Online Renewal Instruction For Contractors

1. Log into [https://ordcbs.mylicense.com/eGov/Login](https://ordcbs.mylicense.com/eGov/Login)

2. To the left of the page under Menu, click on Register a Business

3. Enter your License Number in the space provided and the **pin number** (located on your renewal notice) in the space next to Registration Code. Do not enter anything next to Renewal ID or National Provider ID. Then click on search.

4. Scroll down to User Credentials and create a **new** User ID and Password. User ID must be a minimum of 6 letters or numbers. Then click on Register.
5. Click on login

6. Enter your User Id and Password that you just created. Then click on Login.

7. Click on Renew License to the left under Menu.

8. Then click on Continue.
9. Click on Continue again.

10. Confirm your contact information and click on Continue at the bottom.

11. LHR, CRE, LMS and CPI license holders will need to upload an employee list.

12. Then click on Go to Checkout at the bottom.

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.

13. Click on Pay Fees

Click Pay Fees to prepare and submit payment for your application.

Note: The division does not accept American Express as a form of payment for fees.

As part of the payment process on the next page, you will enter an email address where the receipt for your application fees will be emailed.

All application fees are non-refundable.

14. Enter your customer information and click on next.
15. Then enter your credit card information and click on next.