

Accessing the Permits Portal

There are two convenient ways to access the NSLC Permits Portal:

1. Via Email Link

You can access the Permits Portal via the direct link below:

Access the NSLC Permits Portal

We recommend bookmarking this link for quick and easy access to your account in the future.

2. Through the NSLC Website

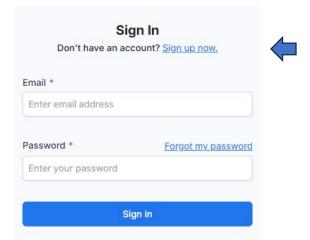
You can also access the portal by visiting MyNSLC | NSLC | Nova Scotia Liquor Corporation:

- Scroll to the bottom of the homepage
- Under **Doing Business with Us**, click **Permit Information**
- On the Permit Information page, find the sentence:
 "Once you are ready, you can start your permit application online."
- That sentence is hyperlinked to go directly to the Permits Portal

Creating Your Profile

To get started:

1. Click 'Sign Up Now' on the Permits Portal welcome page



- 2. The following information is required to create your account. Please enter it in the designated fields:
 - Your first and last name
 - Your email address
 - A password of your choice
- 3. Click 'Sign Up Now' at the bottom of the page to complete your profile

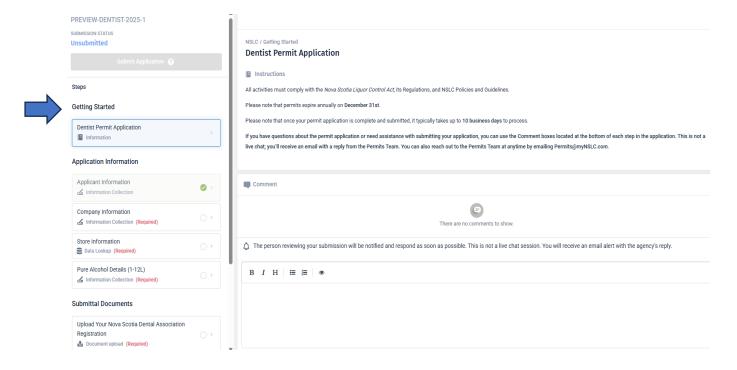


Once signed in, you'll be taken to your **main dashboard** — the central hub for all your permit activities. Here, you'll see a list of all permit types issued by NSLC.

Starting Your Application

- 1. Select the permit type that best fits your business
- Each permit will prompt a short series of questions to help us better understand your business. The questions are required to continue through the application. Please complete the questions.
- 3. Click 'Submit Answers' to proceed
- 4. Then, click 'Get Started' to begin your permit application

Note: On the left-hand side of the screen, you'll find the **navigation menu**, which outlines each section of the application. The application is divided into organized blocks. As you complete each block, a **green** checkmark will appear to indicate it's complete. You can then move on to the next section.





Uploading Documents

You'll be prompted to upload any required supporting documents. For example, if you are applying for a Nursing Home Permit, you will need to upload a valid Facilities License issued by the Nova Scotia Department of Seniors and Long-Term Care.

You can:

- **Drag and drop** your file into the designated upload area
- Or click the 'Click here to select files' link to browse and attach files manually

Declaration Section

Once all required information and documents are submitted, you'll be taken to the **Declaration** section:

- Carefully read through the declaration
- When ready, click 'Click to accept' at the top of the page to move forward

Fees and Payment

Next, you'll be taken to the **Fees** section:

- 1. Click 'Pay Fees' when ready
- 2. You'll be redirected to a secure **Stripe** payment page to enter your credit card information

After your payment is processed:

- You will receive an automated receipt email from Stripe
- You can view your transaction history by clicking the 'Payments' tab at the top of the portal

Submitting Your Application

After payment is complete:

A pop-up message will confirm all required steps are done

Click **'Submit Application'** to officially send your application to the NSLC Permits Team for processing