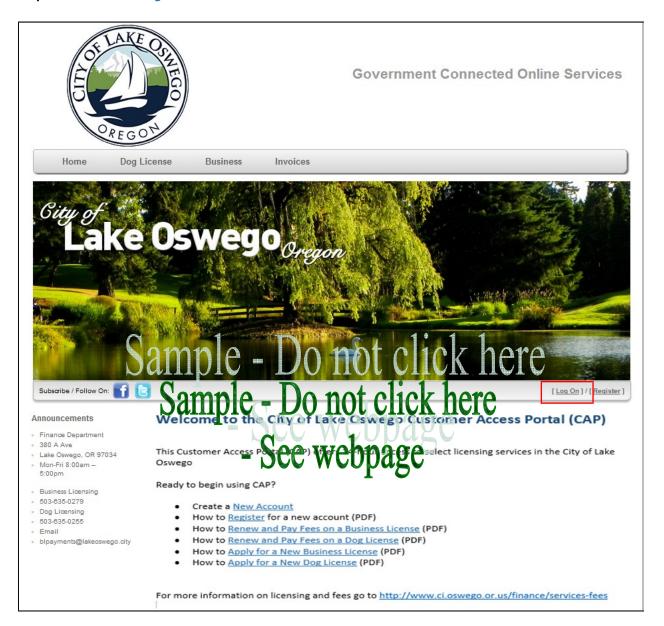# How to Renew and Pay Fees on a Business License

Step 1 – Once at this **Government Connected Online Services** website *(sample screen below)* – go to step 2.

(Note: Don't click this weblink www.lakeoswego.city/licensing if you already have the webpage open below or this pdf will close and need to be reopened to see these instructions as you register online.
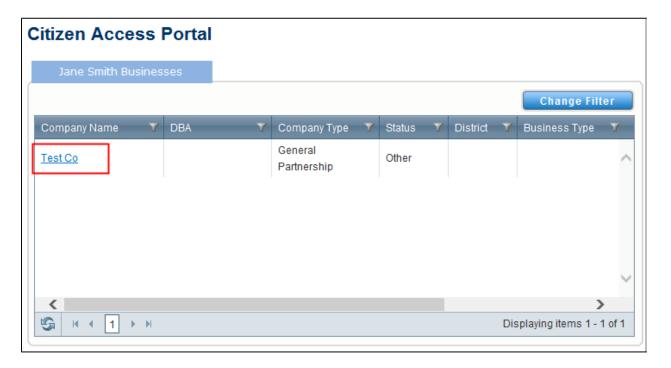
Step 2 – Click on the *Log On* button

Step 3 – Enter your login and password

- *Your login is the email address you used in your New User Registration*

Step 4 – Click on the Company Name of the license you would like to renew

How to Renew and Pay Fees on a Business License

Step 5 – Inside the Business Licenses section of the box, click on the license you would like to renew.

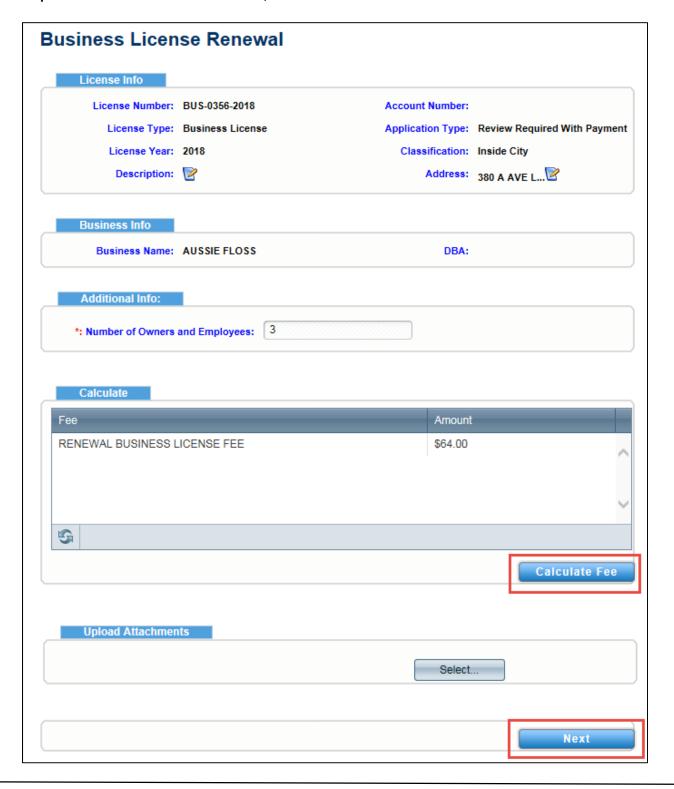- *Look at Expiration Date to locate the appropriate license*

Do <u>not</u> select the blue Apply for New License button at the bottom of this box.

Step 6 – Click on the *Renew License* button.

How to Renew and Pay Fees on a Business License

Step 7- Click on the *Calculate Fee* button, then the Next button.

Business License Renewal

License Info

License Number:	BUS-0356-2018	**Account Number:**	
License Type:	Business License	**Application Type:**	Review Required With Payment
License Year:	2018	**Classification:**	Inside City
Description:	📝	**Address:**	380 A AVE L... 📝

Business Info

Business Name:	AUSSIE FLOSS	**DBA:**	

Additional Info:

*: Number of Owners and Employees: | 3

Calculate

Fee	Amount	
RENEWAL BUSINESS LICENSE FEE	$64.00	

[Calculate Fee]

Upload Attachments

[Select...]

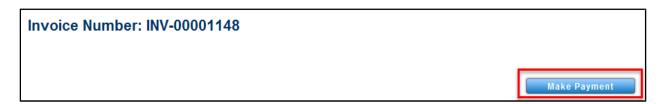[Next]

How to Renew and Pay Fees on a Business License

Step 8 – Once you confirm that the fees are correct — click on the *Confirm and Renew* button.
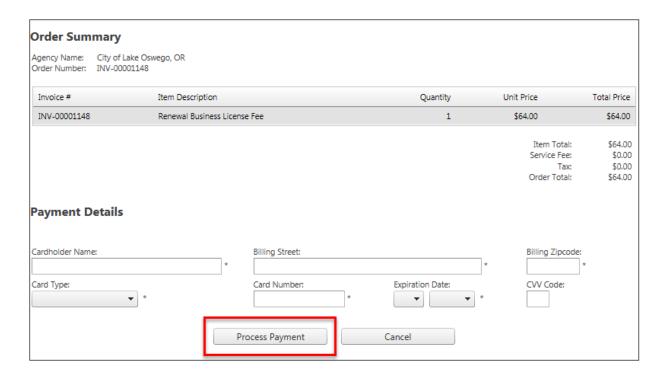   ** *If the fees are not correct — STOP and contact* blpayments@lakeoswego.city. **

Step 9 – Click on *Make Payment* button

How to Renew and Pay Fees on a Business License

Step 10 – Enter your credit card information and select *Process Payment* button.

Order Summary

Agency Name: City of Lake Oswego, OR
Order Number: INV-00001148

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001148	Renewal Business License Fee	1	$64.00	$64.00

Item Total: $64.00
Service Fee: $0.00
Tax: $0.00
Order Total: $64.00

Payment Details

Cardholder Name: *   Billing Street: *   Billing Zipcode: *

Card Type: ▼ *   Card Number: *   Expiration Date: ▼ ▼ *   CVV Code:

[Process Payment]   [Cancel]

Step 11 – Your license has been successfully renewed and paid when you receive this message. This invoice will be emailed to you within an hour. *We will mail the license to you within 3 business days.*

Congratulations! Your order has been processed successfully!

Please print this page for your records.

Agency Name: City of Lake Oswego, OR
Order Number: INV-00001148

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001148	Renewal Business License Fee	1	$64.00	$64.00

Item Total: $64.00
Service Fee: $0.00
Tax: $0.00
Order Total: $64.00

[Return to Citizen Access Portal]