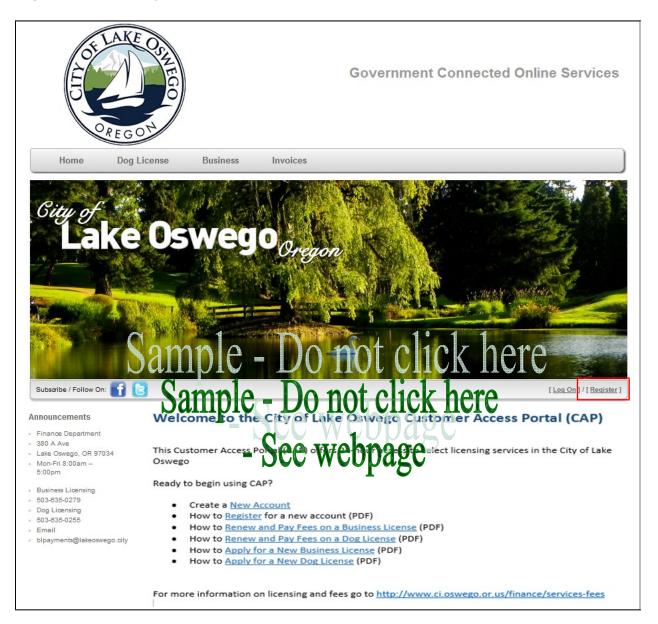
How to Register for a new CAP Account

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

Step 2 – Click on the *Register* button

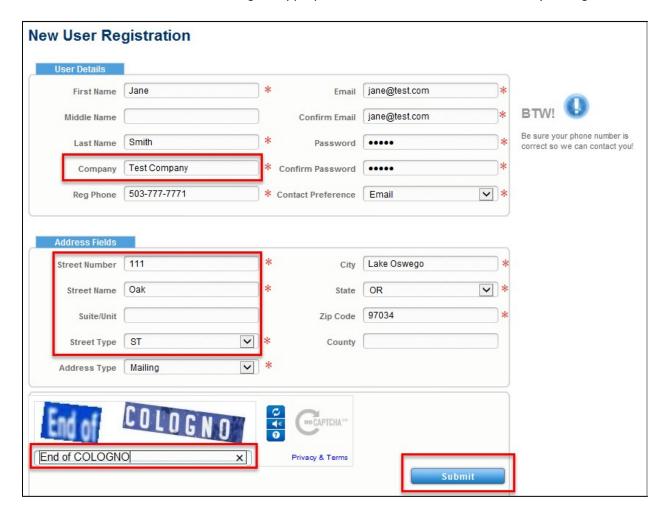


How to Register for a new CAP Account

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.*