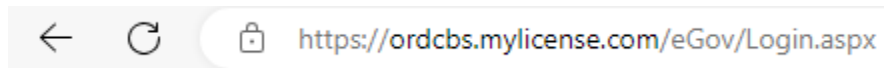


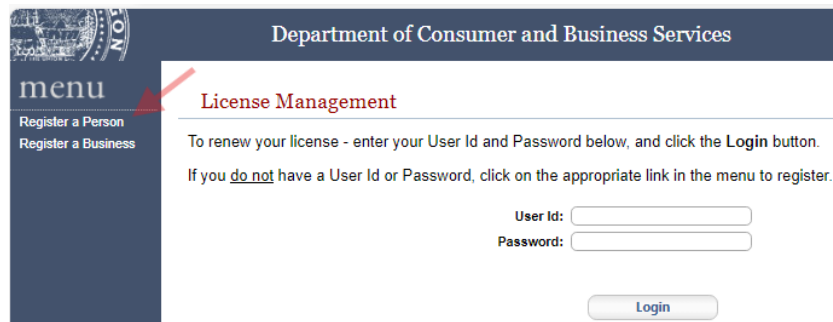
## Licensing procedures – How to renew a BCD license online

All division-issued licenses are eligible for online renewal within 60 days of the expiration date.

- 1 Log into <https://ordcbs.mylicense.com/eGov/Login.aspx>



- 2 Click on **Register a Person** under menu on the left.



Department of Consumer and Business Services

menu  
Register a Person  
Register a Business

**License Management**

To renew your license - enter your User Id and Password below, and click the **Login** button.  
If you do not have a User Id or Password, click on the appropriate link in the menu to register.

User Id:   
Password:

**Login**

- 3 Enter the information into the required fields, then click **Search**.



Department of Consumer and Business Services

menu  
Login Page

**Records Search (Individuals) to Create an Account**

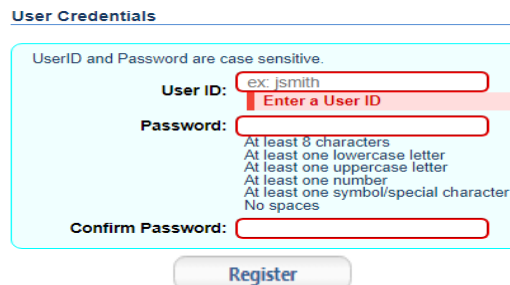
We need to check for existing records before registering you and creating your account.  
Please enter the required information below.  
Fields marked with an asterisk (\*) are required.

\*Last Name:   
\*License Number:

**Search**

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

- 4 Create a User ID and Password, then click **Register**.



**User Credentials**

UserID and Password are case sensitive.

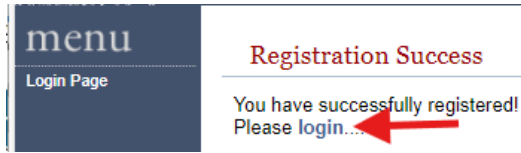
User ID:  ex: jsmith  
**Enter a User ID**

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:

**Register**

5 Click on login.



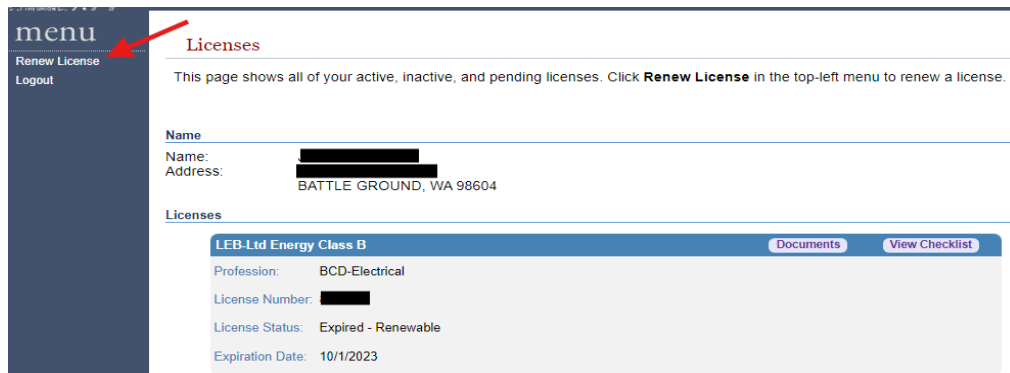
6 Enter User Id and Password, then click **login**.

### License Management

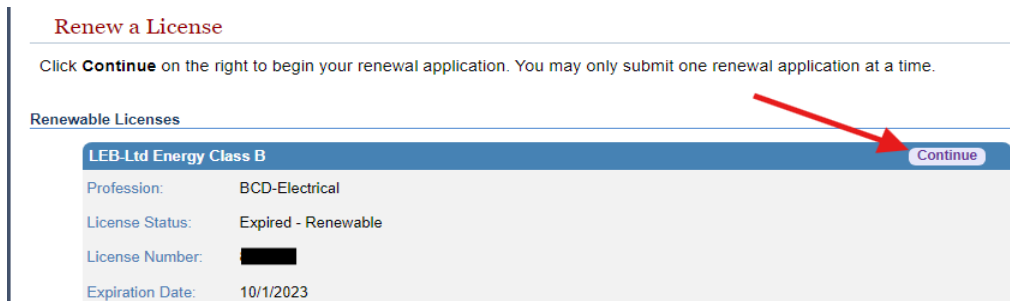
To renew your license - enter your User Id and Password below, and click the **Login** button.

If you do not have a User Id or Password, click on the appropriate link in the menu to register.

7 Click on **Renew License** under menu on the left.



8 Click on **Continue** to the right to begin the renewal process.



9 Click on Continue.

### Renew a License

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

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

**10** Verify your contact information, then click **Save**.

**Contact Information**

You can update your contact information at any time on this page. Click **Save** to continue.

**Name**

First Name:

Middle Name:

Last Name:

Name Suffix:

**Address**

Country:

Address Line 1:   
ex. 123 Fourth St.

Address Line 2:   
ex. Apt. 100

Zip:   
ex. 02705 or 027051234

City:

County:

State:

Phone:   
ex. 3015551212

Fax:   
ex. 3015551212

Email:   
ex. username@domain.com

**11** Click on **Go to Checkout** at the bottom of the page.

**Application Summary**

Please review the summary below - if you need to make any changes, you can use the menu to go back to any step in the application.

**Licenses**

**LEB-Ltd Energy Class B**

Profession: BCD-Electrical

License Status: Expired - Renewable

License Number:

Expiration Date: 10/1/2023

If you do not see a course that you have taken listed below, or if any of the information below is incorrect, please contact your education provider.

Required CE Credits: 8

| CE Categories   |               |
|-----------------|---------------|
| Course Category | Credits Taken |
| Code Change     | 0             |
| Code Related    | 0             |
| OR Rule & Law   | 0             |

Cycle Required 8.00      Credits Taken 0.00      Credits Remaining 8.00

**Address Summary**

Name: JAMES E ADAMS

**Licensee Address:**

Line 1:

Line 2:

City/Region/Postal Code: BATTLE GROUND, WA 98604

Email:

Phone:

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.

**12** Click on **Pay Fees**

Fees

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| License Number | License Type           | Description | Fee Amount |
|----------------|------------------------|-------------|------------|
| [REDACTED]     | LEB-Ltd Energy Class B | Renewal Fee | \$50.00    |



**13** Enter your payment information. Do not add spaces or dashes when entering phone number and credit card information. Phone numbers must be 10 digits.