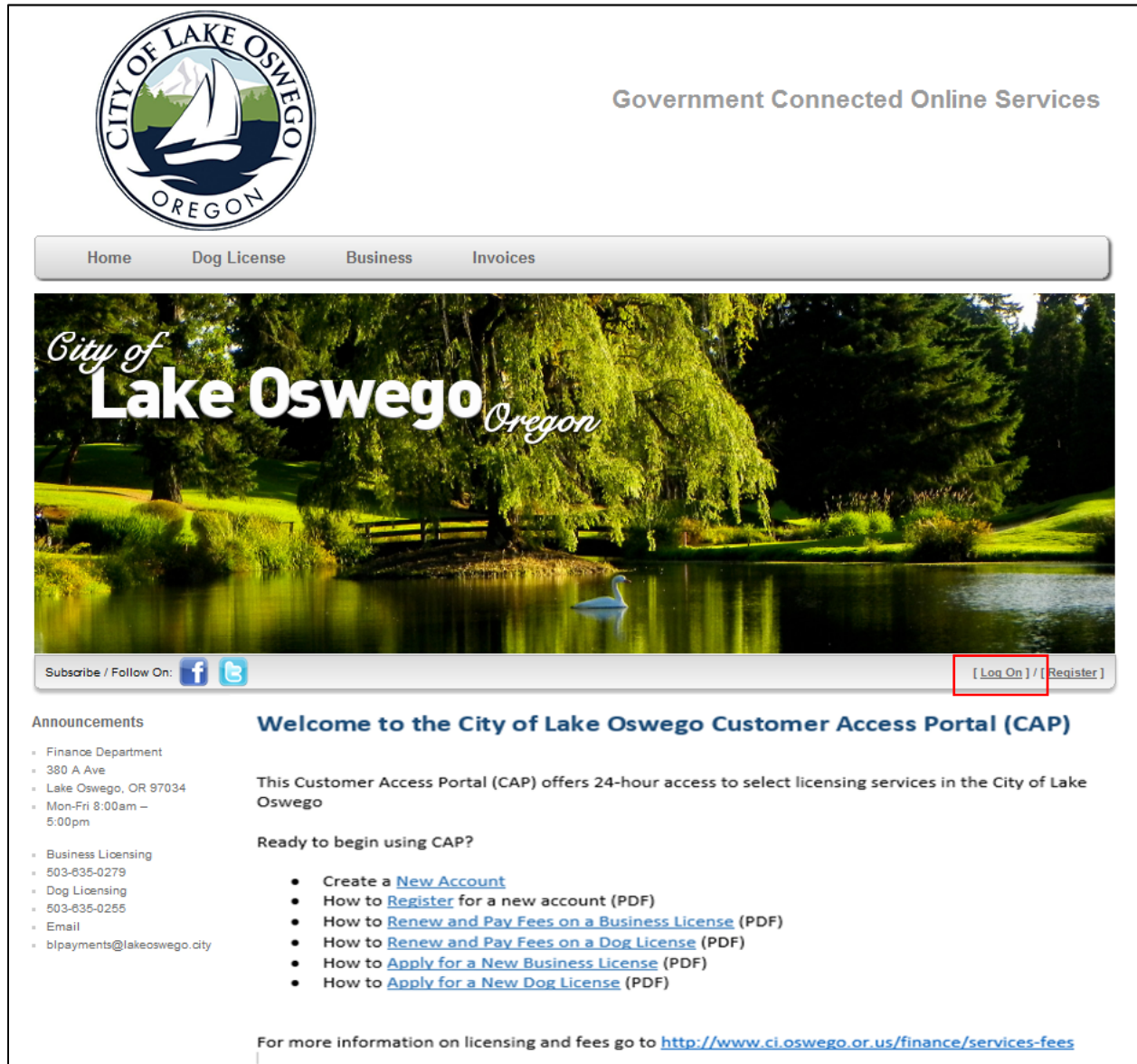


How to Renew and Pay Fees on a Dog License

Step 1 – Go to website – <https://licensing.lakeoswego.city>

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

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) offers 24-hour access to 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>

How to Renew and Pay Fees on a Dog License

Step 3 – Enter your login and password

Tip: - 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 – On the *Professional Licenses* tab, select the *License Number* you wish to renew.

TIP: - If multiple licenses appear, select the one with the most current Expiration Date

Jane Test Professional Licenses [Change Filter](#)

Company Name	License Number	Type	Year	Status	Apply Date	Issue I
Jane Test	DOG-000080-2017	Dog License	2019	Active	10/16/2017	10

How to Renew and Pay Fees on a Dog License

Step 5 – Select the *Renew License* button



License Number: DOG-000038-2017

[Subscribe](#) [Renew License](#)

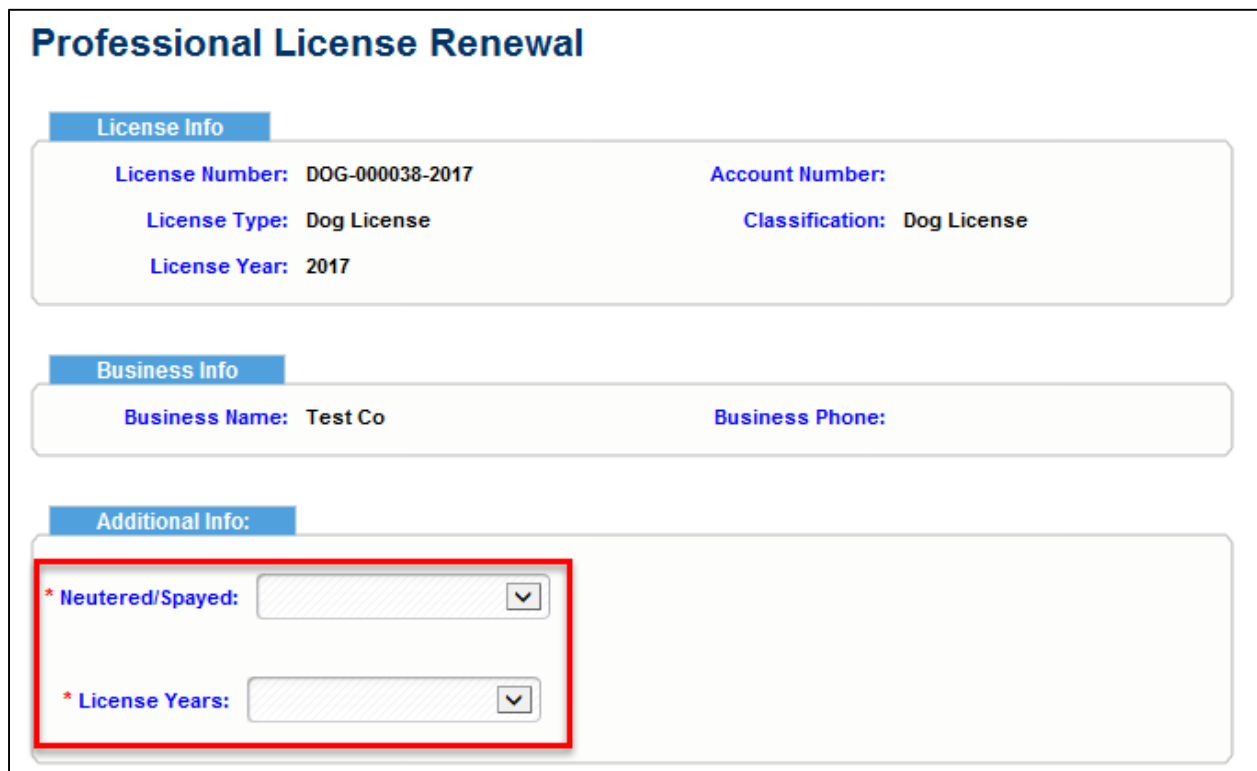
License Holder

First Name:: Jane **Middle Name::** **Last Name::** Test

Company Name::

Step 6 – On the *Additional Info* tab, enter the *Neutered/Spayed* and *License Years* fields

TIP: - Review current rabies certificate to determine license years to select. Licenses cannot be issued beyond rabies expiration date



Professional License Renewal

License Info

License Number: DOG-000038-2017 **Account Number:**

License Type: Dog License **Classification:** Dog License

License Year: 2017

Business Info

Business Name: Test Co **Business Phone:**

Additional Info:

* **Neutered/Spayed:** ▼

* **License Years:** ▼

How to Renew and Pay Fees on a Dog License

Step 7 – Press the **Select** button on the **Upload Attachments** tab. **Required documents are current rabies certificate and certificate of sterilization.** Select the **Next** button when documents are successfully attached.

TIP: - Fees will not display until we've reviewed attached documents and issued an invoice

The screenshot displays two main sections of a web interface. The top section, titled 'Calculate', features a table with two columns: 'Fee' and 'Amount'. The table is currently empty, displaying the message 'No records to display.' Below the table is a 'Calculate Fee' button. The bottom section, titled 'Upload Attachments', contains a 'Select...' button, a file named 'Test Attachment.docx' with a 'Remove' button, and a 'Next' button. Red boxes highlight the 'Select...' and 'Next' buttons.

Step 8 – On the Professional License Renewal Confirmation screen select the **Confirm and Renew** button at the bottom of the page. *You will receive a message that the license has been successfully renewed, and will see the status change to Submitted-Online.*

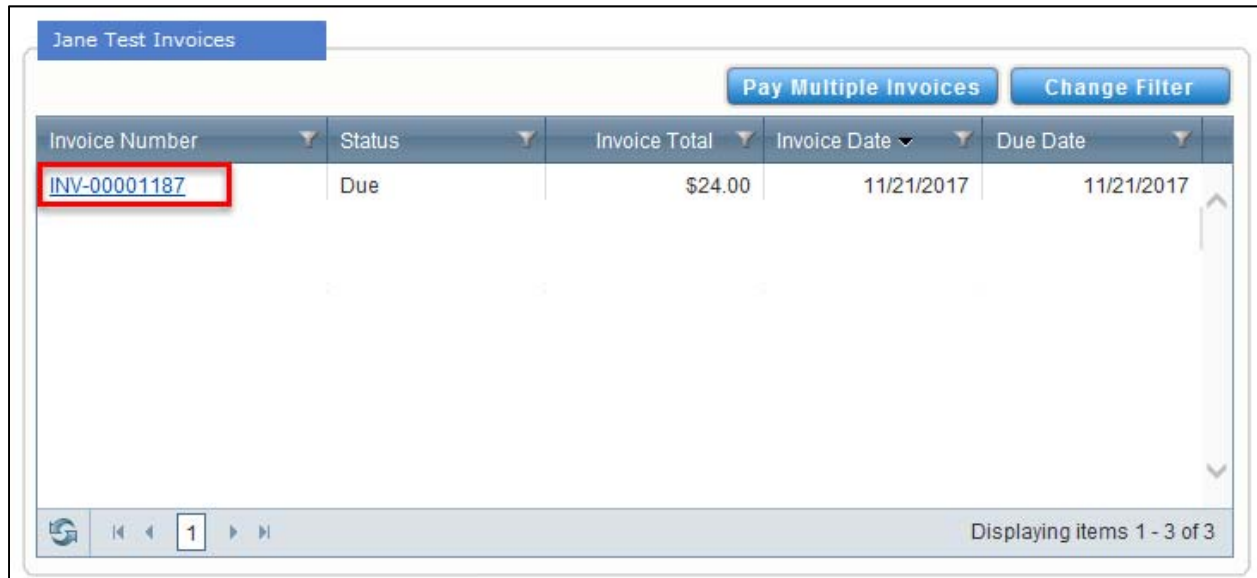
The screenshot shows the bottom of a web page with a 'Confirm and Renew' button highlighted by a red box.

Our office will be review and process the renewal. An invoice will be emailed to you within 3 business days for online payment.

How to Renew and Pay Fees on a Dog License

Step 9 – Once you've received your online invoice, access your online CAP account at <https://lakesowego.city>. Go to the bottom of the screen to the **Invoices** tab select the appropriate **Invoice Number**.

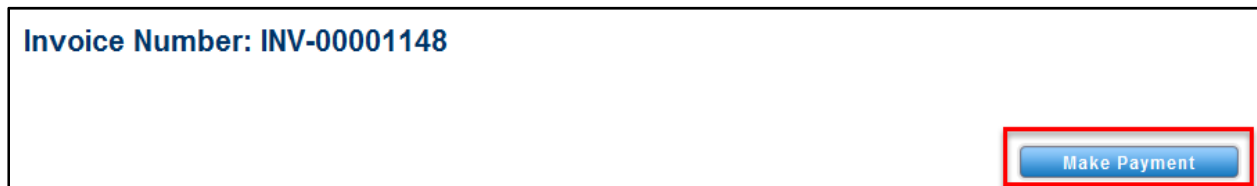
TIP: - If multiple invoices display, look at **Invoice Date** to find most current



The screenshot shows a web interface titled "Jane Test Invoices". At the top right, there are two buttons: "Pay Multiple Invoices" and "Change Filter". Below these is a table with the following columns: Invoice Number, Status, Invoice Total, Invoice Date, and Due Date. The first row of the table is highlighted with a red box around the "Invoice Number" cell, which contains the value "INV-00001187". The other cells in this row are "Due", "\$24.00", "11/21/2017", and "11/21/2017". At the bottom of the table, there is a pagination control showing "1" and the text "Displaying items 1 - 3 of 3".

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
INV-00001187	Due	\$24.00	11/21/2017	11/21/2017

Step 10 – Select the **Make Payment** button



The screenshot shows a form with the text "Invoice Number: INV-00001148" at the top. At the bottom right of the form, there is a blue button with the text "Make Payment" highlighted by a red box.

How to Renew and Pay Fees on a Dog License

Step 11 – 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 12 – 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 and tags 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