

Online Renewal Instruction For Contractors

1. Log into <https://ordcbs.mylicense.com/eGov/Login>
2. To the left of the page under Menu, click on Register a Business

Department of Consumer and Business Services

menu
Register a Person
Register a Business

License Management

If this is your first time visiting this license site since the 2021 system update, you will need to create an account.

To register and create an account for individual license, please click **individual**

To register and create an account for a business license, please click **business**.

If you have an account and want to renew your license, please enter the information below and click on the **Login** button.

User ID:

Password:

Login

If you have an account, but have forgotten your password, please click [here](#).

3. Enter your License Number in the space provided and the **pin number** (located on your renewal notice) in the space next to Registration Code. Do not enter anything next to Renewal ID or National Provider ID. Then click on search.

menu
Login Page

Record Search (Business)

We need to check for existing records before completing your registration. Please enter at least two pieces of information in the fields below to search. You can find your registration code and renewal ID on your State-issued renewal notice.

Note: If you want to create an account for an individual license, please click [here](#).

License Number:

Renewal ID:

Registration Code:

National Provider ID:

Search

4. Scroll down to User Credentials and create a **new** User ID and Password. User ID must be a minimum of 6 letters or numbers. Then click on Register.

User Credentials

UserID and Password are case sensitive.

User ID: ex: jsmith

Password:

At least 8 characters
At least one lowercase letter
At least one uppercase letter
At least one number
At least one symbol/special character
No spaces

Confirm Password:

Password Question: ex: Favorite color?

Password Answer: ex: Blue

Password Question 2: ex: First pet?

Password Answer 2: ex: Spot

Register

5. Click on login

The screenshot shows the top of a website with a dark blue header containing the text 'Department of Consumer and Business Services'. On the left is a dark blue sidebar menu with the word 'menu' at the top and 'Login Page' below it. The main content area has a white background with a red heading 'Registration Success'. Below the heading, the text reads: 'You have successfully registered! Please login.....' The words 'successfully' and 'login.....' are highlighted in yellow.

6. Enter your User Id and Password that you just created. Then click on Login.

The screenshot shows the 'License Management' page. The sidebar menu includes 'Register a Person' and 'Register a Business'. The main content area has a red heading 'License Management' and several paragraphs of text. Below the text are two input fields: 'User Id:' and 'Password:', both with yellow highlights. Below these fields is a 'Login' button with a yellow highlight. At the bottom, there is a link 'here'.

7. Click on Renew License to the left under Menu.

The screenshot shows the 'Licenses' page. The sidebar menu has 'Renew License' highlighted in yellow. The main content area has a red heading 'Licenses' and a paragraph of text. Below the text is a table with a header 'Name'.

8. Then click on Continue.

The screenshot shows the 'Renew a License' page. The sidebar menu has 'License Home Page' and 'Logout'. The main content area has a red heading 'Renew a License' and a paragraph of text. Below the text is a table with a header 'Renewable Licenses'. The first row of the table has a blue background and contains the following information: 'C-Electrical Contractor' (highlighted in yellow), 'Profession: BCD-Electrical', and 'License Status: Active'. A 'Continue' button is highlighted in yellow at the end of the row.

9. Click on Continue again.

menu

- * CONTACT INFORMATION
- * LICENSE ADDRESS
- Finish
- License Home Page
- Logout

Renew a License

To renew this license you must complete all requirements and pay all fees.

You may be required to submit additional documentation to fulfill renewal requirements for your license.

If you have any questions, please click [here](#) to view contact information.

[Continue](#)

10. Confirm your contact information and click on Continue at the bottom.

11. LHR, CRE, LMS and CPI license holders will need to upload an [employee list](#).

12. Then click on Go to Checkout at the bottom.

If **all** the above information is correct, please press the **Go to Checkout** button.

Otherwise, please go back and correct any necessary information.

I attest that all information submitted is true and correct to the best of my knowledge. I further acknowledge that submitting untruthful or misleading information is grounds for denial.

[Go to Checkout](#)

13. Click on Pay Fees

Fees

License Number	License Type	Description	Fee Amount
00000	C-Electrical Contractor	Renewal Fee	\$375.00

[Pay Fees](#)

Click **Pay Fees** to prepare and submit payment for your application.

Note: The division does not accept American Express as a form of payment for fees.

As part of the payment process on the next page, you will enter an email address where the receipt for your application fees will be emailed.


All application fees are non-refundable.

14. Enter your customer information and click on next.




15. Then enter your credit card information and click on next

Payment Information


Complete all required fields [*]

Credit Card Number * 


Credit Card Type


  

Expiration Month *

Select a Month 

Expiration Year *

Select a Year 

Security Code * 

Name on Credit Card *

Next 