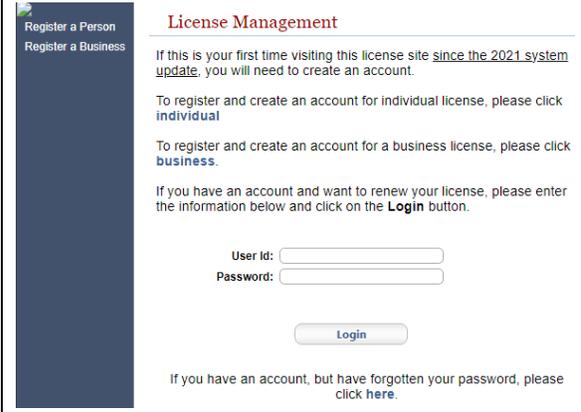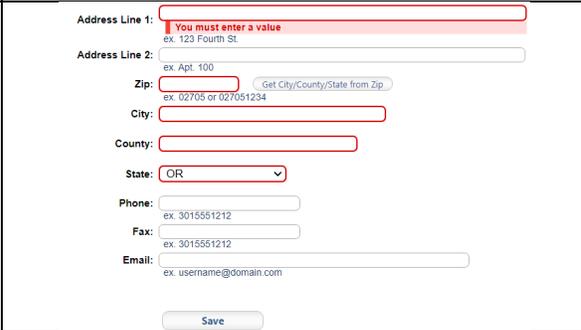# Renewing your license or certification online

BCD licenses and certifications are eligible for online renewal within 45 days of their expiration date. The expiration date can be found on the front of the license. To renew online, follow the steps below:

1. Visit the BCD webpage for online renewal: DCBS | BCD | License Management
 2. Login using the user ID and Password created for the license:
    a. If you have not registered for an online account, you can create one using the registration options for **Individual** or **Business**.
    b. If you have an account, but have forgotten your password, you may use the link at the bottom of the page to reset the password.
	License Management
	 Register a Person / Register a Business
	 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. Once you have logged in to your account, Select **Renew License** from the menu on the left.	**menu** Renew License Pending Prereqs License Update Logout **Licenses** This page shows all
4. The page will display each license or certification currently eligible for renewal*. Press the **Continue** button for the desired renewal. 5. On the following page press the **Continue** button to confirm contact information. *Licenses and certifications are eligible for online renewal 45 days before the expiration date.*	**Renewable Licenses** **OIC-OR Inspector Certification** Continue Profession: BCD-Certification License Status: Active License Number: 123456 Expiration Date: 6/1/2023
6. Review and update any out of date contact information on this page. **Note:** Personal contact information must be kept current. BCD sends notices to this address. Do not use employer contact info. 7. Once all information has been confirmed, Press the **Save** button.	Address Line 1: [You must enter a value] ex. 123 Fourth St. Address Line 2: [ ] ex. Apt. 100 Zip: [ ] Get City/County/State from Zip ex. 02705 or 027051234 City: [ ] County: [ ] State: [OR] Phone: [ ] ex. 3015551212 Fax: [ ] ex. 3015551212 Email: [ ] ex. username@domain.com Save

8. On the review page, if all above information is correct, press the **Go to Checkout** button.
    Note: By proceeding to check out you attest that all information is true and correct to the best of your knowledge.
 9. Click the **Pay Fees** button on the next page to enter credit card information.
    Note: You will be directed to a separate page to process your credit card payment.
	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