

RENEWAL INSTRUCTIONS FOR SELF-SERVICE PORTAL

Before you can renew your license or permit, you'll need to Activate your account if you have not done so already.

Activation is easy, and allows the Board to match your existing information to your new Self-Service License and Permit Portal. **You will only need to activate your account the first time that you login.** If you have previously activated your account, simply log in to the Self-Service Portal.

Instructions for Activating your Account:

1. Go to the **License and Permit Portal**. You can do this by visiting the [SELF-SERVICE PORTAL](#) at any time.
2. Click "Activate Now" at the bottom of the screen.
3. Enter your email address, social security number, and Birth Date.
4. Check your email to get your temporary password
5. Note: If you don't receive an email, remember to check your spam folder!
6. Return to the **License and Permit Portal** login page and login with your temporary password.
7. Set a new password and security questions.
8. You've activated your **License and Permit Portal!**

Important: You'll need to provide the email address that the Board has on file for you. If you no longer have access to this email account, or if you're not sure what email address the Board has on file, contact Board staff by email to verify or update your address. If you have multiple email addresses, please try all of them before contacting the Board.

Several email providers are blocking emails from state senders, including Providence, Hotmail, and MSN. Unfortunately, we have no control over this. If you have one of these email providers and you do not receive the temporary password, please contact the Board to provide an alternative email address.

What can you do in the **License and Permit Portal**?

- Update your contact information
- Update your work location
- View and pay any invoices or receipts
- Print a copy of your License or Permit
- Renew your license or permit!
- Renewing your Expired License:
- When you've logged into the **License and Permit Portal**, click on "License or Permit Renewal," then follow the steps to complete your renewal application.

- Be prepared to update your contact information, upload your continuing education certificates, and answer questions about your personal history since your last renewal.
- You'll also be redirected to the Oregon Health Authority's Workplace Data Survey. You **must** complete the survey before your renewal will be considered complete.
- You can pay by credit card or by check. If you choose to pay by check, you'll need to either print your invoice to mail with the payment, or write your license or permit number on the memo line of the check. Please keep in mind that your renewal cannot be processed until payment is received, so your license or permit will remain lapsed until the check is received. **Do not practice on an expired license or permit!**
- Once you have submitted the renewal application, Board staff will review your application and follow up with you regarding any additional questions related to your renewal. Once reviewed and any follow up questions are received, your application will be processed and you will receive an approval email. You may then log in to the **License and Permit Portal** to print a copy of your renewed license or permit.
- **Please note: Your OBMI file may take up to 72 hours to update. Please do this early so you don't cause a delay in your licensure.**