ADDENDUM TWO

Technical Specifications for the Interface between the Portal (SilverFlume) and the Regional License and Permit Program

Version 1.0

March 21, 2016

Contents

Revisions

1.0	Lori Piccinini	03/01/2016	Created Document
	Lori Piccinini	03/18/2016	Revised tech fields, and patch procedure
	Agencies	03/21/2016	Final version

Synopsis

Summary

This Addendum represents how the Regional License and Permit Platform will interface with the State of Nevada Secretary of State Business Portal (SilverFlume) to obtain business licensure details for applicants applying for business licenses in the City of Sparks, the City of Reno, and Washoe County. The interface should work for a customer applying through Accela's Citizen Access ONE portal (ACA) for a license, or for staff through Accela Automation (AA) either processing a front counter application or for verifying State status.

Requirements:

1. Accela will develop a one-way interface from the Business Portal (SilverFlume) to AA based on a record inquiry from entering the State ID Field. The information retrieved via this interface will be used to validate that a business license applicant has a valid business registered with the State of Nevada within SilverFlume.

2. The interface must be accessible by the following agencies via AA: the City of Sparks, the City of Reno, and Washoe County, and through ACA by a customer.

3. The interface will be developed by leveraging the SilverFlume's web service.

4. Validation of an acceptable registration via SilverFlume must be performed in <u>real-time</u> during the business license online application process through ACA or through AA..

5. Available business information that is retrieved from SilverFlume will be populated in AA. If the information is not available or not found, a return result of "not available" will be flagged.

Assumptions

- State business registration compliance information exists in SilveRFlume and is available via SilverFlume's web service API.

- There is no requirement to build an interface between AA and the Nevada Taxation Department, as taxation information will be included in SilverFlume or return as not available within SilverFlume.

- There is no requirement to build an interface between AA and the Nevada Industrial Insurance Compliance Agency, as insurance compliance will be included in SilverFlume or return as not available within SilverFlume.

- B&I worker's compensation eAffirmation of Compliance (D-25) information exists in SilverFlume and is available via SilverFlume's web service API.

- NV Department of Taxation eClearance Receipt Compliance information exists in SilverFlume and is available via SilverFlume's web service API.

- The purpose of this interface is to retrieve state business registration information from SilverFlume and populate fields in AA or ACA. This interface itself will not contain business logic to determine if the permit applicant is eligible to proceed with the application process.

- Fields already exist or will be created in AA and ACA to store the licensure details retrieved from SilverFlume.

- Nevada business ID will be used to retrieve the applicant's state registration details. This must be a required field in the online application and must be provided prior to the point where the interface is called.

- The primary fields exchanged by the State and this interface (listed below) will continued to be used by the state and not removed which could result in this interface ceasing to function properly. If changes are made to any fields listed below, The Regional License and Permits Administration team will get notified at least 60 days in advance and be able to test this functionality, and to potentially update or contract services to modify the interface if changes are needed to maintain functionality. This is according to the "State of Nevada Silverflume Policy 11 – Releases – Responsibilites 3 and 4 which state:

  - The State IT Manager III or designee will ensure that all releases are communicated following the Communication Plan, or a custom communication plan if required, and in compliance with the Inter-Local Agreement with partner agencies.

  - The State IT Manager III or designee will ensure that all target release notes are posted according to the Communication Plan at least 60 days in advance and actual release notes are posted according to the Communication Plan immediately following a production release.

Technical Details of the Interface

Web Services API

SilverFlume's Web Services API will be used to retrieve pertinent state business registration details. The web service will be accessed from AA or ACA at the beginning of the application process.   Accela has hired a third party contractor, sCube Enterprises to develop the interface.   There are three methods that Accela allows for accessing the ACP (Accela Civic Platform)

1. Direct Database Access
2. Bix Server/GovXML
3. Construct API

sCube has utilized the method 2 above, the Biz Server/GovXML approach as this has the most robust functionality compared to the API method which is still more limited.

Washoe County has setup a server [wcNvWebSvc (148.186.5.92)] that will host the WAR file to connect to the AA Biz Server (SUPP) in Accela's hosted environment, through Washoe County's VPN tunnel. This interface will initially be setup to test in Accela's SUPP (Development) 192.168.196.57:3080

environment and then be transferred to work in the Accela Production hosted environment (PRD) 192.168.196.62:3080.

The Cities of Sparks and Reno have network access through the County which will allow them to also utilize this same interface in the hosted environment.

Technical Details

SilverFlume will be accessed via the following web service endpoints:
- Test = https://nvsilverflumetest.nv.gov/services/public/commonbusinessregistration/v1.0
- Production = https://www.nvsilverflume.gov/services/public/commonbusinessregistration/v1.0

State business registration details will be retrieved using the SilverFlume WSDL details. The following WSDL is available for use:
- Test = https://nvsilverflumetest.nv.gov/services/public/commonbusinessregistration/v1.0?WSDL
- Production = https://www.nvsilverflume.gov/services/public/commonbusinessregistration/v1.0?wsdl

Business Registration Details

The below Nevada business registration information is available via SilverFlume's web service. The understanding is that this information is required to be loaded into AA or ACA at the beginning of the application process. Once loaded into AA or ACA, the information will be interrogated to determine if the applicant has a valid Nevada business registration.

Field List

Available Information

- NV Business Registration ID
- Business Name
- Entity Type
- Entity Status
- State Business License Expiration date
- Last Updated By (email)
- Company Officers
- State Business License Compliance Information
- B&I Workers' Compensation eAffirmation of Compliance (D-25) Compliance Information
- NV Dept of Taxation eClearance Receipt Compliance Information
- Federal Employer Identification Number
- Primary NAICS Code
- Business Description
- Owner Information
- Fictitious Firm Name/DBA
- Date Opened in NV
- Total # of Employees
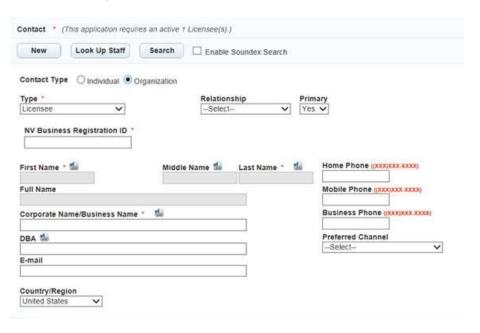- Total Part-Time Employees

- Total Full-Time Employees
- Physical Address
- Phone
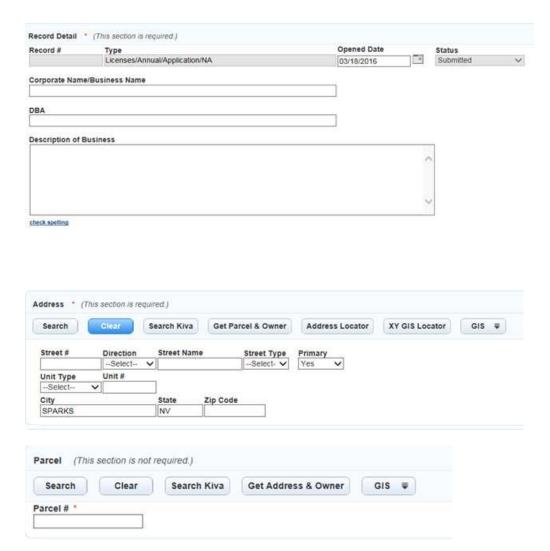- NV Contractors License Number

Sample Interface Retrieval of Data

This section will provide visualization of the fields that will be updated via the Silverflume interface into the AA Portlet, AA Fields, ACA or ACA fields that will be updated.

The following screen shots represent how the company officer information will be populated in AA. This includes address details. A line item will be created for each company officer. Company Officer information only needs to be included for entites that are not Sole Proprietor or General Partnerships; for these entities, owner information will be used. NV Contractor License Number will be placed here in the Professional License field also.

Owner Information only needs to be included for entites that are Sole Proprietor or General Partnerships. For other entities, corporate officer information will be used. NV Contractor License Number will be placed here in the Professional License field also.

Record Detail * *(This section is required.)*

Record #	Type	Opened Date	Status
	Licenses/Annual/Application/NA	03/18/2016 📅	Submitted ▽

Corporate Name/Business Name

DBA

Description of Business

check spelling

Address * *(This section is required.)*

[Search] [Clear] [Search Kiva] [Get Parcel & Owner] [Address Locator] [XY GIS Locator] [GIS ▽]

Street #	Direction	Street Name	Street Type	Primary
	--Select-- ▽		--Select- ▽	Yes ▽

Unit Type	Unit #
--Select-- ▽	

City	State	Zip Code
SPARKS	NV	

Parcel *(This section is not required.)*

[Search] [Clear] [Search Kiva] [Get Address & Owner] [GIS ▽]

Parcel # *

Custom Fields

SILVERFLUME

Entity Status

[_____] (Text)

State Business Registration Compliance Information

[_____]

check spelling

NV Department of Taxation eClearance Receipt Compliance Information

[_____]

check spelling

Total # of Employees

[_____] (Number)

State Business Registration Expiration Date

[_____] [📅]

B&I Worker's Compensation eAffirmation of Compliance (D-25) Compliance Info

[_____]

check spelling

Primary NAICS Code

[_____] (Text)

BUSINESS LICENSE INFORMATION

Business Entity Type *

[--Select-- ▼]

Business Activity *

[--Select-- ▼]

Number of Personnel *

[_____] (Number)

Start Date *

[_____] [📅]

Federal Tax ID

[_____]
(Text)

Number of Vehicles

[_____]
(Number)

Cubic Feet

[_____]
(Number)

Individuals with Convictions *

○ Yes ○ No