

Business Renewal Instructions

Go to <https://www.oregon.gov/lcb/Pages/Update.aspx> and **click on Business Licensee Portal**.

Click Activate now when the initial login screen pops up.

Activate now'. A red arrow points to the 'Activate now' link." data-bbox="57 166 644 340"/>

Business Portal

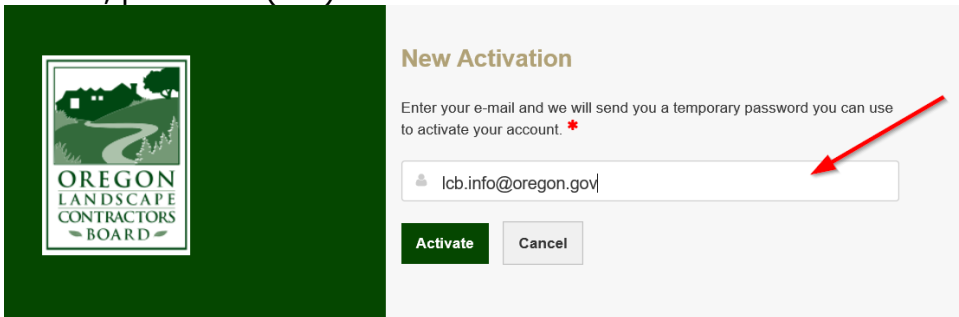
E-mail

Password

Sign In Forgot Password

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

Enter your email address on record with the LCB. If you do not know the email address on record with the LCB, please call (503) 967-6291.



New Activation

Enter your e-mail and we will send you a temporary password you can use to activate your account. *

E-mail lcb.info@oregon.gov

Activate Cancel

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.

Activate now'. Two red arrows point to the 'E-mail' and 'Password' input fields." data-bbox="57 656 644 826"/>

Licensee Portal

E-mail

Password

Sign In Forgot Password

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

Click on License Renewal which should show as "Available Now".

OREGON LANDSCAPE CONTRACTORS BOARD

Joe's Landscaping

Welcome

Business Information

Owners, Members, Corporate Officers or Partners

Employment Verification

Liability Insurance

Surety Bond

Workers Compensation Insurance

License Renewal

Wallet Card and Wall Certificate

Invoices & Receipts

Security Settings

Welcome to the LCB Business Portal

This is a self-service portal where you can maintain the information in your business license record. use this portal to:

1. Update your business mailing address
2. Update the physical address of your business
3. Renew your license (when that section shows that it's available)
4. Request license cards, print receipts, etc.

Data fields marked with * are required — you'll need to input data there to move through the screen.

If you have questions about the Board's laws and rules, visit: <https://www.oregon.gov/lcb/pages/index.aspx>

License Renewal
Available Now

Invoices & Receipts

Click Start.

OREGON LANDSCAPE CONTRACTORS BOARD

Joe's Landscaping, LLC Logout

Welcome

Business Information

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Employment Verification

Liability Insurance

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Workers Compensation Insurance

License Renewal

Wallet Card and Wall Certificate

Invoices & Receipts

Security Settings

Online License Renewal

Getting Started

You are now proceeding with an Online Application for Renewal of licensure with the Board. Please ensure all information is updated. Be advised that the only accepted methods of payment using this online service are Visa, MasterCard and American Express.

Note: Your online renewal information will be saved as you enter it. Should you not be able to complete the process in one attempt you may return at a later time to continue.

When you are ready to proceed, click Start.

Start >

If needed, update license status to inactive. Click Save and Continue.

OREGON LANDSCAPE CONTRACTORS BOARD

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Welcome

Business Information

Owners, Members, Corporate Officers or Partners

Employment Verification

Liability Insurance

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License Renewal

Wallet Card and Wall Certificate

Invoices & Receipts

Security Settings

Online License Renewal

1 Change of License Status Step 1 of 9

Current License Status: Active

Select to change your license status

< Back

Save and Continue >

Update personal information as needed. Then **click Save and Continue**.

Online License Renewal

2 Business Information Step 2 of 9

Business Name (If Sole Proprietor - Name of Individual) Joe's Landscaping, LLC

Assumed Business Name Joes Landscaping

Business Type LLC

Mailing Address

Address Line 1 * 123 Main St. NE

Address Line 2

City * Salem

State * Oregon

Zip Code * 97303

County * MARION

Physical Address

Address Line 1 * 123 Main St NE

Address Line 2

City * Salem

State * Oregon

Zip Code * 97303

County * MARION

Primary Phone * (503) 999-9999

Secondary Phone

E-mail Address lcbtest@mail.com

By continuing with the submission of this application, I declare to having the above information as complete and accurate.

[< Back](#) [Save and Continue >](#)

Verify or update business owner/member/officer/partner information if needed by clicking edit. **I don't think they can do this through the portal, just percentages maybe. They should be directed to the LCB before trying to make any changes to ownership.** Then **click Save and Continue**.

Online License Renewal

3 Owners, Members, Corporate Officers or Partners Step 3 of 9

In order to have an Owner, Member, Corporate Officer or Partner disassociated from the business, please contact the LCB office directly.

Name	Percentage of Ownership	
Joe Pike	50%	Edit
Lindsey Pike	50%	Edit

[< Back](#) [Save and Continue >](#)

Verify or update the LCP listed for the business. Click edit to update or remove the current LCP. Click + Add New to add a new LCP. Please note that a new Employment Verification form will be required if you add a new LCP. Then **click Save and Continue.**

The screenshot shows the 'Online License Renewal' interface at Step 4 of 9, 'Employment Verification'. The page header includes the Oregon Landscaping Contractors Board logo and 'Joe's Landscaping, LLC Logout'. A left sidebar lists navigation options: Welcome, Business Information, Owners, Members, Corporate Officers or Partners, Employment Verification, Liability Insurance, Surety Bond, Workers Compensation Insurance, License Renewal, Wallet Card and Wall Certificate, Invoices & Receipts, and Security Settings. The main content area contains instructions: 'A notarized verification of employment form must be filled out for each Landscape Construction Professional (LCP) responsible for supervising the unlicensed employees performing landscaping work. For the modified license phase the owner must also be the LCP. Every business must list at least one managing individual. If not a licensed LCP, information submitted regarding the managing individual must show proof of taking course and passing examination for the owner/managing employee.' Below the text is a table with columns: Licensee, License Number, Phase of License, LCP?, Managing Individual?, and Status. The table contains one entry for Kimberly Gladwill-Rowley with License Number 062046, Phase of License Planting, LCP? Yes, Managing Individual? Yes, and Status Submitted. There is an 'Edit' link for this entry. Above the table are buttons for 'All', 'Active', and 'Inactive'. Below the table is a '+ Add New' button. At the bottom of the form are '< Back' and 'Save and Continue >' buttons, with a red arrow pointing to the 'Save and Continue >' button.

Verify insurance information. If you have a new certificate, you can upload it by selecting Upload Files. Then **click Save and Continue.**

The screenshot shows the 'Online License Renewal' interface at Step 5 of 9, 'Liability Insurance'. The page header includes the Oregon Landscaping Contractors Board logo and 'Joe's Landscaping, LLC Logout'. The left sidebar is the same as in the previous screenshot. The main content area contains a form with the following fields: Insurance Carrier (State Farm Fire & Casualty Company), Policy Number (12345678), Policy Amount (N/A), Effective Date (07/01/2019), Expiration Date (07/01/2020), Cancellation Date (if applicable) (N/A), and Liability Insurance Certificate (with an 'Upload Files' button). At the bottom of the form are '< Back' and 'Save and Continue >' buttons, with a red arrow pointing to the 'Save and Continue >' button.

Verify bond information. If you have a new bond, you can upload it by selecting Upload Files. Then **click Save and Continue.**

The screenshot shows the 'Online License Renewal' interface at Step 6 of 9, 'Surety Bond'. The page header includes the Oregon Landscaping Contractors Board logo and 'Joe's Landscaping, LLC Logout'. The left sidebar is the same as in the previous screenshots. The main content area contains a form with the following fields: Surety Company (RLI SURETY), Amount (N/A), Effective Date (N/A), and Cancellation Date (if applicable) (N/A). Below the form is an 'Upload Files' button and a note: 'If you have changes, upload certificates or the completed bond form here. Please note that the uploaded certificates or forms require review by LCB staff prior to the record being updated.' At the bottom of the form are '< Back' and 'Save and Continue >' buttons, with a red arrow pointing to the 'Save and Continue >' button.

Verify Workers' Comp information. If you have a new workers' comp certificate, you can upload it by selecting Upload Files. Then **click Save and Continue**. If you wish to change status, you'll need to complete the status change form by clicking on the link toward the bottom.

OREGON LANDSCAPE CONTRACTORS BOARD

Joe's Landscaping, LLC Logout

Welcome

Business Information

Owners, Members, Corporate Officers or Partners

Employment Verification

Liability Insurance

Surety Bond

Workers Compensation Insurance

License Renewal

Wallet Card and Wall Certificate

Invoices & Receipts

Security Settings

Online License Renewal

7 Workers Compensation Insurance Step 7 of 9

Insurance Carrier N/A

Policy Number N/A

Effective Date N/A

Expiration Date N/A

Cancellation Date (if applicable) N/A

Exemption Status Non-Exempt

If you wish to change your status, complete the [status change form](#).

Upload completed status change form or Certificate of Workers Compensation Insurance

Upload Files

Back Save and Continue

Once the box under **Signature is checked**, you can proceed to renewal payment by **clicking Save and Continue**.

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Joe's Landscaping, LLC Logout

Welcome

Business Information

Owners, Members, Corporate Officers or Partners

Employment Verification

Liability Insurance

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Workers Compensation Insurance

License Renewal

Wallet Card and Wall Certificate

Invoices & Receipts

Security Settings

Online License Renewal

8 Signature Step 8 of 9

I certify that I will comply with the current Oregon Revised Statutes (ORS) and Administrative Rules (OAR) governing landscaping. I certify that I will not grow or store plants except as provided by Oregon Department of Agriculture ORS 571.045 or unless I hold a current nursery license. I have reviewed all information on this form and find it is accurate and complete to the best of my knowledge. I understand that providing incomplete or inaccurate information will result in a delay of my renewal. You may obtain a current copy of the Statutes and Rules on our website at www.oregon.gov/licb.

Back Save and Continue

Enter payment details using Visa, MasterCard, Discover, or American Express **then click Process Payment.**

If you wish to pay by check, click Pay by Check. This will generate an invoice for you to mail to the LCB with your check. Please be sure to write your license number on the memo line of the check and include a copy of the invoice to ensure the payment is applied correctly.

Online License Renewal

9 Payment Step 9 of 9

Fee Information
Fees are payable by credit card or check.

Summary

Item Description	Amount
Business License Renewal Fee	\$345.00

Amount Due: \$345.00

Cardholder Name *

Credit Card Number *

Expiration Date *
January 2020

Security Code (3 or 4 digits on front or back of card) *

[Process Payment](#)

[Pay by Check](#)

[Pay by Check](#)

You will receive a message stating that your renewal has been submitted with the option to view and print your receipt for payment.

If you selected the Pay by Check option, please print the invoice and mail your check to the LCB with a copy of the invoice. Did you want to say this twice.

Online License Renewal

9 Payment Step 9 of 9

Fee Information
Fees are payable by credit card or check.

Summary

Item Description	Amount
Business License Renewal Fee	\$345.00

Amount Due: \$345.00

Cardholder Name *

Credit Card Number *

Expiration Date *
January 2020

Security Code (3 or 4 digits on front or back of card) *

[Process Payment](#)

[Pay by Check](#)

[Pay by Check](#)

Once your renewal has been approved by the Board, you will receive an email confirming your renewal. You will then be able to log in to the self-service portal and print your wallet card and wall certificate.