## 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: <u>https://www.oregon.gov/bcd/licensing/Pages/index.aspx</u>
- 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.

Renewals	Online license renewals	
Renew or update your license: Renew a license	All division-issued licenses are eligible for online renewal within 45 days of the expiration date. The expiration date is listed on the front of the license. Renewal notices are mailed to the licensee's address on file 45 days prior to expiration.	pr individual license, please clic <mark>t individual</mark>
Update your address	Renew your license	renew your license, please enter the information below and click on the Login button.

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

*Last Name:	
*License Number:	
Renewal ID: (	
Registration Code: (	

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- 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.**

Renewal ID:	
Registration Code:	
National Provider ID:	PB-Plumbing Contractor Licen <u>se Informati</u> on
Search	PIN # 123456789

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.

First Name: Renew Middle Name: A Last Name: Test Name Suffix:	User ID: ElenemATest Password: Registration
Address: 1234 SESAME ST HOLLYWOOD, CA 55555 Email: RenewATest@gmail.com Phone: 5551234567	Password Question 2: [515] pdf? Password Answer 2: [500]

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.

 Licenses

 Pending Preregs
 This page shows all of your active, inactive, and pending licenses. Click Renew in the top-left menu to renew a license.

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

	Water Heater Installer		Continue
7.	Click <b>CONTINUE</b> on the following screen discussing renewal r	equirements	
	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		

8. 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.

	Address					
	Country:	United States V				
	Address Line 1:	1234 SESAME ST				
	Address Line 2:					
	Zip:	ex. Apt. 100 (55555) Get City/County/State from Zip				
	City:	(HOLLYWOOD				
	County:	(LOS ANGELES				
	State:	CA 🗸				
	Phone:	(5551234567 ex. 3015551212				
	Fax:					
	Email:	ex. 3015551212 RENEWATEST@GMAIL.COM				
		ex.username@domain.com				
		Save				
9. (	Click SA	VE on the License Documer	its screen.			
[	Choose File No file chose	n				
	Upload Docume	nt				
			Save			
10. I	Review	information and click GO TO	) CHECK(	<b>DUT</b> at the bo	ttom of the scre	en
Г						
	Go to Chee	kout				

- 11. Click PAY FEES
  Description Fee Amount
  Renewal Fee
  Pay fee
  Pay fees
  Pay fees
- 12. 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**

		••••••		credit card type		
		1234567891234567 Invalid Credit Card Number.		See VISA	ISCOVER	
ZIP/Postal Code *		Expiration Month *		Evolution Vest *		
55555	]			2022		
Ohene Mumhee *		04-April 🗸		2023	× 🕗	
Phone Number -		Security Code * 🍘				
555-123-4567		123				
Email * 🍘		Name on Credit Card *				
RenewATest@gmail.com	]	Renew A Test	0			
	Next >					Nex

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



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

Renewal Complete		
Your application has been submitted and	all fees have been applied to your credit card. If you entered	J a valid email.
Jicense Information		
Date Submitted: Applicant Name: License Number: Agency: Process:	January 19 2022 RENEW A TEST 1234WHR OR DOBS Renew License process	me
Payment Information		
Sansaction # 12345678 Fee Amount: \$112.50 Authorized Amount: \$112.50		Renew Pending New Logout

- 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.

Prereas

• The Licensee's ID card will be printed and mailed the following business day.