

BCD Licensing Procedures-How To Renew A BCD License Online: All division-issued licenses are eligible for online renewal within 45 days of the expiration date.

1. Go to the BCD Licensing website at: <https://www.oregon.gov/bcd/licensing/Pages/index.aspx>
2. Click on the **RENEW A LICENSE** box under the renewals section. Click **RENEW YOUR LICENSE** under the Online License Renewals. Register and create an account by clicking the appropriate type of license at the top of the screen.



- a. Individual licensees (JP, J, S, CL1-CL6, LME, BME, etc.)
 - i. Input the Licensee's last name and license number. Click **SEARCH**.

- b. Business licensees (Business/Contractor licenses: PB, BB, C, LMS, CPI, etc.)
 - i. Input the Business License Number and the Registration Code. The Registration Code is the PIN number located on the Business License Renewal Notice. Click **SEARCH**.

3. The system should auto populate the Licensee's name and address information. Input a new user ID, password, and password questions/answers into the appropriate fields. Click **REGISTER** at the bottom of the screen.

4. A Registration Success page will load. Click **LOGIN** and enter the new user ID and password. Click **LOGIN**

5. Click **RENEW LICENSE** in the upper left-hand side of the Licenses screen.

6. Click **CONTINUE** on the Renewable Licenses screen which shows all licenses currently eligible for renewable.

7. Click **CONTINUE** on the following screen discussing renewal requirements

- On the Contact Information screen, input any information that needs to be updated and click **SAVE**. Note: phone numbers must be listed as numbers only. Do not add any punctuation or spaces.

- Click **SAVE** on the License Documents screen.

- Review information and click **GO TO CHECKOUT** at the bottom of the screen

- Click **PAY FEES**

Description	Fee Amount
Renewal Fee	\$150.00

Pay Fees

- Customer Information will prefill. Click **NEXT**. Input debit/credit card information. Fields will turn green when valid information is input. If red, review and correct the information provided. Click **NEXT**

- Click **I'M NOT A ROBOT** and click **SUBMIT** payment. A photo captcha may or may not be required.

- Click **HOME**. Click **LOGOUT** in the upper left-hand corner of the screen

- A receipt will be sent to the email address provided within 24 hours. Receipt emails are autogenerated and frequently flagged as spam/junk.
- The license should reflect as active within 1 business day.
 - EPermitting may take 24 hours to reflect active status when pulling permits. The Licensee can contact them at 503-373-7396 with questions.
- The Licensee's ID card will be printed and mailed the following business day.