Registering Your Business in ND Gateway

Creating a Business Account

This is your business account only. If you also need to submit a background check, you will need to sign up as a constituent. When creating your constituent account, you will need to use a different email address than the one you used to create your business account.

1. Go to https://ndgateway.nd.gov/gsp
2. Click on Sign Up
3. Click on As New Business
4. Click on Create Account – complete all sections indicated with a * (Note: IF you enter a cell phone number, you will receive an activation code via email AND via text.)
    a. Create a user ID – Write it Down
    b. Create a password – Write it Down
    c. Enter your email address (Child Care Only: IF you have already created an ND Login for Child Care Licensing System, CACFP, or if you submit child care assistance program payments, please use the same email you used to register for those systems.)
5. Select two security questions and answers.
6. Click on Submit. NOTE: You will automatically be logged out and you will receive an email with your business registration number – Recommend you write the number down or print a copy of the email.

Entering Your Business Information (Please follow each individual step)

Complete all sections indicated with a *. All information in this section should relate to your business, not your personal information. If you operate your program out of your home, using the same information would be appropriate.

1. Log in to your business account using the user ID and password you used when creating your account.
2. In the I Want to Register box, select As a New Business.
3. Review the business registration form, then click Get Started.
4. Enter your business information.
    a. Business structure – select appropriate option. If nothing in the list of options is applicable, select Other. You will then have to enter your business type (example In-Home Daycare)
    b. Industry - select option 62 (Health Care and Social Assistance)
    c. Industry NAICS - enter 624410 and select 624410 Child Care Services.
5. Enter the physical address. This will be the address for the location of your child care program.
6. Click validate physical address.
7. Answer the Yes / No question. If you enter No, you will be required to enter a mailing address and click validate mailing address.
8. Review the Business Ownership Attestation Statement, click the box before "I acknowledge" and click Register.

You will be automatically logged out and will receive a Welcome to ND Gateway email. This email will have your business account name and registration code. Please print or save the email ~ you will need your registration code if you need to add any contacts.

You can now log back in to review and add to your business information. After logging in, click on My Dashboard in the upper right corner of the webpage. You can now add a profile picture, enter personal information and additional contact details. **If you click on Edit my Profile, it will edit your personal ND Gateway Login information NOT your business information.**

Viewing your business information

- Login to your account and click on dashboard in the upper right corner.
- Click on the paperclip in the My Company section. The paperclip is to the right of your business name. Here you will see all the information you entered when you created your account. This is also where you can find your Registration Code.
- To edit your business information, click on the pencil to the right of your business information in the first box.
    - This is where you will find information on any contacts you have added.
- To return to the previous page, click on the pencil again.
- To exit your business profile, click on My Dashboard
- To log out, click on your initials in the upper right corner and select Log Out.

If you want a staff member, for example a director or main point of contact, to have access to background check information, they will have to register as a business contact. Please provide them with the following instructions.

Creating additional business Contacts

These instructions should be given to anyone you would like to have as a business contact. Business contacts will not be able to make any changes/edits to your business information; they will only have access to view background check information.

1. Go to https://ndgateway.nd.gov/gsp
2. Click on Sign Up
3. Click on Create an Account
4. Create a user ID and Password
5. Select two security questions and answers.
6. Submit. You will automatically be logged out. Return to the home page and log in with the user ID and password you created.
7. Click on As a Business Contact
8. Click on Get Started. On the next page, enter the business registration code you received from your employer.
9. Click the Privacy Policy box, then click Submit. You will automatically be logged out and an email will be sent to your employer for approval of your business contact registration.
10. After you have submitted your registration, and your employer has approved your registration, you will receive a Welcome email. You can now log in (as a business) and add a profile photo, update your personal information, and add additional contact information. **If you click on Edit my Profile, it will edit your personal ND Gateway Login information NOT your business information.**

After they have completed their registration, you will receive an email notifying you that you have a new business contact account that needs approval.

- Log into your account and click on *Notifications* at the top of the webpage.
- Click on contact request.
- Approve or reject the request.

Managing Business Contacts

1. Login into your account and go to your dashboard.
2. Click on the paperclip to the right of your business name in the My Company box.
3. Scroll down to Contacts and select the name of the contact you want to edit.
4. Click Update
5. Scroll to the bottom of the page and click on Edit Roles.
    a. NOTE: this is also where you can disable a login when a contact person is no longer employed or if you want to remove them as a contact.

6. Selected shows the roles (access) they have. If you want to remove a role, drag it to the Available box. Click update and return to your dashboard.

Definition of Roles for Business Contacts

Child care providers and external business provider contacts, who are linked to a registered business on the portal, have roles that are used by the system to determine access. The following roles are available but will not apply to every individual:

- **x_g_son4_hhs_backg.hhs_background_checks**: This role grants read only access to the Case Info and Result Case records. **This role should be assigned to all individuals registered as a business contact.**

- **sn_customerservice.customer**: This is also known as the business contact role and is automatically assigned to a business contact when they register, this role alone will not grant access to background check information.

- **sn_customerservice.customer_admin**: This is also known as the business contact admin role and is automatically assigned to the person who registers a business, this role alone will not grant access to background check information.

- **sn_customerservice.partner**: (**Do not use**) This role is specific to the overall ND Gateway architecture and does not grant access to background check info.**.**

- **sn_customerservice.partner_admin**: (**Do not use**) This role is specific to the overall ND Gateway architecture and does not grant access to background check info.