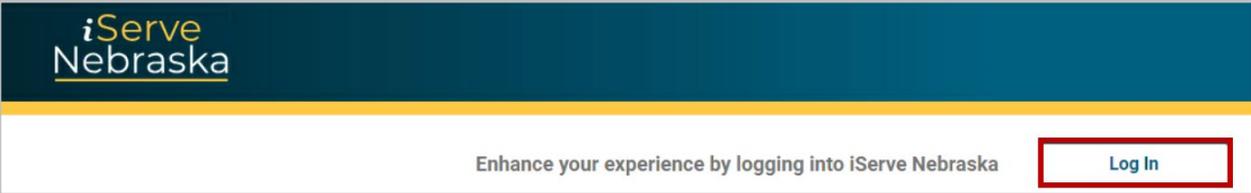


## HOW TO CREATE A NEW ISERVE NEBRASKA PORTAL ACCOUNT

**Description:** Creating an account provides flexibility in completing a benefit application. Once the integrated app is launched, users will be able to start the application, save it, and return to it later if they create an account.

This quick guide provides step-by-step guidance on how to create a new iServe Nebraska Portal account.

CREATE AN ACCOUNT	
Step #	Procedure
1.	<p>Access the <b>iServe Nebraska Portal</b> landing page directly from the DHHS homepage at <a href="https://www.dhhs.ne.gov/">https://www.dhhs.ne.gov/</a>.</p> 
2.	<p>Click the <b>Log in</b> button.</p> 

3. Click the **Create your account** link.

**Sign in to your benefits account**

If you already have an ACCESSNebraska account, you can use your existing account info to log in. Don't have an account? An account will let you save a draft of your application, view your current benefits, manage renewal and registration, and update your household info. If you have trouble logging in, visit the [Frequently Asked Questions](#) page.

**Username / Nombre de usuario**

**Password / Contraseña**

[Show password](#)

**Login**

[Forgot password?](#)

Don't have an account? [Create your account](#)

4. Enter a username or email address for your account, click the **Captcha checkbox**, and then click the **Continue** button.

**User Details**

Please provide your desired username. You can use your email address, or if you do not have one, a unique username. If you're not using an email, you won't be able to use the "@" symbol in your username.

**Username / Nombre de usuario**

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Continue** **Cancel**

<p>5.</p>	<p>Enter a password for your account, then retype the password to confirm your entry.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p>Create a Nebraska benefits accounts.</p> <p><small>If you already have an ACCESSNebraska account, you can use your existing account info to log in. Don't have an account? An account will let you save a draft of your application, view your current benefits, manage renewal and registration, and update your household info. If you have trouble logging in, visit the <a href="#">Frequently Asked Questions page</a>.</small></p> <p><small>Part 1</small></p> <h3>Credentials</h3> <p>Username / Nombre de usuario</p> <input type="text" value="trainer2"/> <p>New Password / Nueva contraseña</p> <input type="password"/> <p><a href="#">Show password</a></p> <p>Confirm New Password / Confirmar nueva contraseña</p> <input type="password"/> <p><a href="#">Show password</a></p> </div>
<p><b>Note:</b></p>	<p>Password Criteria:</p> <p><b>Your new password must conform to specific restrictions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Your password cannot contain the phrase 'huskers' or 'password'.</b></li> <li>2. <b>Your password must be between 12 and 64 characters.</b></li> <li>3. <b>Your password must contain the following:</b> <ol style="list-style-type: none"> <li>a. <b>an uppercase letter</b></li> <li>b. <b>a number</b></li> <li>c. <b>a special character</b></li> </ol> </li> </ol>
<p>6.</p>	<p>Enter your first and last name. Although an email and phone number are not required, please consider including both as it can be used to reset your password if needed.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p><small>Part 2</small></p> <h3>Contact information</h3> <p><small>Please consider adding an email address or phone number below, it can be used in case you ever need to reset your password, instead of answering your security questions.</small></p> <div style="border: 2px solid red; padding: 5px;"> <p>First Name / Primer Nombre</p> <input type="text"/> <p>Last Name / Apellido</p> <input type="text"/> <p>Email Address / Dirección de correo electrónico</p> <input type="text"/> <p>Phone Number / Número de teléfono</p> <input type="text"/> </div> </div>

7. Select and answer three security questions. Then, click the **Create** button. The questions will be used to assist you with resetting a forgotten password.

## Security questions

Choose three security questions. If you forget your password or username, we'll use these questions to verify your identity. We recommend your answers be one word for simplicity.

**Security Question #1 / Pregunta de Seguridad #1**

What is your mother's maiden name?

Answer to question #1 / Respuesta a la pregunta #1

**Security Question #2 / Pregunta de Seguridad #2**

In what city were you born?

Answer to question #2 / Respuesta a la pregunta #2

**Security Question #3 / Pregunta de Seguridad #3**

What is your favorite pet's name?

Answer to question #3 / Respuesta a la pregunta #3

8. If your account was successfully created, you are returned to the login page. Proceed with logging into your account to submit an application or explore your benefit options.