

TO LOG IN:

Your license number should be entered in the following format: **12345-P**

Your birthdate should be entered in the following format: month/day/year separated by forward slashes (/) the year needs all four digits, e.g., **04/16/2005**

Your password is: **the last four digits of your SSN.**

*****PLEASE NOTE WHEN YOU GET TO THE SECURE PAYMENT PAGE – MAKE SURE THE ADDRESS YOU ENTER IS THE ADDRESS LINKED TO THE CARD YOU ARE USING FOR PAYMENT. IF YOU DO NOT USE THE ADDRESS LINKED WITH THE CARD THE PAYMENT WILL NOT PROCESS*****

You need to have your 30 hours of CE completed before renewing your license.

PLEASE NOTE: The - CE LIST PAGE **has been removed** from the Online Renewal.

If you still want to use a List you are welcome to by just uploading that list on the UPLOAD PAGE instead.

You can submit either a CE List you have created, a CE List from the provider or the IRS, or your actual CE Certificates.

Make sure the documents are in PDF format.

(If you are attaching your CE Certificates, please try to put them into one file).

If you are unable to upload your certificates Online you can e-mail them to us at tax.bd@tax.oregon.gov or fax them to 503-585-5797.

If you are closing a business, opening a business or do not see your business listed please note that we cannot update the online system so, to make sure you receive the proper discount and that the amount you are paying is correct please **DO NOT** use the online renewal. Instead, please call our office so we can help you.

If you have any difficulty logging in, please call us at 971-701-1544 or send an email to tax.bd@tax.oregon.gov

Remember we are here to help you so don't hesitate to call us!