

# Business Renewal Instructions

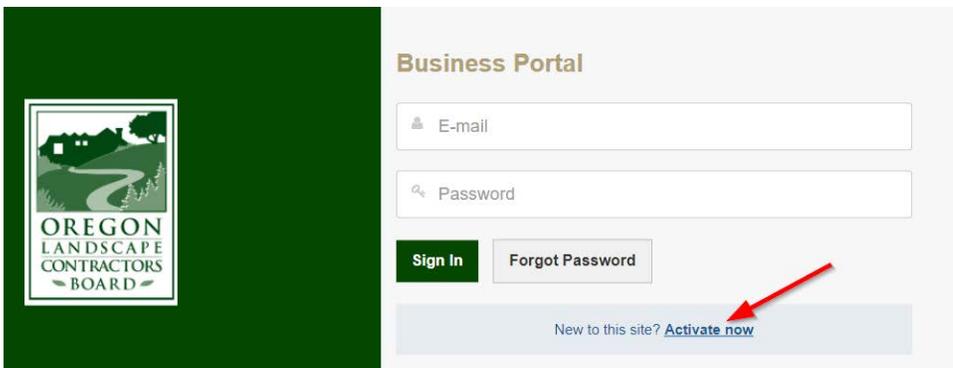
Go to <https://lcb.onlineservice.oregon.gov/webs/lcb/> and click on **Business Licensee Portal**.

## Are you a current business licensee?

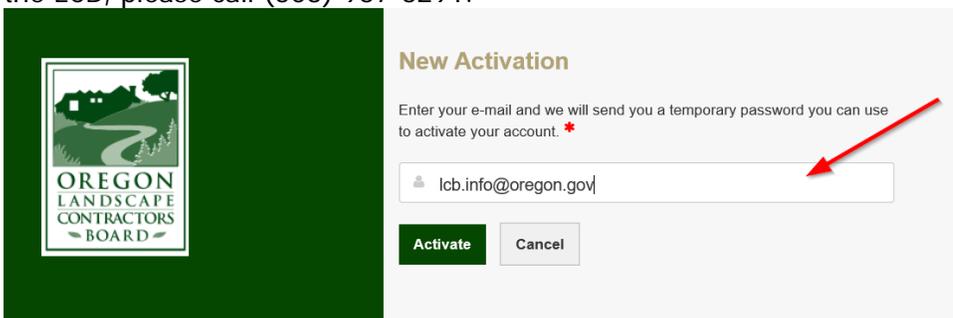
You can manage your business license with the board online.



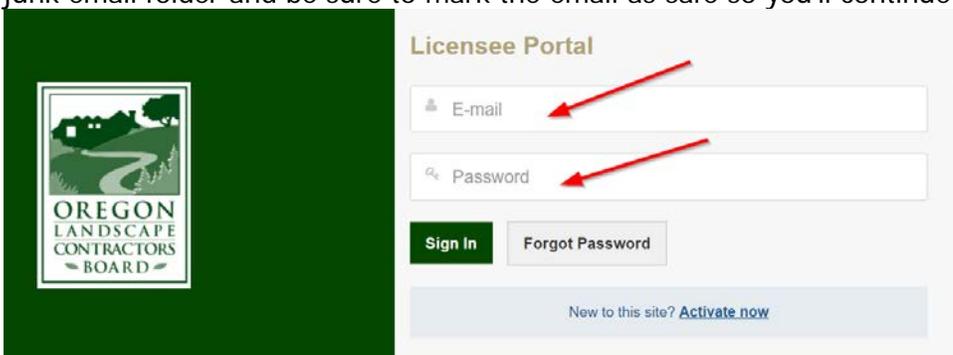
Click **Activate now** when the initial login screen pops up.



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.



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 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.

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### 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.

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### 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 (of 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%	<a href="#">Edit</a>
Lindsey Pike	50%	<a href="#">Edit</a>

[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**.

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4 Employment Verification Step 4 of 9

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.

All Active Inactive

Licensee	License Number	Phase of License	LCP?	Managing Individual?	Status	
Kimberly Gladhill-Rowley	062046	Planting	Yes	Yes	Submitted	Edit

+ Add New

< Back Save and Continue >

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

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### Online License Renewal

5 Liability Insurance Step 5 of 9

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

Liability Insurance Certificate: Upload Files

< Back Save and Continue >

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

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6 Surety Bond Step 6 of 9

Surety Company: RLI SURETY

Amount: N/A

Effective Date: N/A

Cancellation Date (if applicable): N/A

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.

Upload Files

< Back Save and Continue >

**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.

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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

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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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### 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 21.040 or unless I hold a current nursery license. I have reviewed all information on this form and find it to be 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/lsb](http://www.oregon.gov/lsb).

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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.

The screenshot shows the 'Online License Renewal' page at 'Step 9 of 9'. The page title is 'Payment'. Under 'Fee Information', it states 'Fees are payable by credit card or check'. A 'Summary' table lists the 'Business License Renewal Fee' for '\$345.00'. The 'Amount Due' is '\$345.00'. There are input fields for 'Cardholder Name', 'Credit Card Number', 'Expiration Date' (set to January 2020), and 'Security Code (3 or 4 digits on front or back of card)'. A green 'Process Payment' button is visible, along with a 'Pay by Check' link and a 'Pay by Check' button.

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.

This is a duplicate of the screenshot above, showing the 'Online License Renewal' payment page. It displays the 'Payment' step with a summary of the \$345.00 fee, input fields for credit card details, and buttons for 'Process Payment' and '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.