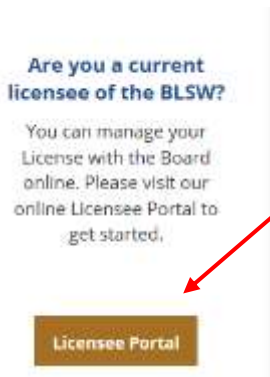
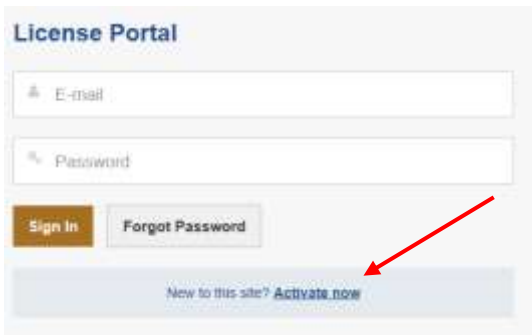


How to Create your Licensee Portal

Go to <https://blsw.onlineservice.oregon.gov/webs/blsw/> and click on **Licensee Portal**



Click **Activate now** when the initial login screen pops up.



Enter your email address on record with BLSW, your social security number and birth date. **Click Activate.** If the system does not recognize your email, you will need to use your alternate email which also received this notice. **We are expecting a high call volume, so please make sure you try both emails before calling.** A temporary password will be emailed to you. If you do not see the email in your inbox, please check your junk email folder and be sure to mark the email as safe so you'll continue to receive



emails from us.

Click **Return to Login** and enter your email and temporary password then **click Sign In**.

Licensee Portal

New to this site? [Activate now](#)

Create your security questions and **click Done**. Make sure to remember or write these down because you will be asked for the answers in the future when you log in. Answers are case sensitive.

Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Note: Entries are case sensitive.

Security Question 1 *

Answer *

Security Question 2 *

Answer *

Security Question 3 *

Answer *

Create your password and then **click Save**.

Password Reset

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one lower case letter, one number and one special character. Your new password must not contain commonly used words like 'password'.

Password Strength:

Weak

New Password *

Confirm Password *

Save

Your licensee portal has been created. Please review your **Personal Information** and make sure your information is up to date with BLSW.

Welcome

Personal Information

Licensure History

Change of Status

Invoices & Receipts

License Renewal

Continuing Education

Supervision

Custodian of Record

Document Request

Name Change Request

Wallet Cards & Wall Certificates

Reset Password

If your **License Renewal** is available it will show up here, please start working on that if it is available.

Welcome

Personal Information

Licensure History

Change of Status

Invoices & Receipts

License Renewal

Continuing Education

Supervision

Custodian of Record

Document Request

Name Change Request

Wallet Cards & Wall Certificates

Reset Password

