How to Register for a new CAP Account

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

Step 2 – Click on the *Register* button

Step 3 – Fill out the New User Registration, then click the *Submit* button

Tips: - *Complete all required fields* *(red asterisk)*

- *Type your Business Name or dba in Company box*

- *Enter Street Number, Street Name and Street Type in separate fields*

-*Enter Challenge in appropriate lower/UPPER case as shown on your registration*

Step 4 – Your user account submission has been sent to our office for review. Once approved, you will receive an email notification alerting you that you can log in and view/renew current licenses or request a new license. ***Please note this can take up to 3 business days to receive.***