

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

CITY OF LAKE OSWEGO
OREGON

Government Connected Online Services

Home Dog License Business Invoices

City of Lake Oswego Oregon

Sample - Do not click here

Subscribe / Follow On:

[Log On] / [Register]

Announcements

- Finance Department
- 380 A Ave
- Lake Oswego, OR 97034
- Mon-Fri 8:00am – 5:00pm
- Business Licensing
- 503-635-0279
- Dog Licensing
- 503-635-0255
- Email
- blpayments@lakeoswego.city

Welcome to the City of Lake Oswego Customer Access Portal (CAP)

This Customer Access Portal (CAP) will help you select licensing services in the City of Lake Oswego

Ready to begin using CAP?

- Create a [New Account](#)
- How to [Register](#) for a new account (PDF)
- How to [Renew and Pay Fees on a Business License](#) (PDF)
- How to [Renew and Pay Fees on a Dog License](#) (PDF)
- How to [Apply for a New Business License](#) (PDF)
- How to [Apply for a New Dog License](#) (PDF)

For more information on licensing and fees go to <http://www.ci.oswego.or.us/finance/services-fees>

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Step 3 – Enter your login and password

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

Log On

User Login

Email address

Password

Remember me?

[Log On](#)

[Forgot Password](#)

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

Citizen Access Portal

Jane Smith Businesses [Change Filter](#)

Company Name	DBA	Company Type	Status	District	Business Type
Test Co		General Partnership	Other		

Displaying items 1 - 1 of 1

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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 not select the blue Apply for New License button at the bottom of this box.

Business Name: Test Co

Business Details

Company Type: General Partnership DBA Name: Location: Commercial
Status: Submitted TIN: Open Date: None
Description: Tax ID: Close Date: None
District: Last Audit: None

Primary Address Details

Parcel: 21E03DC10000
Address: 380 A AVE
LAKE OSWEGO, OR 97034
Clackamas County USA

Contacts

Company	First Name	Last Name	Type
Test Co			Owner

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
BUS-0021-2017	Business License	2017	Inside City	Active	8/17/2017	8/17/2017	9/30/2017
BUS-0020-2017	Business License	2017	Inside City	Submitted - Online	8/16/2017		

Do not select the blue Apply for New License button at the bottom this box. That will create a new license — not renew the existing one.

Apply for New License

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

License Number: BUS-0021-2017

Subscribe **Renew License**

Business Details

Company Name: Test Co DBA Name: Status: Submitted

License Details

License Type: Business License District: Applied Date: 8/17/2017
Classification: Inside City Issued By: System Administrator Issued Date: 8/17/2017
Status: Active Account Number: Expiration Date: 9/30/2017
Description: License Year: 2017 Last Renewal Date: None

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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:**

Calculate

Fee	Amount
RENEWAL BUSINESS LICENSE FEE	\$64.00



Calculate Fee

Upload Attachments

Next

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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.* **

The screenshot shows a web interface with two main sections. The first section, titled 'Calculate', contains a table with the following data:

Fee	Amount
Renewal Business License Fee	\$64.00

Below the table is a refresh icon. The second section, titled 'Upload Attachments', shows a table with the text 'No records to display.' and a status bar at the bottom right that reads 'Displaying items 0 - 0 of 0'. A 'Confirm and Renew' button is located at the bottom right of the interface and is highlighted with a red rectangular box.

Step 9 – Click on *Make Payment* button

The screenshot shows a web interface with the text 'Invoice Number: INV-00001148' displayed in the top left. A 'Make Payment' button is located at the bottom right of the interface and is highlighted with a red rectangular box.

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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:

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