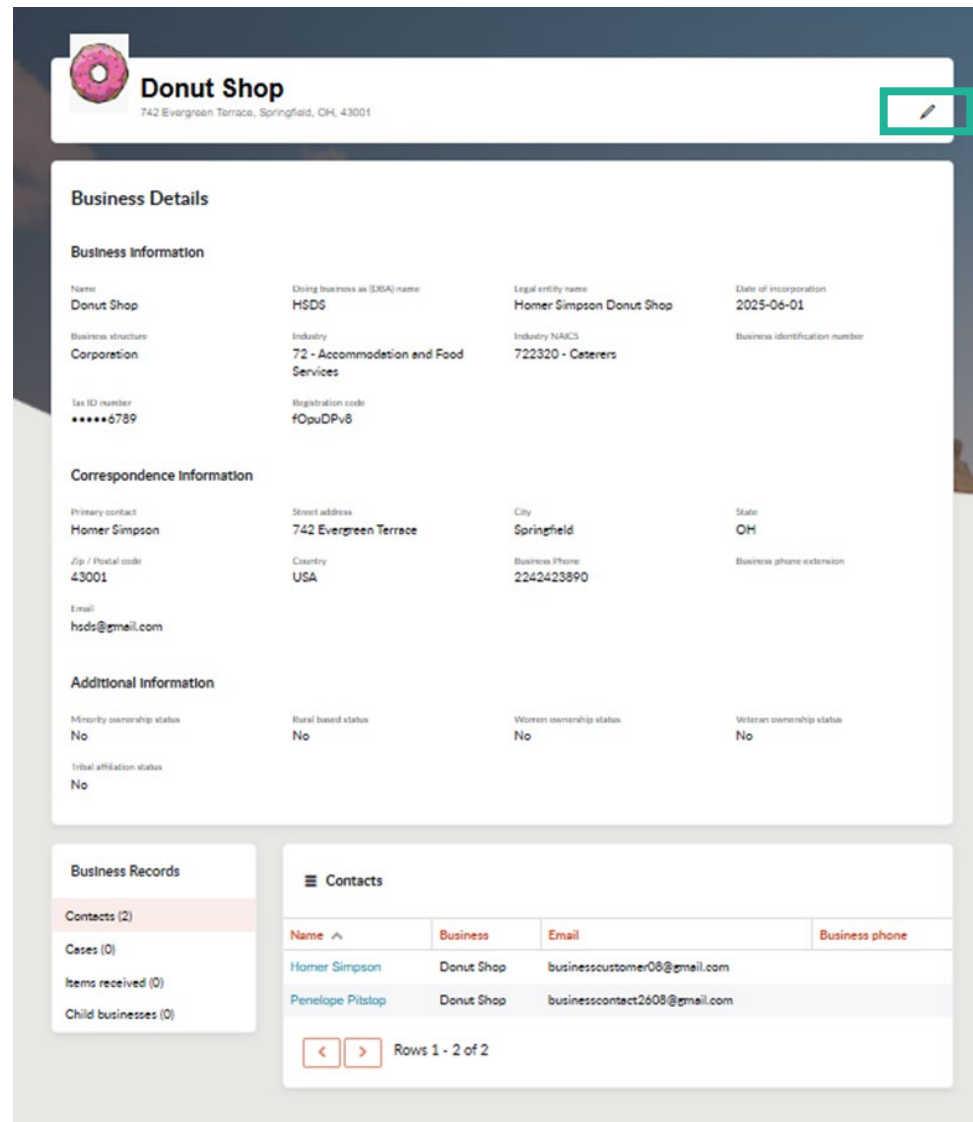
- Access your business profile
- View the names of businesses you are a customer of
- Establish a Business Partnership
- View Cases or service records you or your employees have created

The screenshot shows a user dashboard for 'Homer Simpson'. The top navigation bar includes 'Home' and 'My Dashboard'. The main content area is divided into several sections:

- Welcome Back:** Displays the user's name 'Homer Simpson' and a profile picture of Homer Simpson. Below the name is a link 'Edit my profile'.
- Personal information:** A form with fields for 'Name' (Homer Simpson), 'Role' (Business Admin), and 'Title'.
- Contact details:** A form with fields for 'Mobile phone', 'Business phone', 'Email' (businesscustomer08@gmail.com), and 'Business email' (hsds@gmail.com). Below the fields is a link 'Click fields to edit'.
- My company:** A section with a green border containing a donut icon, the company name 'Donut Shop', and the address '742 Evergreen Terrace, Springfield, OH, 43001'. There is a link icon to the right.
- My business partnerships:** A section with two sub-sections: 'Businesses I am a customer of' (You are not a customer to any partners.) and 'Businesses I am a partner of' (You do not have any partner associations.). Below these is a red button labeled 'Associate to business as a partner'.
- My Cases:** A section with a link 'View all cases >' and the text 'You do not have any submitted cases.'

Step 3a: Edit Business Information

Business Contact Admins can **edit information** pertaining to their business by navigating to their **Business Profile** and **clicking the pencil icon** in the top-right corner.



The screenshot shows the business profile for "Donut Shop" at 742 Evergreen Terrace, Springfield, OH, 43001. A pencil icon in the top right corner is highlighted with a green box, indicating the edit function.

Business Details

Business Information

Name Donut Shop	Doing business as (DBA) name HSDS	Legal entity name Homer Simpson Donut Shop	Date of incorporation 2025-06-01
Business structure Corporation	Industry 72 - Accommodation and Food Services	Industry NAICS 722320 - Ceterers	Business identification number
Tax ID number *****6789	Registration code fOpDPv8		

Correspondence Information

Primary contact Homer Simpson	Street address 742 Evergreen Terrace	City Springfield	State OH
Zip / Postal code 43001	Country USA	Business phone 2242423890	Business phone extension
Email hds@gmail.com			

Additional Information

Minority ownership status No	Rural based status No	Women ownership status No	Veteran ownership status No
Initial affiliation status No			

Business Records

- Contacts (2)
- Cases (0)
- Items received (0)
- Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pilstop	Donut Shop	businesscontact2608@gmail.com	

Rows 1 - 2 of 2


Step 3b: View Business Profile Details

Note: As the Business Administrator you can edit details about the business and its contacts/employees.

As the Business Contact Administrator from this page, you can:

- View your business information
- View your contacts and edit their role or access
- View Cases or service records you or your employees have created
- View approved Licenses and Permit applications
- View child businesses if you are a parent company with subordinate entries *feature not turned on

Step 3: Click the **pencil** icon to edit the Business Profile.



Donut Shop
742 Evergreen Terrace, Springfield, OH, 43001

Business Details

Business Information

Name	Doing business as (DBA) name	Legal entity name	Date of incorporation
Donut Shop	HSDS	Homer Simpson Donut Shop	2025-06-01
Business structure	Industry	Industry NAICS	Business identification number
Corporation	72 - Accommodation and Food Services	722320 - Caterers	
Tax ID number	Registration code		
*****6789	fOpuDPv8		

Correspondence Information

Primary contact	Street address	City	State
Homer Simpson	742 Evergreen Terrace	Springfield	OH
Zip / Postal code	Country	Business Phone	Business phone extension
43001	USA	2242423890	
Email			
hdsd@gmail.com			

Additional Information

Minority ownership status	Rural based status	Women ownership status	Veteran ownership status
No	No	No	No
Tribal affiliation status			
No			

Business Records

Contacts (2)

Cases (0)

Items received (0)

Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com	

<

>

 Rows 1 - 2 of 2

19

NORTH
Dakota Be Legendary.

As the Business Contact Administrator from this page, you can:

- *Edit your business information*
- *Upload a Trademark for your business*

Step 4: Click the **Save** button
commit your edits to the Business
Profile.

Escovar Geriatric Center

12741 MIRAMAR PKWY STE 104, MIRAMAR, FL, 33027-2904

Escovar Geriatric Center

Primary contact

* First name
J

* Last name
Tester

* Email
pugs.dairies_5l@icloud.com

Business Information

* Name
Escovar Geriatric Center

* Legal entity name
Geriatric Center LLC

Doing business as (DBA) name
Doctor Office

Date of incorporation
1972-08-19

* Business structure
Limited Liability Company (LLC)

Industry
82 - Health Care and Social Assistance

Industry NAICS
821111 - Offices of Physicians (

Business identification number
B97477111

Tax ID type
EIN

Tax ID
*****7111

Registration Code
7m5C5U9

Trademark

Physical address

* Street
12741 MIRAMAR PKWY
STE 104

* City
MIRAMAR

* State / Province
FL

* Zip / Postal code
33027-2904

☒ Is your physical address the same as your mailing address?

Correspondence Information

* Business phone
9543925559

Business phone extension

* Email
wellness@gmail.com

Additional Information

Minority ownership status
No

Rural based status
No

Women ownership status
No

Veteran ownership status
No

Tribal affiliation status
No

Upload an Image

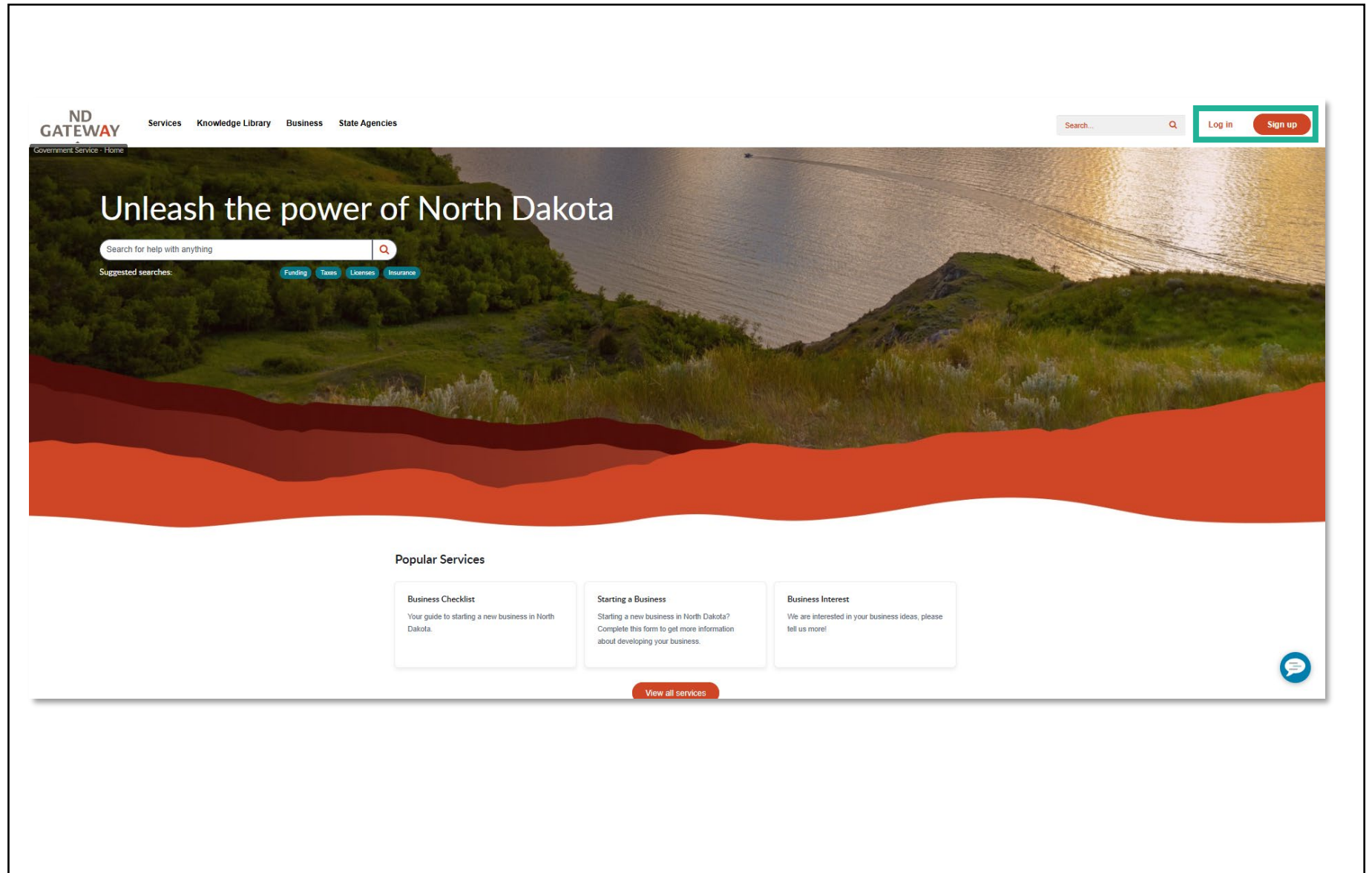
Delete

Save

Step 1a: Business Contact Registration

Step 1a: Log in to ND Gateway Portal website NDGateway.nd.gov

Step 1b: Click **Log In** or **Sign up** in the top right-hand corner of the Public ND Gateway Portal.



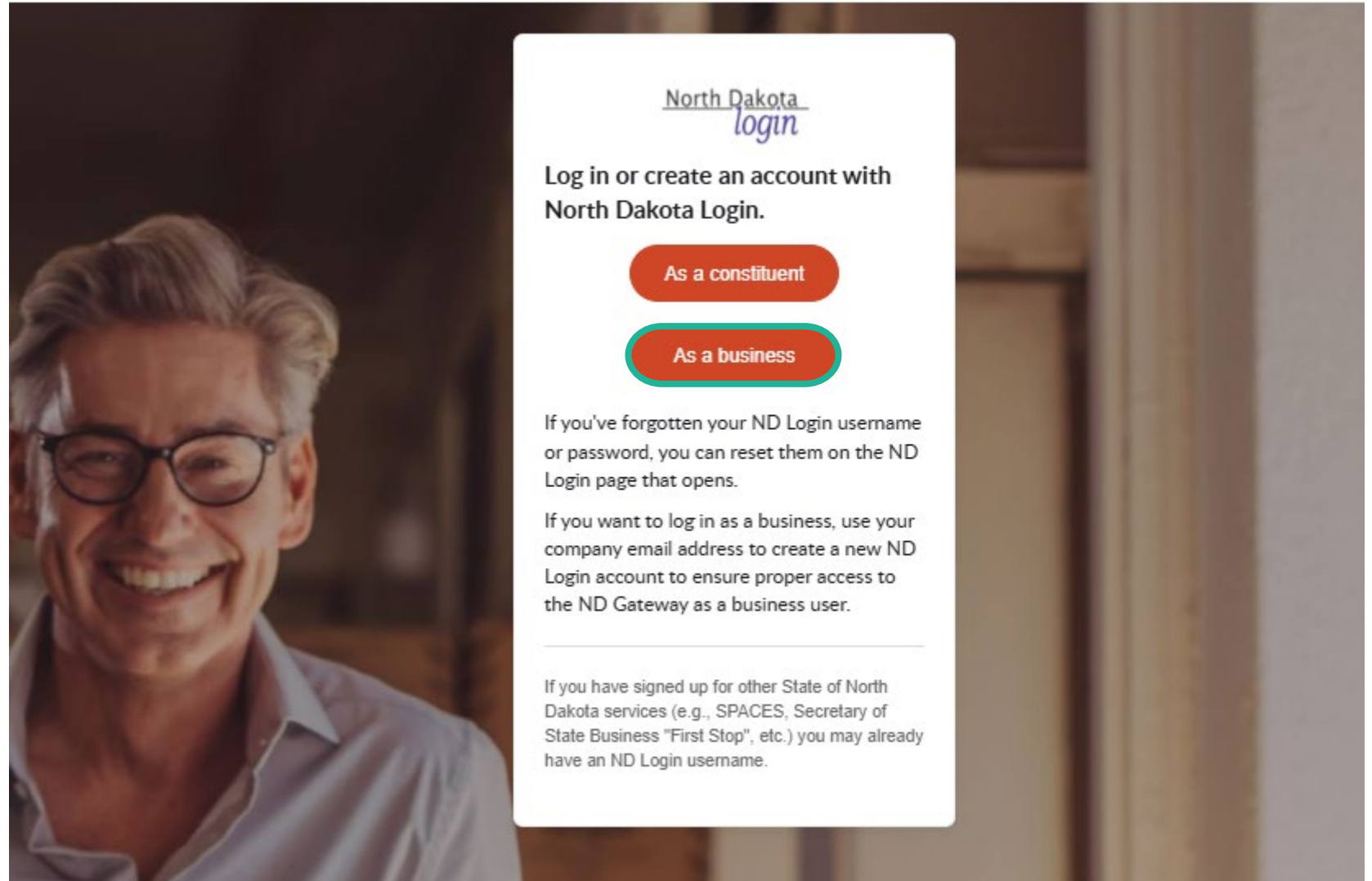
Step 1b: Log in to ND Gateway Portal

When accessing the website, you will be asked to log in or create an account with North Dakota Login (ND Login) as a Constituent or as a Business.

NOTE: *If you have signed up for other State of North Dakota services (e.g., SPACES, Secretary of State Business "First Stop, etc.) you may already have an ND Login username. You can use your ND Login to access the Gateway application. If you've forgotten your ND Login username or password, you can reset them on the ND login page that opens.*

If you already have an account with ND Gateway Portal as a Constituent, you will need to create a new account for Business.

Step 1c: Click **As a business** to be directed to ND Login.



Step 1c: Log in to ND Gateway Portal

Step 1c. If you **have signed up** for other State of North Dakota services and have not engaged with the ND Gateway Portal before, enter the following:

- Your **User ID**
- Your **Password**
- Click **Sign In**

Step 1c. If you **don't have** an ND Login account, click **Create an account**. You will be redirected to the **Create your account page**, where you will be prompted to enter the following:

- Account Information
- Your **First Name**
 - Your **Last Name**
 - Your **User ID**
 - Your **Password**

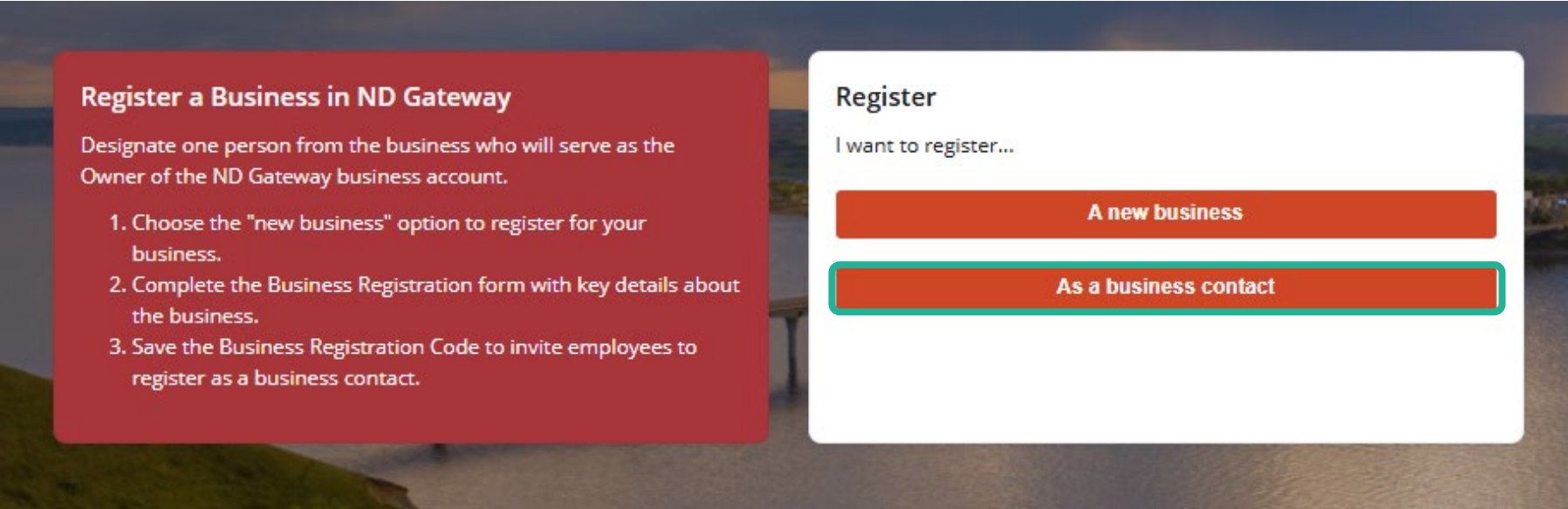
- Account recovery
- Your **Email**
 - Your **Cell phone**
 - Answer **Security questions**
 - Click **Create account**

Step 2: First time logged-in Landing Page

When accessing the ND Gateway Portal for Business, you will be directed to a landing page when you first log in to the portal.

NOTE: You will only be allowed to access this page until the account is registered either as A new business OR As a business contact

Step 2: Click **As a business contact** to be directed to the form landing page for Business Contact Registration.



The screenshot shows the ND Gateway Business Registration landing page. On the left, a red box titled "Register a Business in ND Gateway" contains instructions: "Designate one person from the business who will serve as the Owner of the ND Gateway business account." followed by a numbered list: 1. Choose the "new business" option to register for your business. 2. Complete the Business Registration form with key details about the business. 3. Save the Business Registration Code to invite employees to register as a business contact. On the right, a white box titled "Register" has the text "I want to register..." and two orange buttons: "A new business" and "As a business contact". The "As a business contact" button is highlighted with a teal border.

Register a Business in ND Gateway

Designate one person from the business who will serve as the Owner of the ND Gateway business account.

1. Choose the "new business" option to register for your business.
2. Complete the Business Registration form with key details about the business.
3. Save the Business Registration Code to invite employees to register as a business contact.

Register

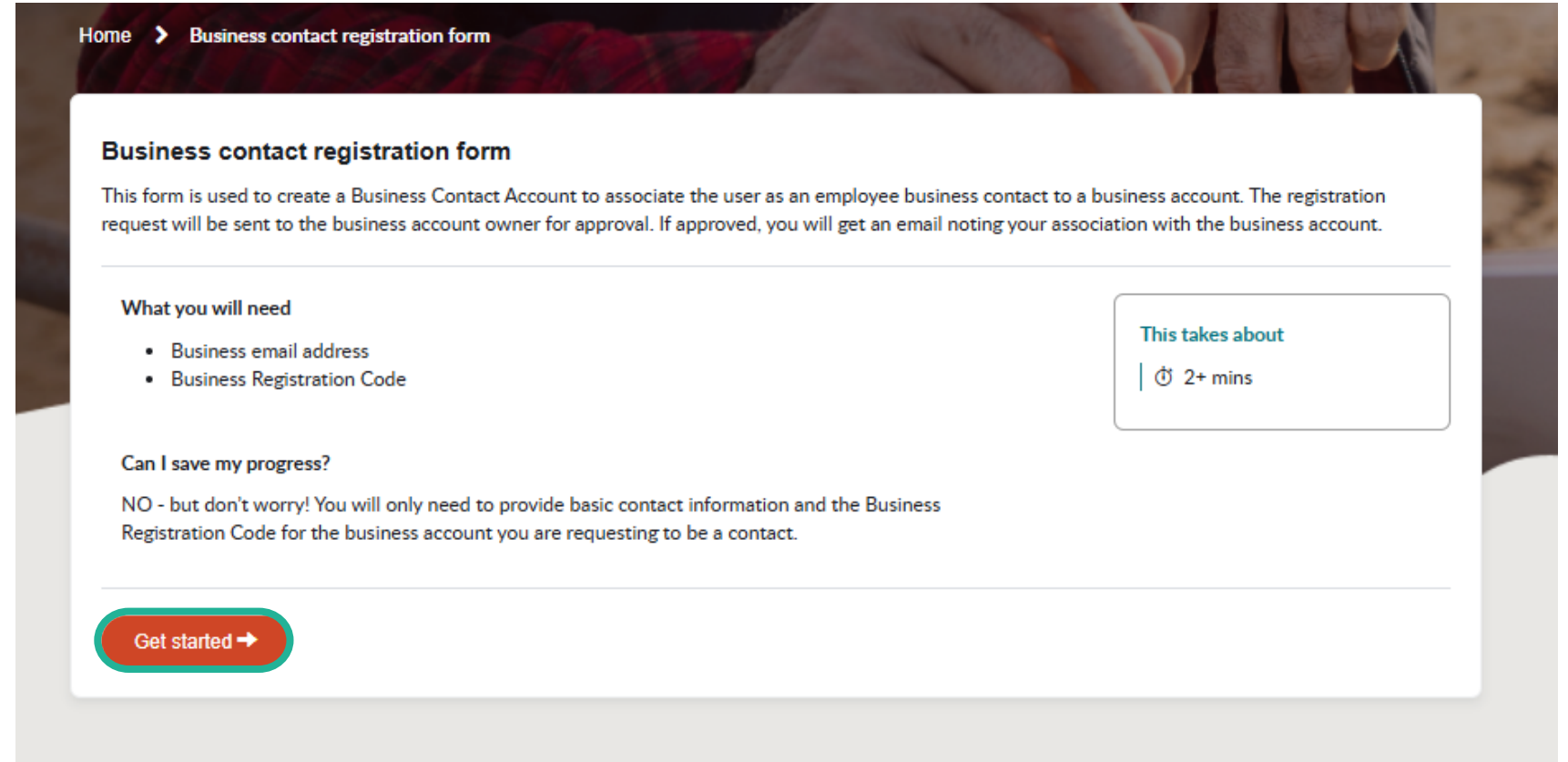
I want to register...

A new business

As a business contact

Review the form landing page to check what is needed to complete the Business Contact Registration form.

Step 3: Click Get started to be directed to the Business Contact Registration form.



The screenshot shows a web page for the 'Business contact registration form'. At the top, there is a breadcrumb trail: 'Home > Business contact registration form'. The main heading is 'Business contact registration form'. Below this, a paragraph explains the form's purpose: 'This form is used to create a Business Contact Account to associate the user as an employee business contact to a business account. The registration request will be sent to the business account owner for approval. If approved, you will get an email noting your association with the business account.' A horizontal line separates this from the next section, 'What you will need', which lists two items: 'Business email address' and 'Business Registration Code'. To the right of this list, a box indicates 'This takes about | ⌚ 2+ mins'. Below the list, another section asks 'Can I save my progress?' and answers 'NO - but don't worry! You will only need to provide basic contact information and the Business Registration Code for the business account you are requesting to be a contact.' At the bottom, there is a prominent red button with a green border labeled 'Get started →'.

Home > Business contact registration form

Business contact registration form

This form is used to create a Business Contact Account to associate the user as an employee business contact to a business account. The registration request will be sent to the business account owner for approval. If approved, you will get an email noting your association with the business account.

What you will need

- Business email address
- Business Registration Code

This takes about
| ⌚ 2+ mins

Can I save my progress?

NO - but don't worry! You will only need to provide basic contact information and the Business Registration Code for the business account you are requesting to be a contact.

Get started →

Step 4: Business Contact Registration Form

Step 5: Complete the Business Contact Registration form.

1. **Confirm** that your First name, Last name, and Email address are pre-filled and correct.

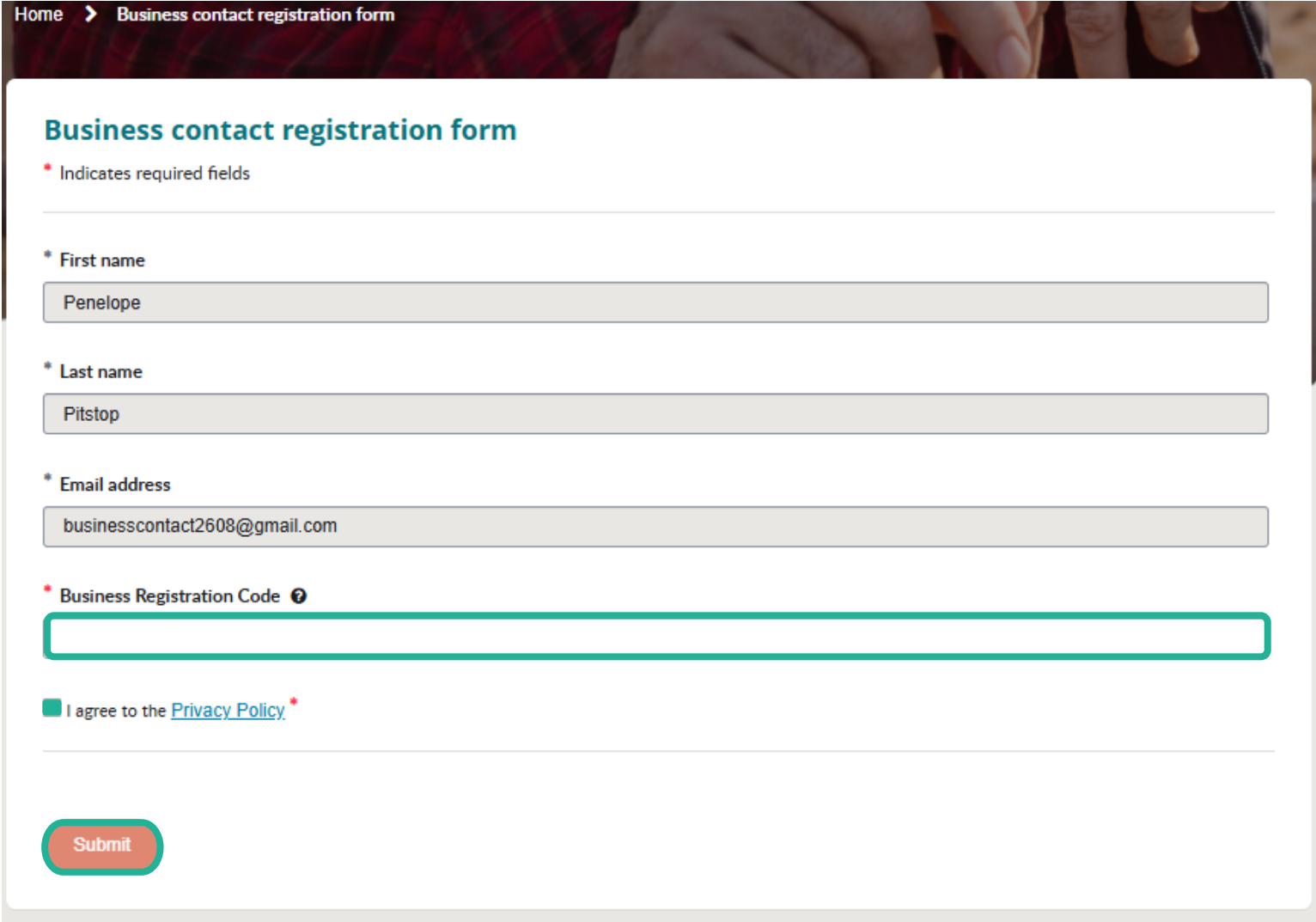
Note: These fields are populated based on what you entered for your ND Login Profile. If any of these fields appear inaccurate, you will need to change this information by editing your profile.

2. Enter the **Business Registration Code** provided to you by the Business Contact Admin.

Note: The Business Registration Code is created when the Business Registration Form is completed. This information can be found by the Business Contact Admin by navigating to the Business Profile or in the notification generated following successful registration of the Business.

3. **Review** and **agree** to the Privacy Policy.

4. Click the **Submit** button.



The screenshot shows a web browser window with the URL 'Home > Business contact registration form'. The form is titled 'Business contact registration form' and includes a legend indicating that red asterisks denote required fields. The form contains four input fields: 'First name' (pre-filled with 'Penelope'), 'Last name' (pre-filled with 'Pitstop'), 'Email address' (pre-filled with 'businesscontact2608@gmail.com'), and 'Business Registration Code' (empty). Below the fields is a checkbox labeled 'I agree to the Privacy Policy' with a red asterisk. At the bottom of the form is a red 'Submit' button.

Home > Business contact registration form

Business contact registration form

* Indicates required fields

* First name
Penelope

* Last name
Pitstop

* Email address
businesscontact2608@gmail.com

* Business Registration Code ?

☒ I agree to the [Privacy Policy](#)*

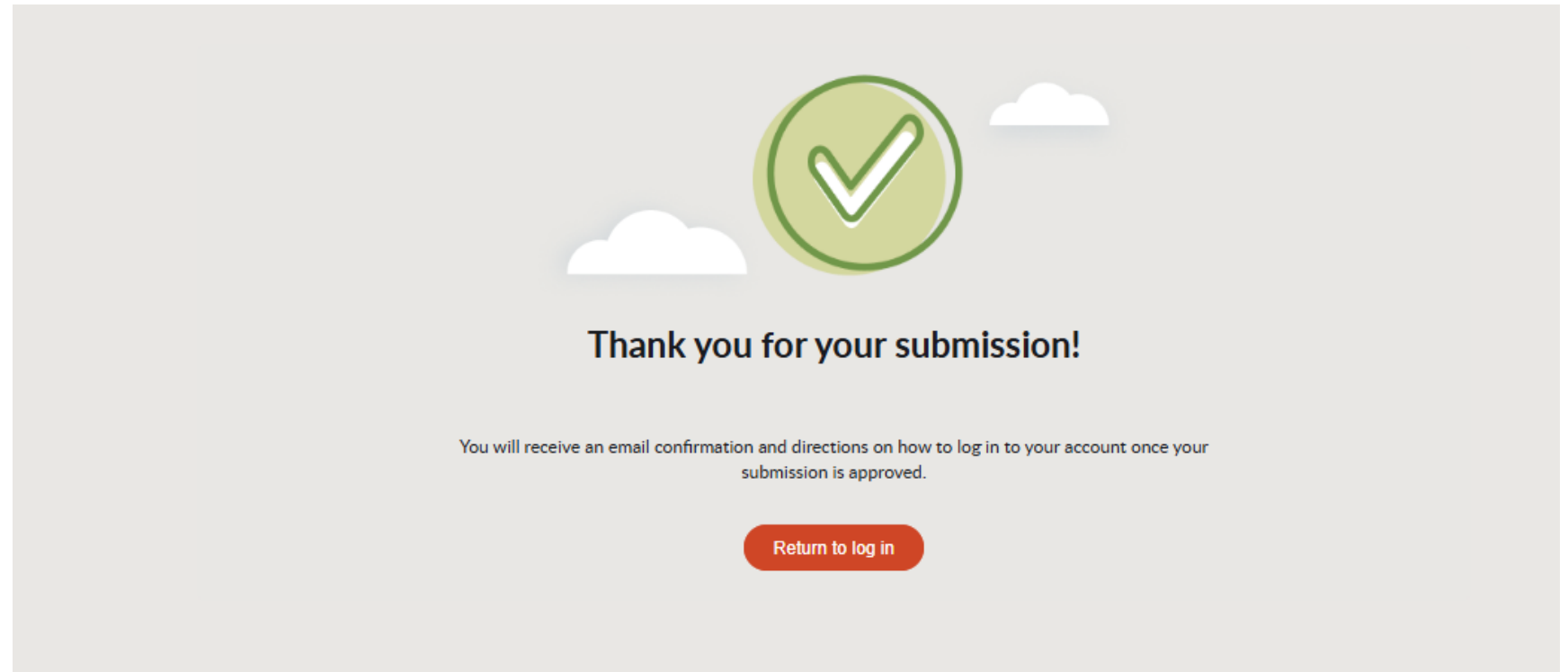
Submit

Step 5: Confirmation of Submission

Step 5: Submission of your Business Contact Registration.

Upon submission of your Business Contact Registration form, you will be redirected to the form submission page.

Once your account has been approved by the Business Contact Admin, you will be notified via email and be able to access your account.

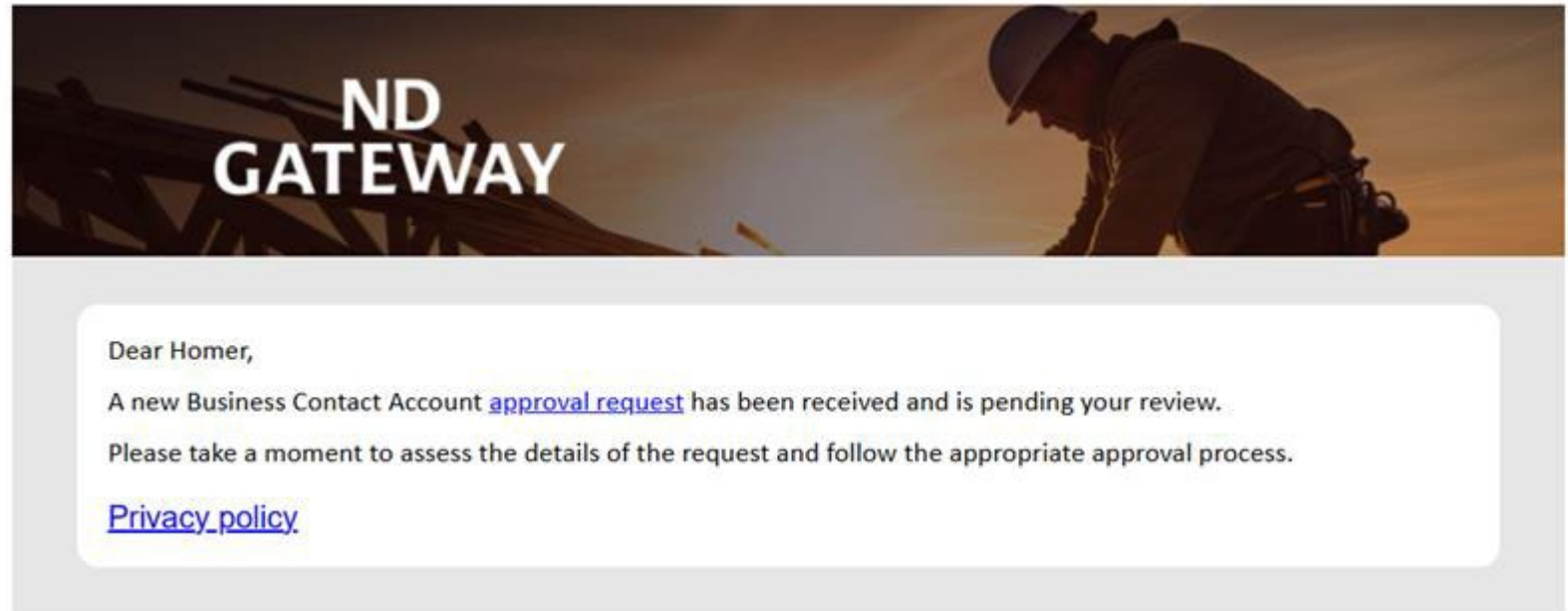


Step 1a: Approving a Business Contact

Step 1a: Email notification will be triggered to the Business Contact Admin(s) once a Business Contact Registration Request is submitted.

Note: Subject line will read:
Business Contact Approval Request Received

Click on the **approval request link** in the email or navigate to ND Gateway Portal and follow prompts to log in.



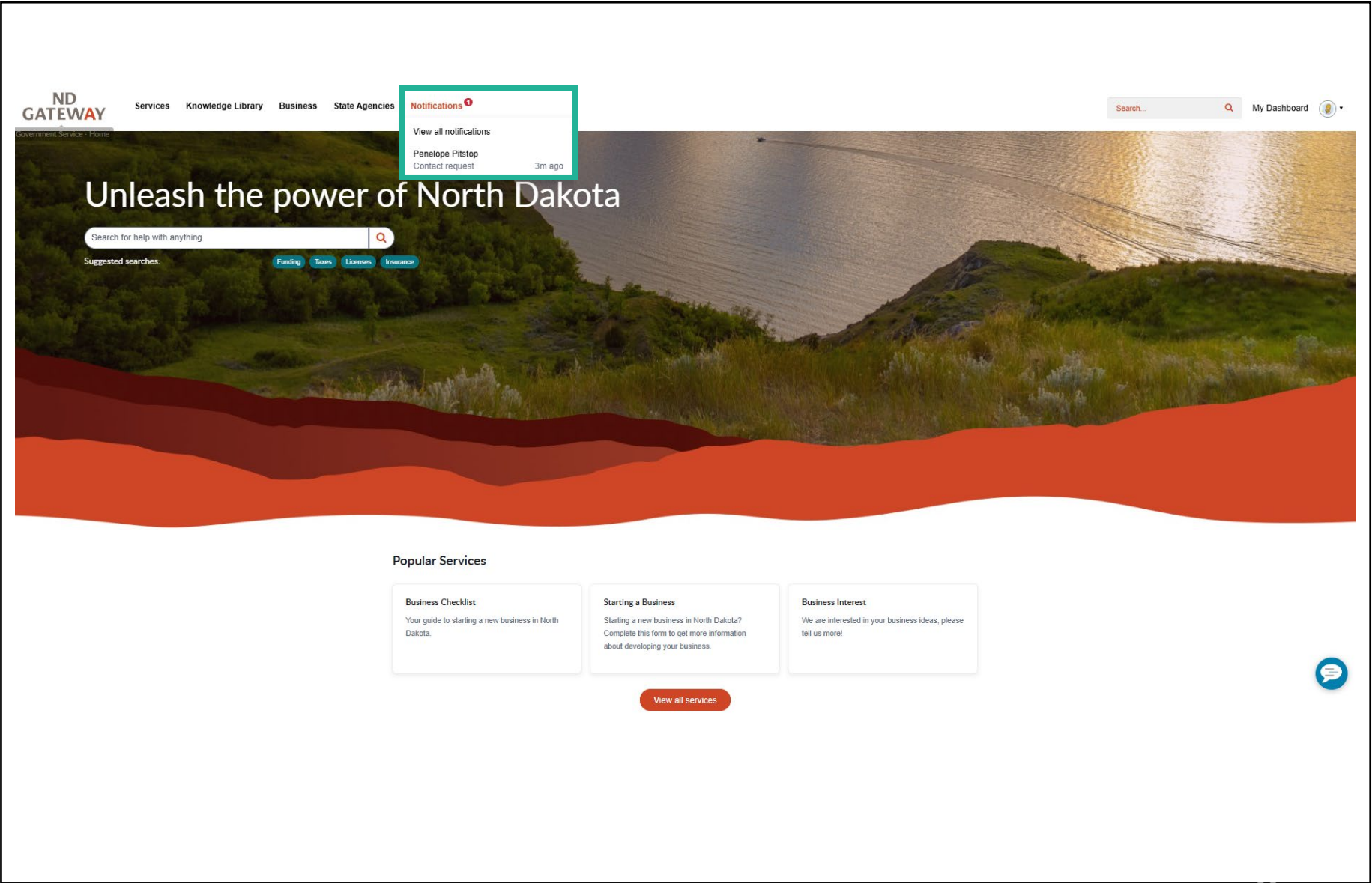
Step 1b: Approving a Business Contact

Step 1b: Access the Notification Request via the Portal once logged in.

Click Notifications on the Navigation bar to view the pending notification.

Click the notification to navigate directly to the Contact Request.

Note: If you have multiple requests pending, you can navigate directly to these from this Navigation bar; alternatively, you can click View all notifications to view all outstanding notifications.



Step 2: Review the Registration Request.

- 1. **Review** the Registration Request. You will be able to see the First Name, Last name, and Business email of the requestor.
- 2. **Approve** or **Reject** the request by clicking the **Approve** or **Reject** button on the left-hand side.

***Note:** A notification will be generated to the prospective Business Contact informing them of the outcome of their Registration Request.*

[Home](#) > [Approval](#)

This Registration Request requires your approval

State Requested

Created 4m ago

Approving Registration Request: Penelope Pitstop

Approve

Reject

Penelope Pitstop

Registration Request

*First name

Penelope

*Last name

Pitstop

*Business email

businesscontact2608@gmail.com

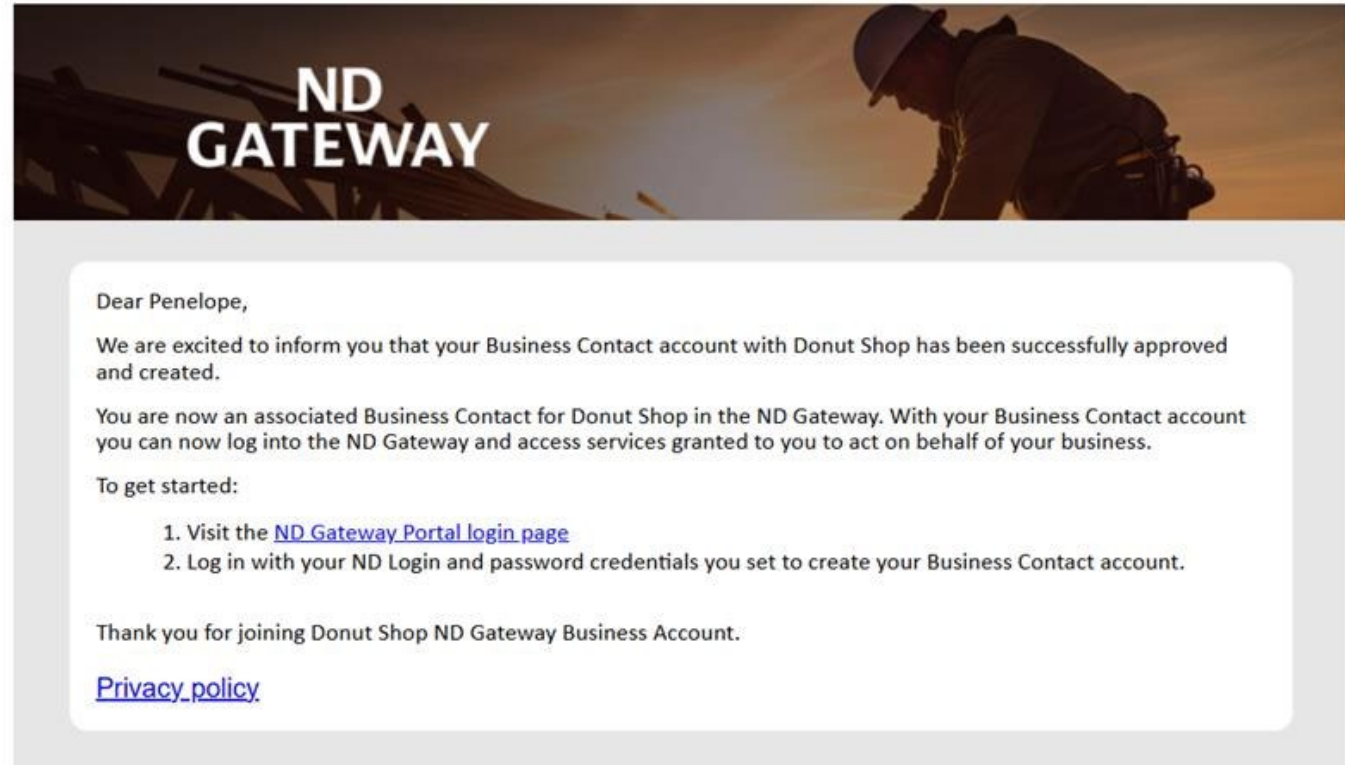
Business

Donut Shop

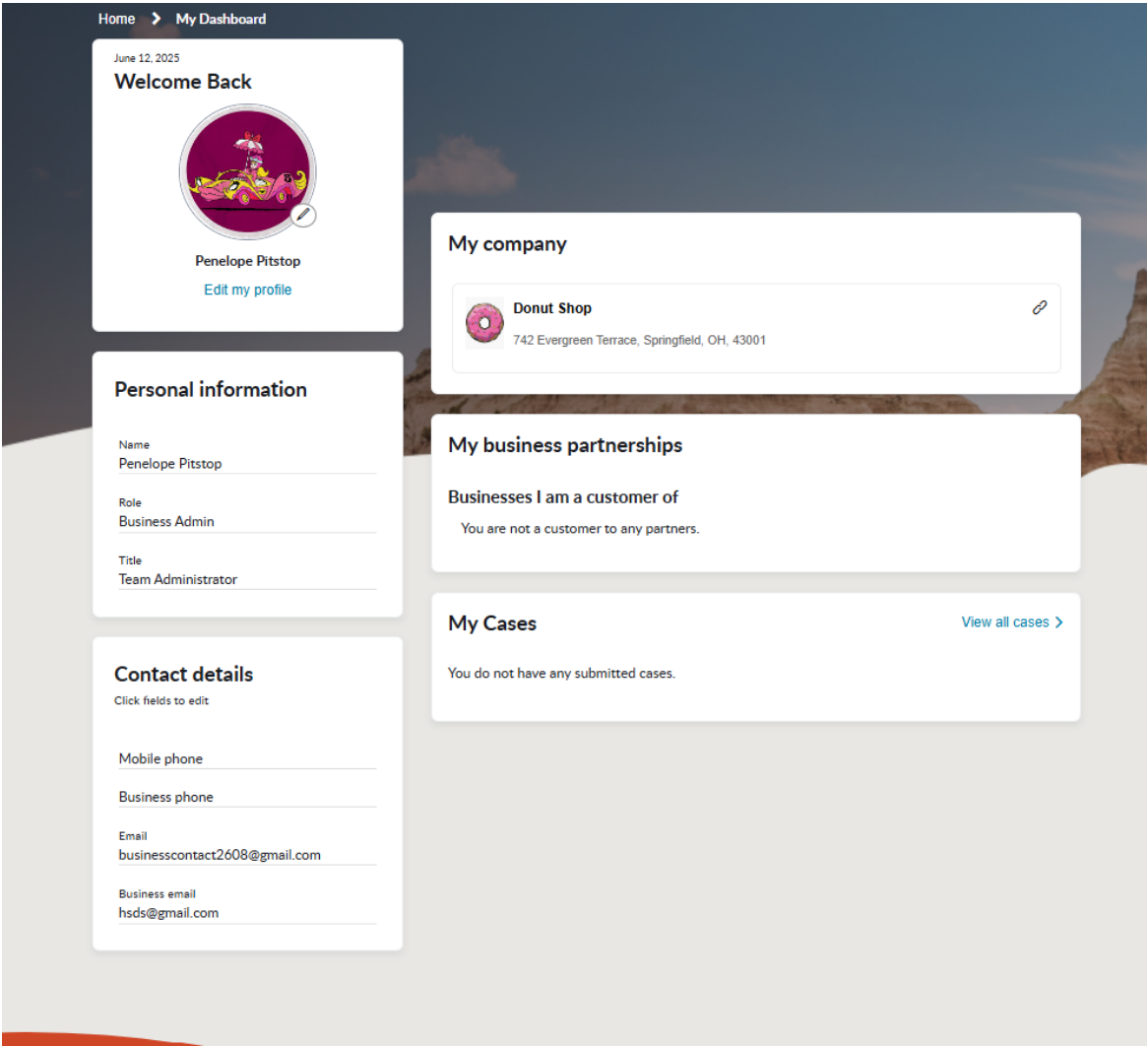
30

Step 1: The prospective Business Contact will receive notification that their Business Contact request has been approved.

Note: Subject line will read:
Welcome to ND Gateway! Your Business Contact Account Has Been Successfully Created.




Step 2: The business contact can now **Log in** to ND Gateway Portal and the business will be visible under the My Company section of their Dashboard.



Step 5: Modify Business Contact information

Step 5: Scroll to the **Business Contacts** portion of the Business Profile.

Select the Business Contact you wish to edit.



Donut Shop

742 Evergreen Terrace, Springfield, OH, 43001

Business Details

Business Information

Name	Doing business as (DBA) name	Legal entity name	Date of incorporation
Donut Shop	HSDS	Homer Simpson Donut Shop	2025-06-01
Business structure	Industry	Industry NAICS	Business identification number
Corporation	72 - Accommodation and Food Services	722320 - Caterers	
Tax ID number	Registration code		
*****6789	fOpDPv8		

Correspondence Information

Primary contact	Street address	City	State
Homer Simpson	742 Evergreen Terrace	Springfield	OH
Zip / Postal code	Country	Business Phone	Business phone extension
43001	USA	2242423890	
Email			
hdsd@gmail.com			

Additional Information

Minority ownership status	Rural based status	Women ownership status	Veteran ownership status
No	No	No	No
Tribal affiliation status			
No			

Business Records

Contacts (2)

Cases (0)

Items received (0)

Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com	

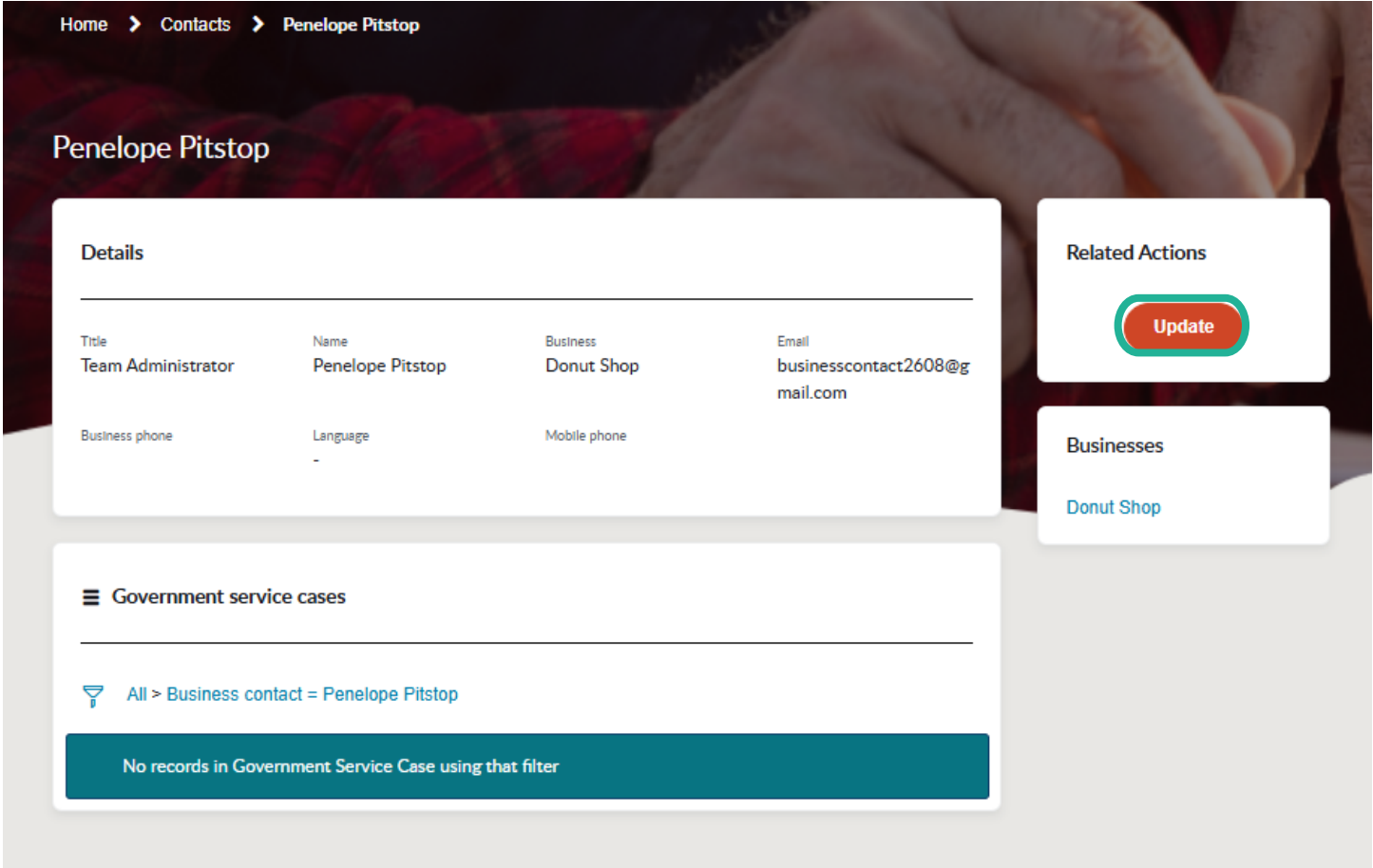
<

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 Rows 1 - 2 of 2

Step 6: Click Update on the Related Actions

Step 6: Once on the Business Contacts Profile Page, click **Update** under the Related Actions section.



Step 7: Update Contact information

Step 7: Once you are in the Business Contact record you can update editable fields. **Click** the Save button commit your edits to the Business Contact Profile.

Home > Contact

Penelope Pitstop

Contact

*First name

Penelope

*Last name

Pitstop

Name

Penelope Pitstop

Title

Team Administrator

Language

-- None --

Time zone

System (US/Central)

User ID

business_contact

*Business

Donut Shop

*Email

businesscontact2608@gmail.com

Business phone

Mobile phone

Notification

Enable

Save

Actions

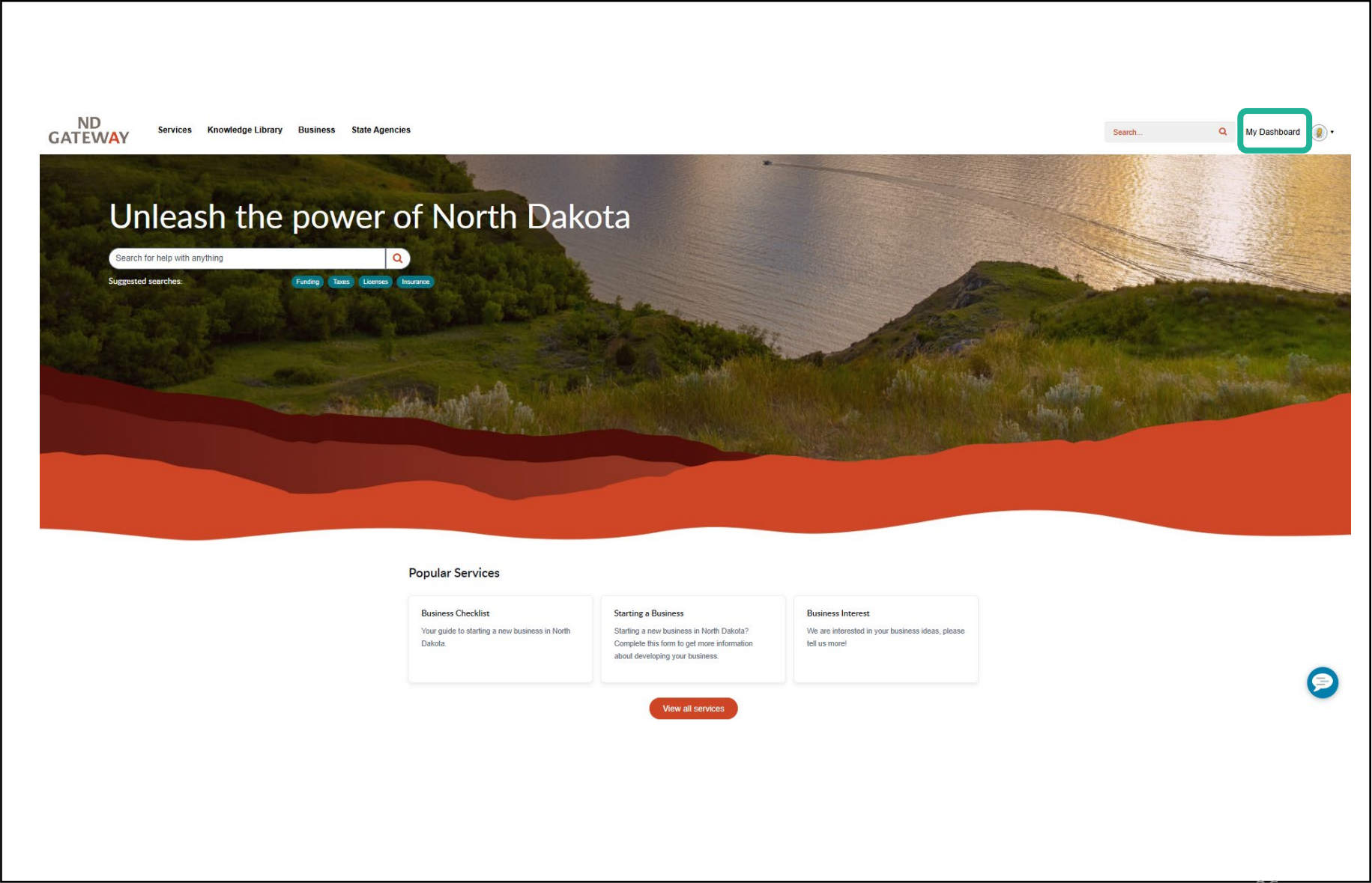
[Edit Roles](#)

[Disable Login](#)

Step 1: Remove Business Contact – Go to My Dashboard

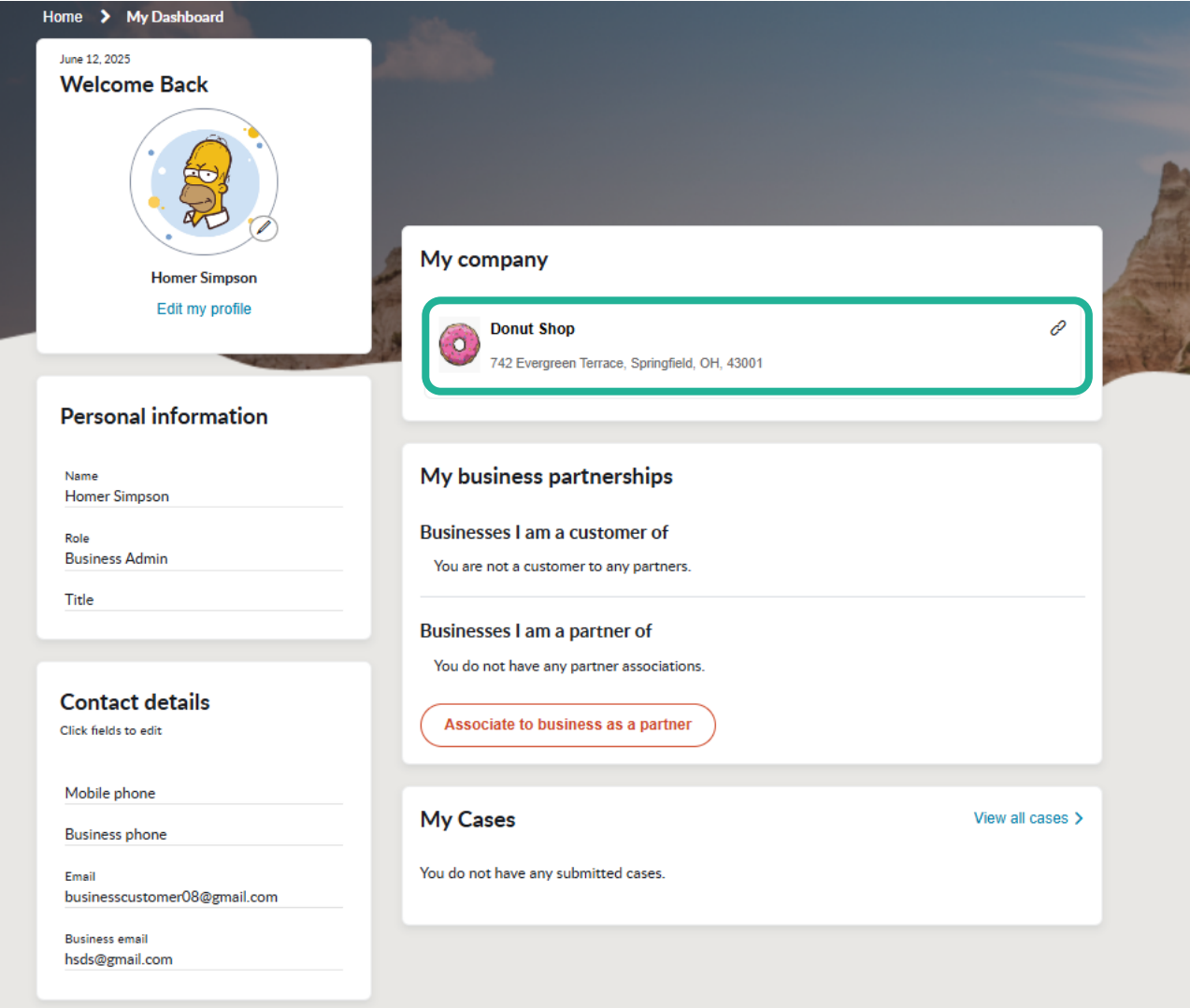
Step 1a: Log in to the ND Gateway Portal.

Step 1b. Click **My Dashboard** on the top right of the screen.



Step 2: Remove Business Contact - Go to the Business Profile


Step 2: Select your company to be directed to the Business Profile.



Step 3: Remove Business Contact – Select the Contact to Remove

Step 3: Scroll to the **Business Contacts** portion of the Business Profile.

Select the **Business Contact** you wish to remove.



Donut Shop

742 Evergreen Terrace, Springfield, OH, 43001

Business Details

Business Information

Name	Doing business as (DBA) name	Legal entity name	Date of incorporation
Donut Shop	HSDS	Homer Simpson Donut Shop	2025-06-01
Business structure	Industry	Industry NAICS	Business identification number
Corporation	72 - Accommodation and Food Services	722320 - Caterers	
Tax ID number	Registration code		
*****6789	fOpDPv8		

Correspondence Information

Primary contact	Street address	City	State
Homer Simpson	742 Evergreen Terrace	Springfield	OH
Zip / Postal code	Country	Business Phone	Business phone extension
43001	USA	2242423890	
Email			
hdsd@gmail.com			

Additional Information

Minority ownership status	Rural based status	Women ownership status	Veteran ownership status
No	No	No	No
Tribal affiliation status			
No			

Business Records

Contacts (2)

Cases (0)

Items received (0)

Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com	

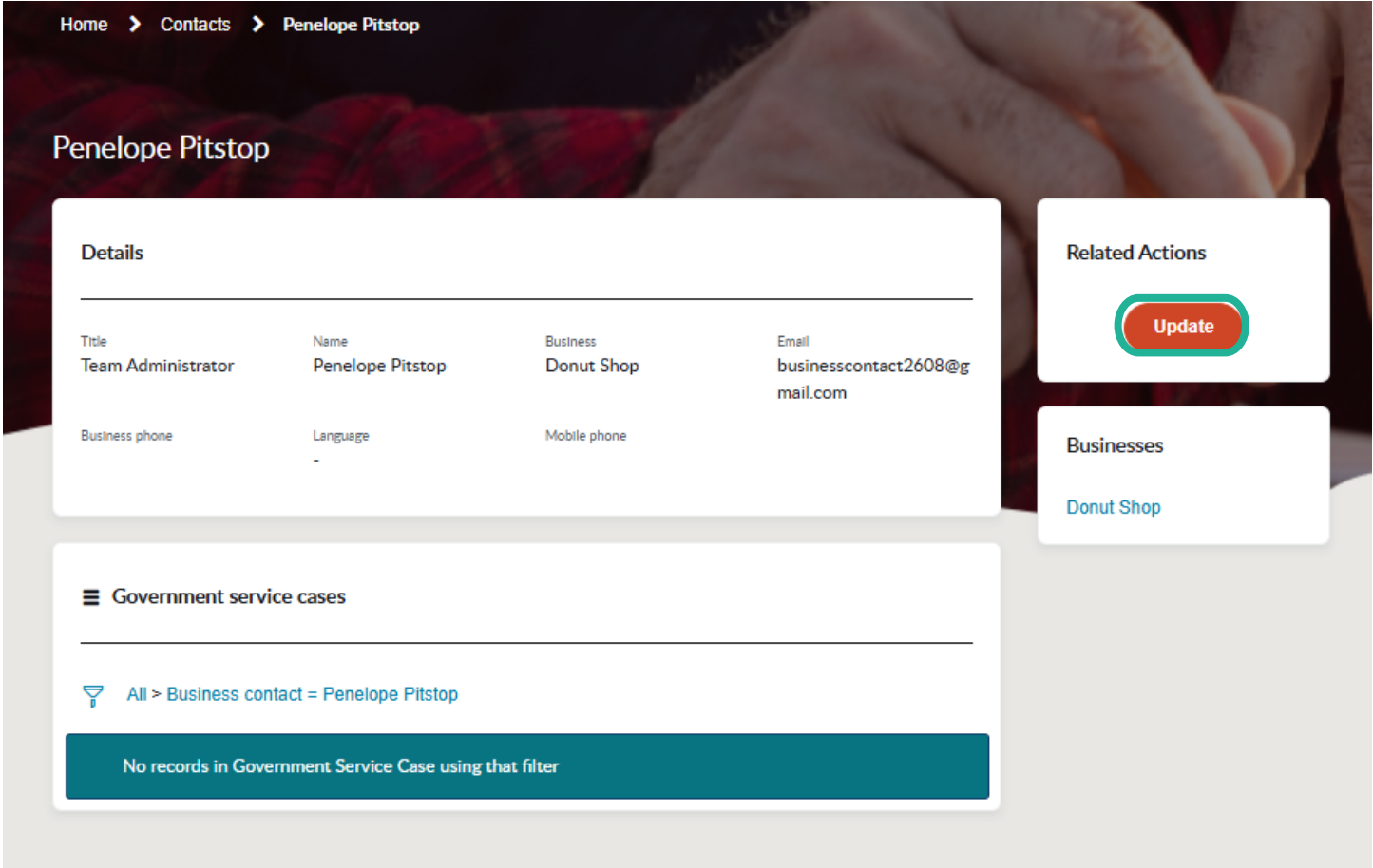
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Rows 1 - 2 of 2

Step 4: Remove a Business Contact - Click Update

Step 4: Once on the Business Contacts Profile Page, click **Update** under the Related Actions section.



Step 5: Remove Business Contact - Click Disable Login

Step 5: Click **Disable Login**; this will remove the Business Contact from your business and prevent them from being able to log in to the ND Gateway Portal.

Note: You can reactivate the login for the Contact by navigating back to this page and selecting *Enable Login*, which replaces *Disable Login* when selected.

Home > Contact

Penelope Pitstop

Contact

* First name

Penelope

* Last name

Pitstop

Name

Penelope Pitstop

Title

Team Administrator

Language

-- None --

Time zone

System (US/Central)

User ID

business_contact

* Business

Donut Shop

* Email

businesscontact2608@gmail.com

Business phone

Mobile phone

Notification

Enable

Save

Actions

[Edit Roles](#)

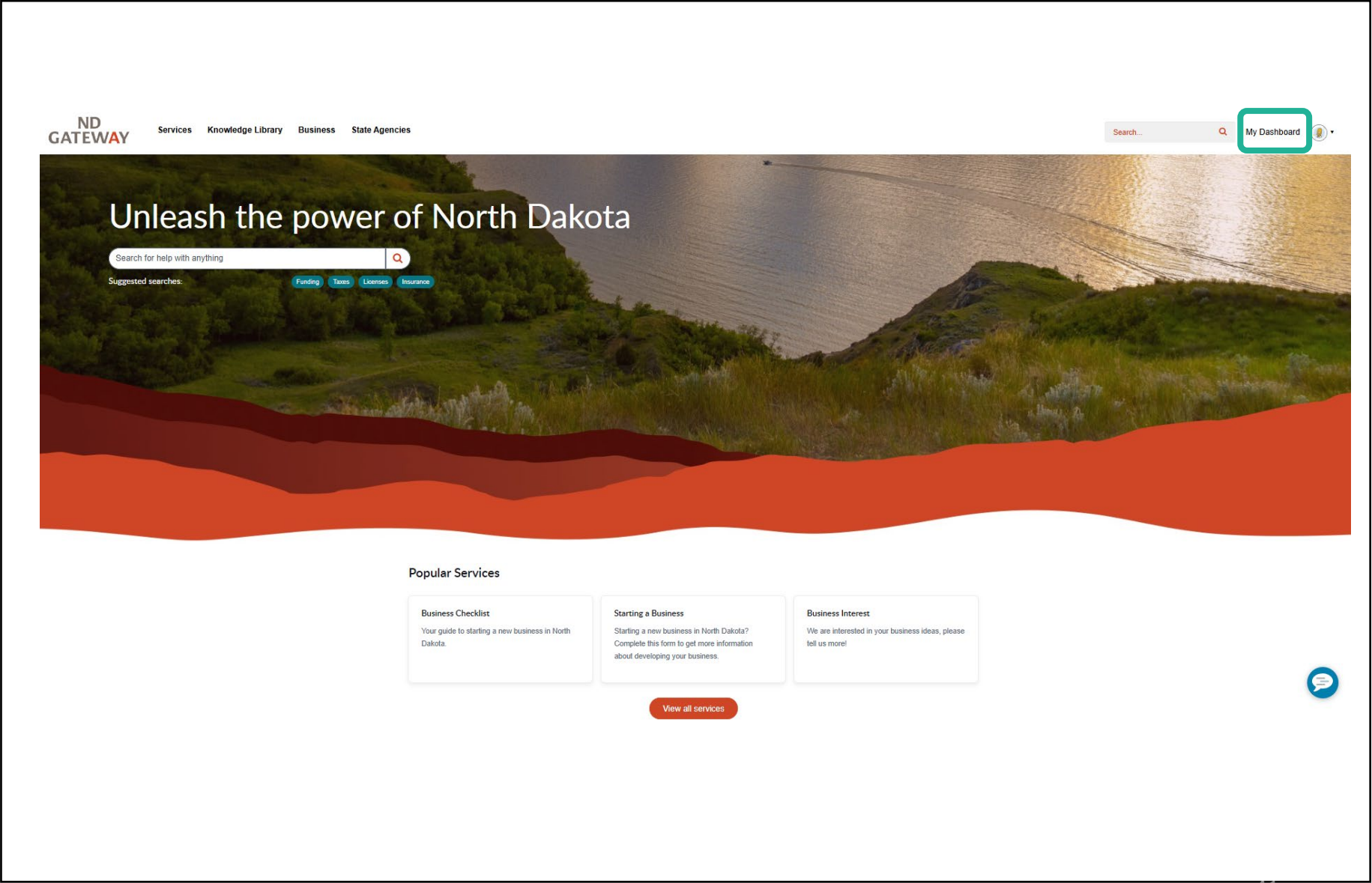
[Disable Login](#)

40

Step 1: Change Business Contact Admin – Go to My Dashboard

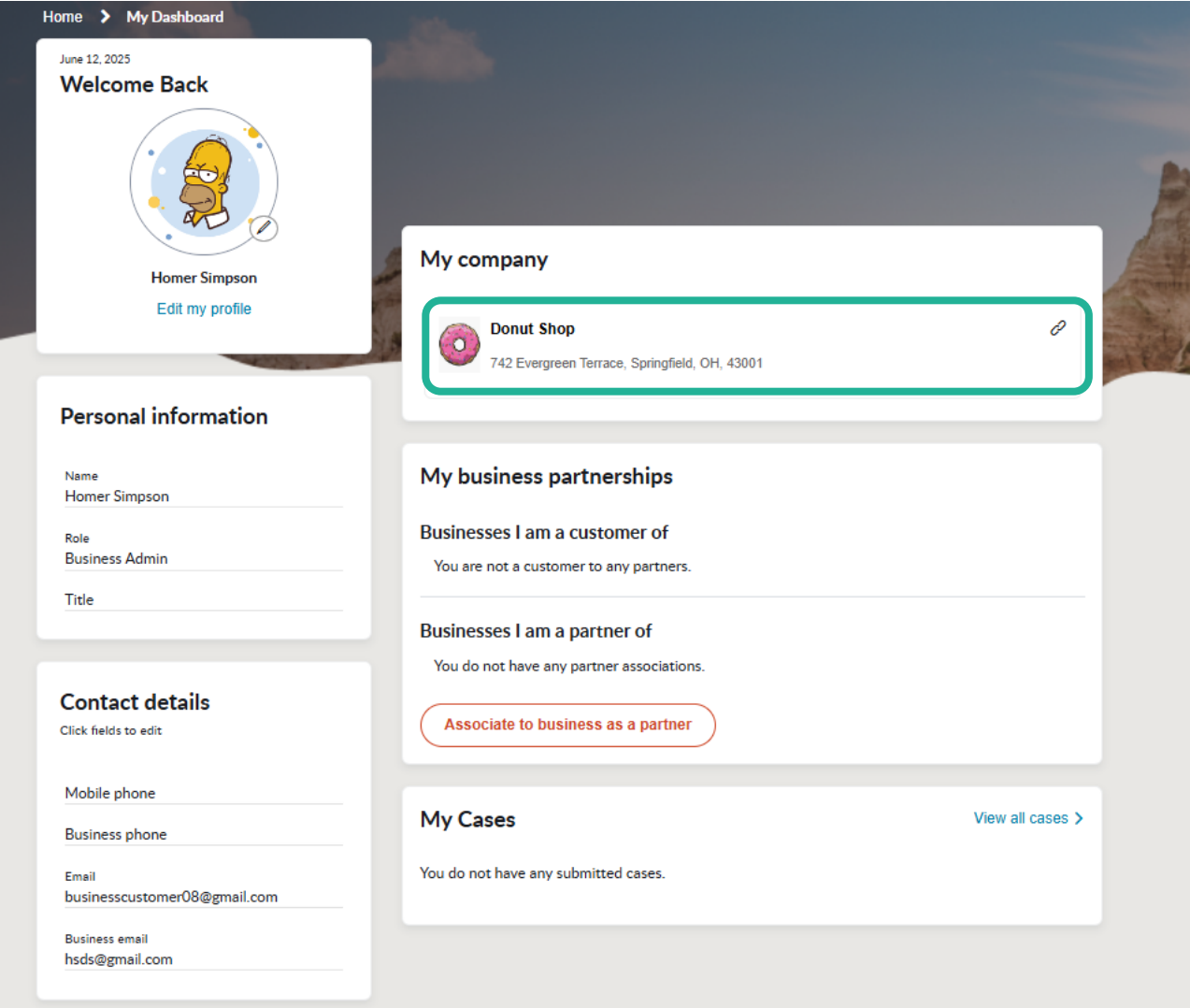
Step 1a: Log in to the ND Gateway Portal.

Step 1b: Click **My Dashboard** on the top right of the screen.



Step 2: Change Business Contact Admin - Go to Business Profile


Step 2: Select your company to be directed to the Business Profile.



Step 3: Change Business Contact Admin – Select Contact

Step 3: Scroll to the **Business Contacts** portion of the Business Profile.

Select the **Business Contact** you wish to elevate to Business Contact Admin.



Donut Shop
742 Evergreen Terrace, Springfield, OH, 43001

Business Details

Business Information

Name	Doing business as (DBA) name	Legal entity name	Date of incorporation
Donut Shop	HSDS	Homer Simpson Donut Shop	2025-06-01
Business structure	Industry	Industry NAICS	Business identification number
Corporation	72 - Accommodation and Food Services	722320 - Caterers	
Tax ID number	Registration code		
*****6789	fOpDPv8		

Correspondence Information

Primary contact	Street address	City	State
Homer Simpson	742 Evergreen Terrace	Springfield	OH
Zip / Postal code	Country	Business Phone	Business phone extension
43001	USA	2242423890	
Email			
hsds@gmail.com			

Additional Information

Minority ownership status	Rural based status	Women ownership status	Veteran ownership status
No	No	No	No
Tribal affiliation status			
No			

Business Records

Contacts (2)

Cases (0)

Items received (0)

Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com	

<

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Rows 1 - 2 of 2

Step 4: Change Business Contact Admin - Click Update

Step 4: Once on the Business Contacts Profile Page, click **Update**, under the Related Actions section.

Home > Contacts > Penelope Pitstop

Penelope Pitstop

Details

Title	Name	Business	Email
Team Administrator	Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com
Business phone	Language	Mobile phone	
	-		

Government service cases

🔍 All > Business contact = Penelope Pitstop

No records in Government Service Case using that filter

Related Actions

Update

Businesses

Donut Shop

Step 5: Change Business Contact Admin - Click Edit Roles

Step 5: Click **Edit Roles** underneath the Actions portion of the Contact Profile.

Home > Contact

Penelope Pitstop

Contact

*First name

Penelope

*Last name

Pitstop

Name

Penelope Pitstop

Title

Team Administrator

Language

-- None --

Time zone

System (US/Central)

User ID

business_contact

*Business

Donut Shop

*Email

businesscontact2608@gmail.com

Business phone

Mobile phone

Notification

Enable

Save

Actions

Edit Roles

Disable Login

Step 6: Move the “sn_customerservice.customer_Admin” role from the Available column to the Selected column.

Click **Update**.

The Business Contact has now been elevated to a Business Contact Admin.

Note: *An account can have multiple Business Contact Admins.*

Edit Role

Available

sn_customerservice.partner

sn_customerservice.partner_admin

Selected

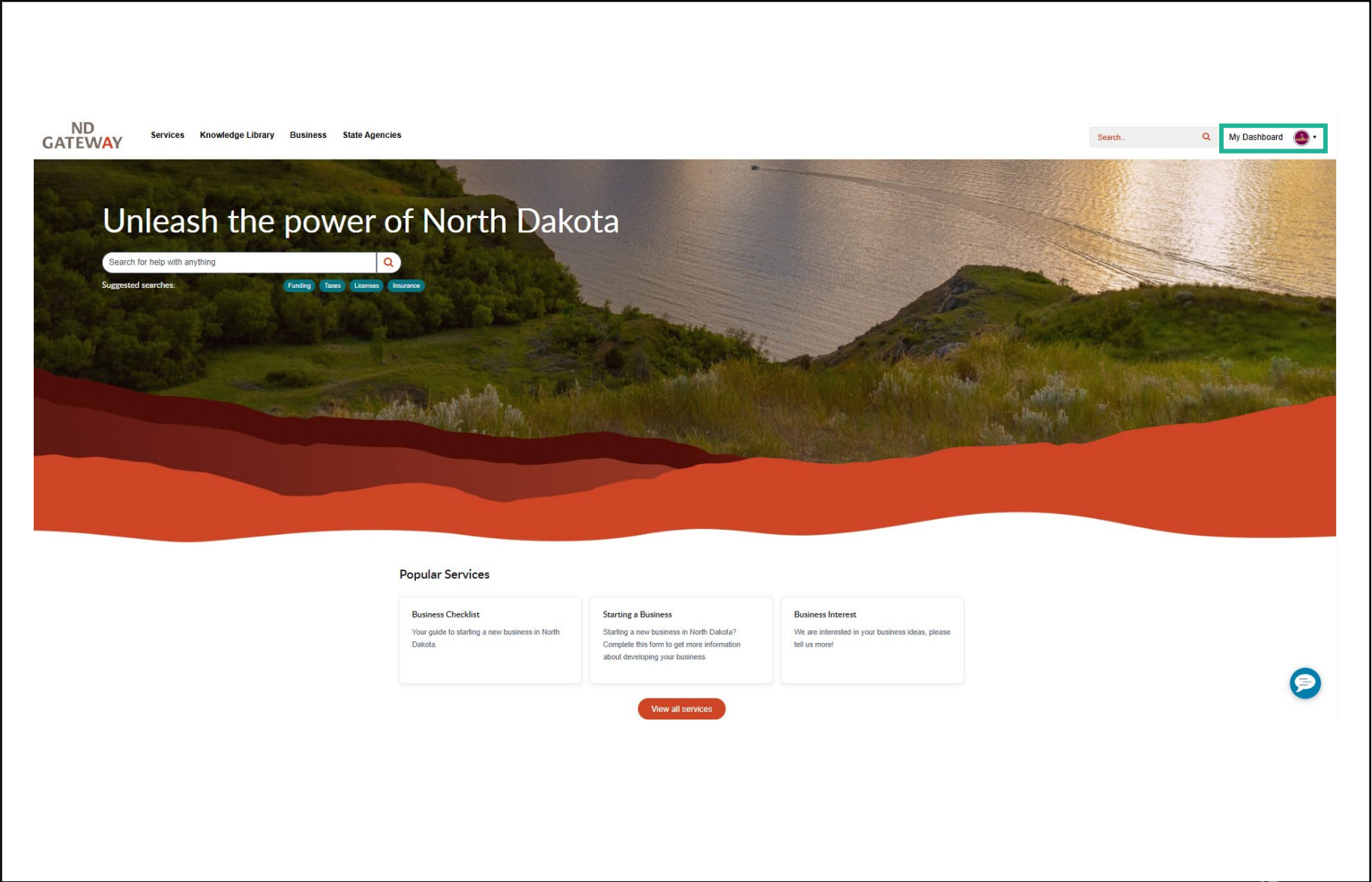
sn_customerservice.customer

sn_customerservice.customer_admin

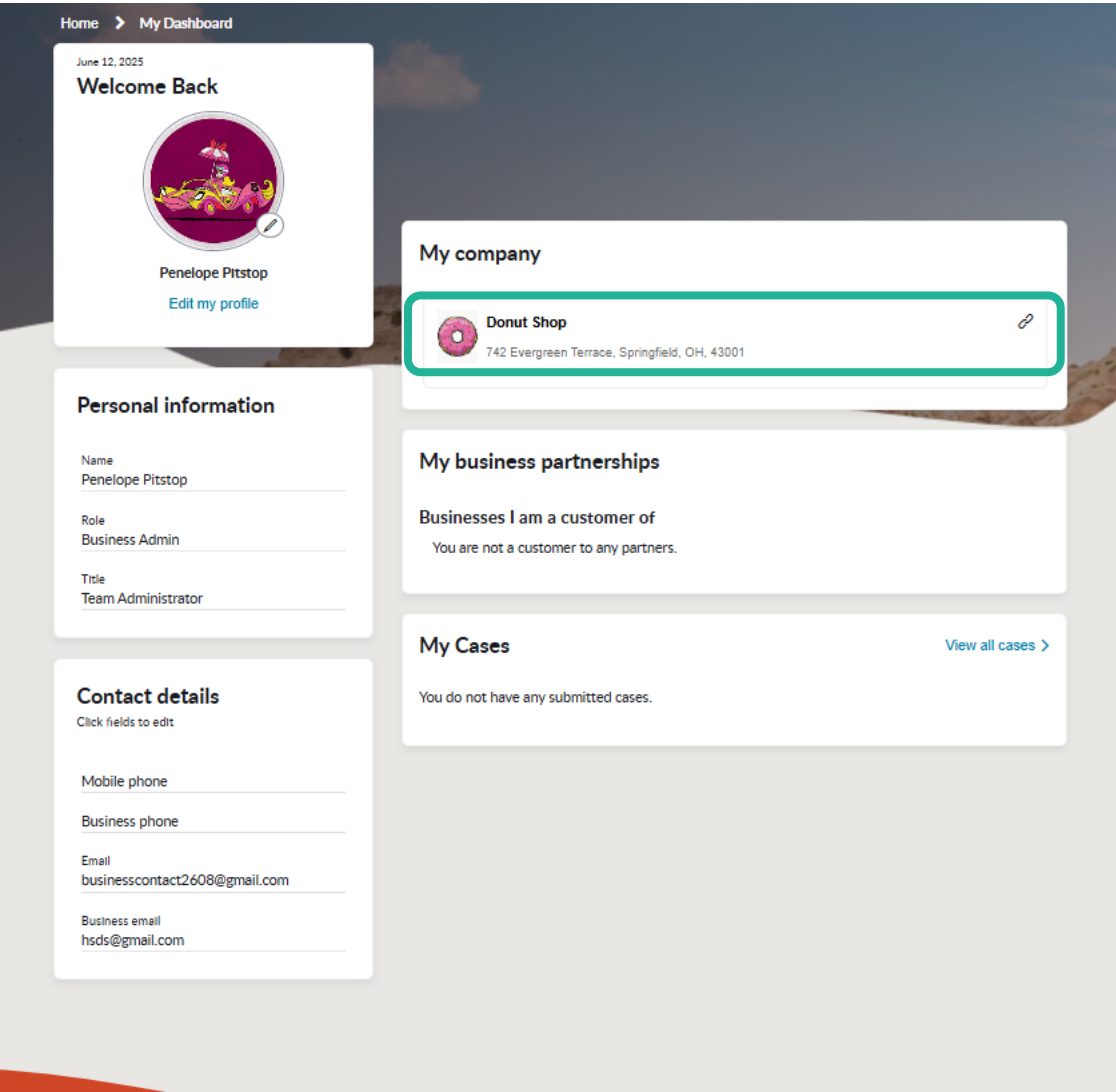
Update

Step 1: Remove Business Contact Admin – Go to My Dashboard

Step 1: New Business Contact Admin - Log in and navigate to My Dashboard.




Step 8: Select your company to be directed to the Business Profile.



Step 3: Remove Business Contact Admin - Select Contact

Step 9 : Scroll to the Business Contacts portion of the Business Profile.

Select the Business Contact Admin you wish to demote.



Donut Shop

742 Evergreen Terrace, Springfield, OH, 43001

Business Details

Business information

Name	Doing business as (DBA) name	Legal entity name	Date of incorporation
Donut Shop	HSDS	Homer Simpson Donut Shop	2025-06-01
Business structure	Industry	Industry NAICS	Business identification number
Corporation	72 - Accommodation and Food Services	722320 - Caterers	
Tax ID number	Registration code		
*****6789	fOpuDPv8		

Correspondence information

Primary contact	Street address	City	State
Homer Simpson	742 Evergreen Terrace	Springfield	OH
Zip / Postal code	Country	Business Phone	Business phone extension
43001	USA	2242423890	
Email			
hsds@gmail.com			

Additional information

Minority ownership status	Rural based status	Women ownership status	Veteran ownership status
No	No	No	No
Tribal affiliation status			
No			

Business Records

Contacts (2)

Cases (0)

Items received (0)

Child businesses (0)

Contacts

Name	Business	Email	Business phone
Homer Simpson	Donut Shop	businesscustomer08@gmail.com	
Penelope Pitstop	Donut Shop	businesscontact2608@gmail.com	

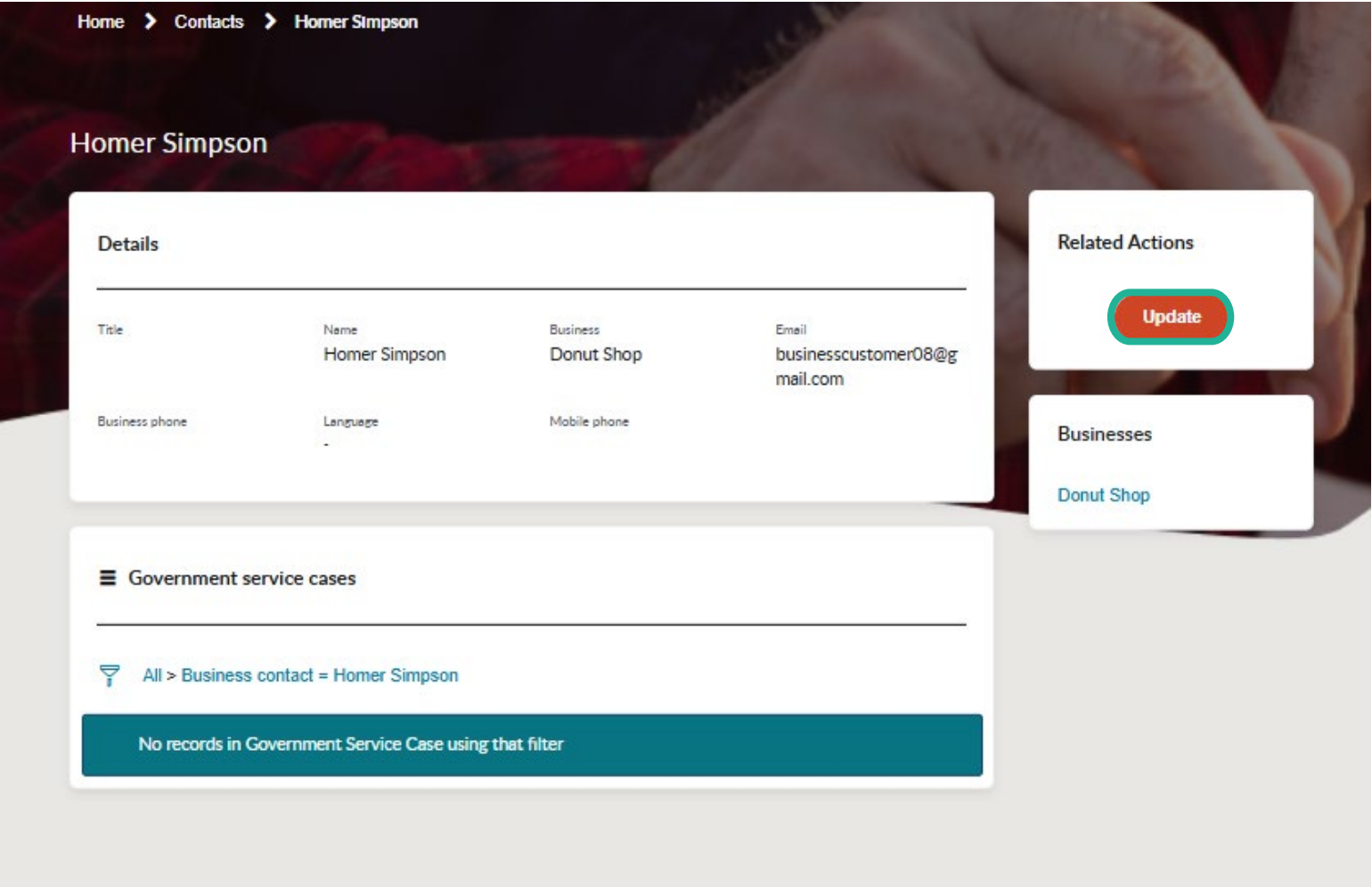
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Rows 1 - 2 of 2

Step 4: Remove Business Contact Admin - Click Update

Step 10: Once on the Business Contacts Profile Page, click **Update**, under the Related Actions section.



NORTH
Dakota Be Legendary.

Homer Simpson

Contact

* First name

* Last name

Name

Title

Language

-- None --

▼

Time zone

System (US/Central)

▼

User ID


* Business

Donut Shop

▼

* Email

businesscustomer08@gmail.com



Business phone

Mobile phone

Notification

Enable

▼

Save

Actions

[Edit Roles](#)

[Disable Login](#)

Step 12 : Remove all the roles from the selected column, except for “sn_customerservice.customer” role and click Update.

Edit Role

Available

sn_customerservice.partner

sn_customerservice.customer_admin

sn_customerservice.partner_admin

Selected

sn_customerservice.customer

Update

Step 7: Remove Business Contact Admin - Click Disable Login

Step 13: Click **Disable Login**. This will remove the Business Contact from your business and prevent them from being able to log in to the ND Gateway Portal.

Note: You can reactivate the login for the Contact by navigating back to this page and selecting *Enable Login*, which replaces *Disable Login* when selected.

Homer Simpson

Contact

* First name

Homer

* Last name

Simpson

Name

Homer Simpson

Title

Language

-- None --

Time zone

System (US/Central)

User ID

business_customer

* Business

Donut Shop

* Email

businesscustomer08@gmail.com

Business phone

Mobile phone

Notification

Enable

Save

Actions

[Edit Roles](#)

[Disable Login](#)