

# Provider CE Courses Registration and Data Entry Flow

Navigate to eGov (<https://ordcbs.mylicense.com/eGov>)



## eGov Registration

1. Click **Register a Business**.
2. Enter the License Number and Registration Code sent to you specific to your provider and trade, and click **Search**. Only these two fields are necessary to register.
3. If the search was successful, you'll find your facility information prepopulated in read-only fields. Enter the following at the bottom of the page:
  - a. User ID
  - b. Password
  - c. Confirm Password
  - d. Password Question
  - e. Password Question Answer
4. Click **Register**. The CE Provider should now have a working account. If unsuccessful, please try again, noting the space and dash in your license number. If you continue to have problems, contact us at 503-373-1268.

## Enter CE by Course

1. The CE Provider logs into eGov using the User ID and Password created above.
2. From the **Licenses** page, select **Enter CE By Course**.
3. On **CE Courses** page, select a **Course Number** from the list.
4. On **CE Course** page, enter the license number of a participant; tab or enter to continue.
5. Confirm the name of the licensee in the next column; if incorrect, use the garbage can icon  to remove the license number and try again.
6. Enter a **Date** of course completion within the begin and end date ranges of the course.
7. Repeat steps 4-6 for all licensees that took the course.
8. When finished, click **Save**.
9. On **Course Summary** page, confirm *Course Number*, *licensee number* and *name*, and *date* of course completed before submitting for credit. If corrections need to be made, use the **Edit** link at the bottom left of the screen to return to the previous page.
10. A record of your submittal is found on the **Course Updated** page. Use the **Licensing Home Page** link on the left to return to the **Licenses** page to record credits to other courses.

\*This system will time-out after several minutes of inactivity. If you didn't submit from the last screen, you'll have to log in to start over.

\*Credit can be applied to licenses regardless of status.