

# Hub Share Renewal Instructions

These instructions are for the upload portion of the renewal. If you do not have a login for Hubshare and have not completed the validation step, please start by going to [www.ndpelsboard.org](http://www.ndpelsboard.org) and selecting "Online Commercial Renewal" under the "Renewals" tab. Once you are validated and have set up your password for Hubshare please follow these instructions carefully. Failure to follow these instructions, upload your commercial renewal form, or make payments will result in an incomplete renewal. **ALL INCOMPLETE RENEWAL PACKETS WILL RESULT IN A DELAY IN PROCESSING YOUR RENEWAL.**

## Step one: Create your Renewal Packet

1. Go to the box titled "**1. New Application or Renewal**" it will ask "What do you want to create?" select "Commercial Renewal" from the drop down.
2. Select your companies license number from the drop-down menu under "**Commercial License Detail**"
3. After you have selected "Yes" to attesting your application is true and accurate simply click the blue "Create" button in the lower right corner of the box.
4. **Once you see the green success box in the upper left-hand corner your packet has been sent to the Board. PLEASE NOTE: THIS ONLY NEEDS TO BE COMPLETED ONCE PER RENEWAL.**
5. You may now move to Box "**2. Upload Your Documents**"

## Step two: Uploading your Documents

**All commercial renewals will require our commercial renewal form to be uploaded.** This system does not generate a renewal form you will need to get it from our website. Renewal Packets submitted without a completed form, or on anything but our form will **NOT** be processed.

To upload a document:

1. In the box titled "**2. Upload Your Documents**" select "Commercial Renewal Form" from the drop-down menu.
2. Under "Commercial Application Packet" select your **RENEWAL** packet do not select any other packets.
3. Select your companies license number from the "Commercial License Detail" drop-down menu.
4. Click on the blue "browse" button to find your saved document. (Please note you may need to click on the carrot next to the "Files(max.1)" to see the blue "Browse" button.

5. Select the file you are wishing to upload and click “open” on your file browser.
6. Once the document appears in the box simply click the blue “Create” button.
7. Once you see the green success box in the upper left-hand corner of the screen, your document has been uploaded.
8. You may now move to box “3. Make your Payment”

### Step Three: Payment

1. Click on the Renewal Payment link.
2. **PAY ATTENTION to the left-hand side of the screen, you will need to deselect options accordingly.**
  - a. If you are not paying for any of your employee’s renewals, please adjust quantity under Personal, Dual Registrant Renewal, and Retired status to 0, if you do not do this step, you will be charged 550 Dollars.

Due to volume please allow at least 1-3 business days for staff to process your renewal. To see status of your renewal please scroll down to the box “Application Dashboard”. Here you can see the status of your renewal.

Missing Required Document(s) will show what part of the renewal you are missing. If this field is empty, you have successfully completed your renewal. If you see missing Receipt (Auto) and have not made payment, please remit the correct payment now in Box 3.

State will show what part of the workflow process your renewal is in, please do not be alarmed if you see awaiting documents for this field. If the Missing Required Document(s) section is empty, this means we will be processing your renewal shortly.