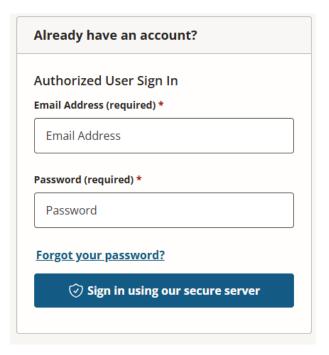


HOW TO UPLOAD DOCUMENTS TO THE NURSE PORTAL

- 1. Go to the Nevada Nurse Portal (www.nevadanursingboard.org/nvbn/)
- 2. Sign in to your Nevada Nurse Portal account.



3. Once logged in, click on Inbox located in your Message Center tab (on the left side or top of the screen).



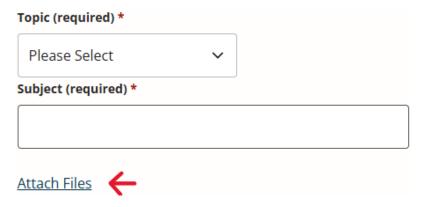
4. Select Compose New Message.

Compose New Message	
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5. Select a topic



6. Select Attach Files.



7. Select Add File.



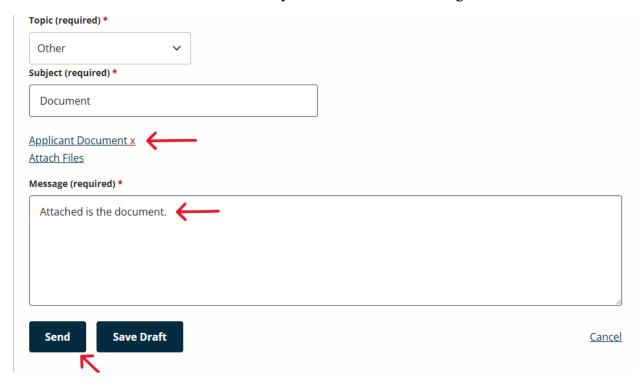
8. Locate the document you are uploading, click on the file and click open. This document must already be saved on your computer or phone.



9. Once the virus scan is complete, click Save



10. Your document is now attached. Next you must add a brief message and then click Send.



PLEASE NOTE: Documents may be submitted at any time. Please allow 7-10 business days for processing.

If you are using a mobile device and do not see the above options, please log out and access your portal through a different device.