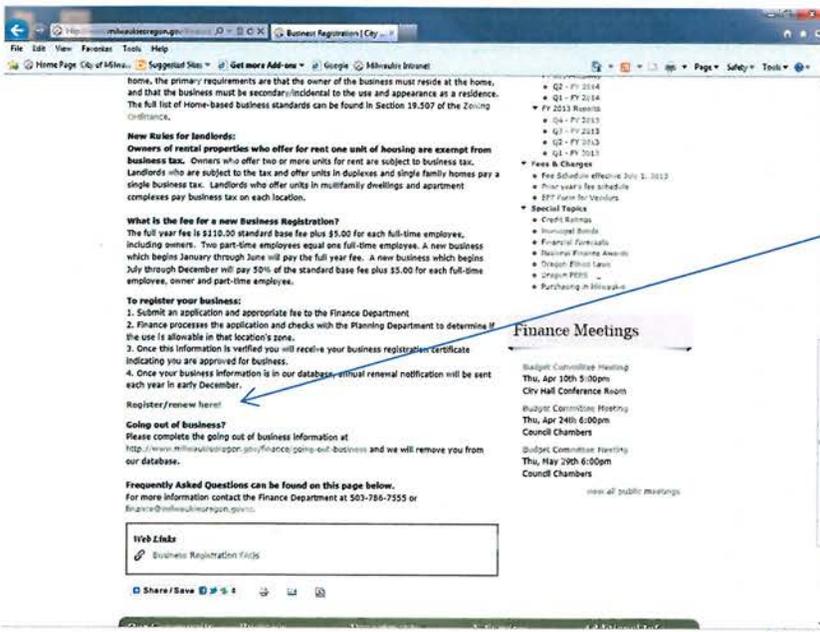


# Business Registration Renewal Tutorial



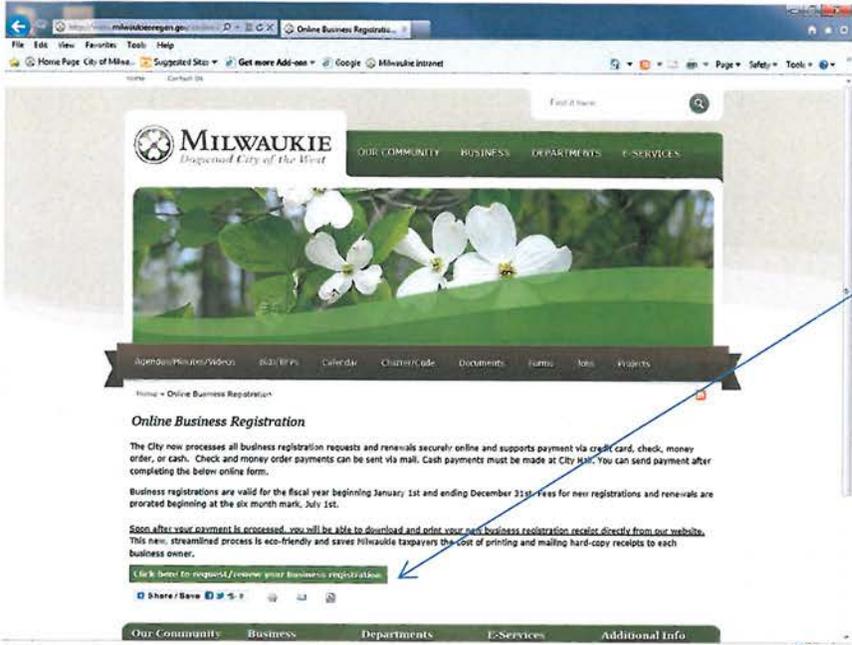
On the City's website home page, click on the Business drop-down menu.

Click on Business Registration.

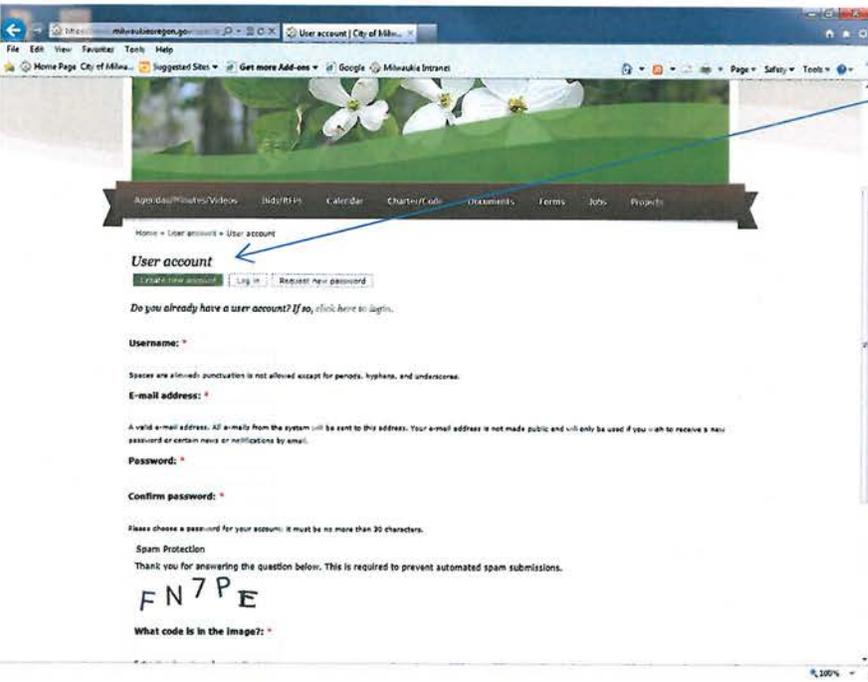


Scroll down three-quarters of the page to see the link "Register/renew here!"

Click on the link.

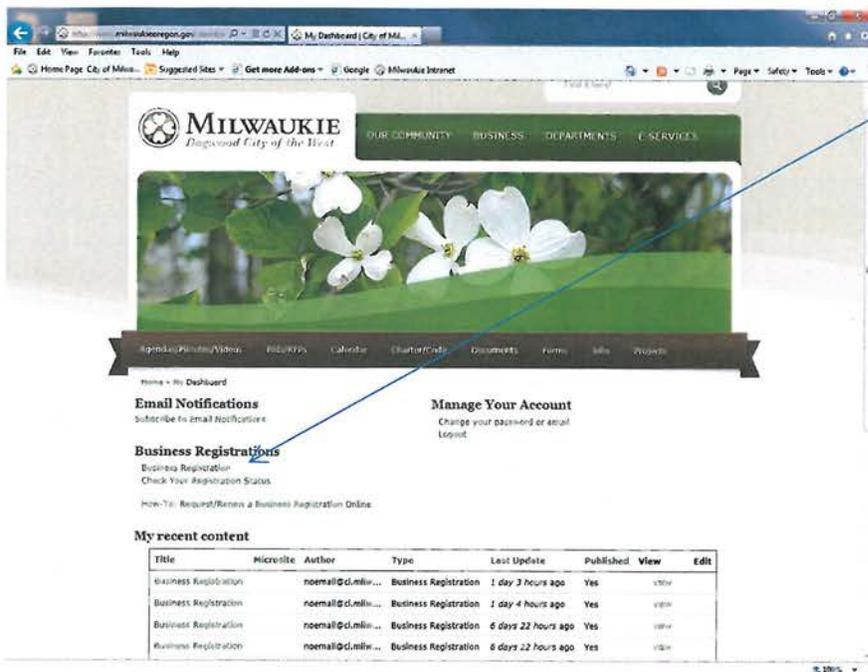


Click on the link "Click here to request/renew your business registration."

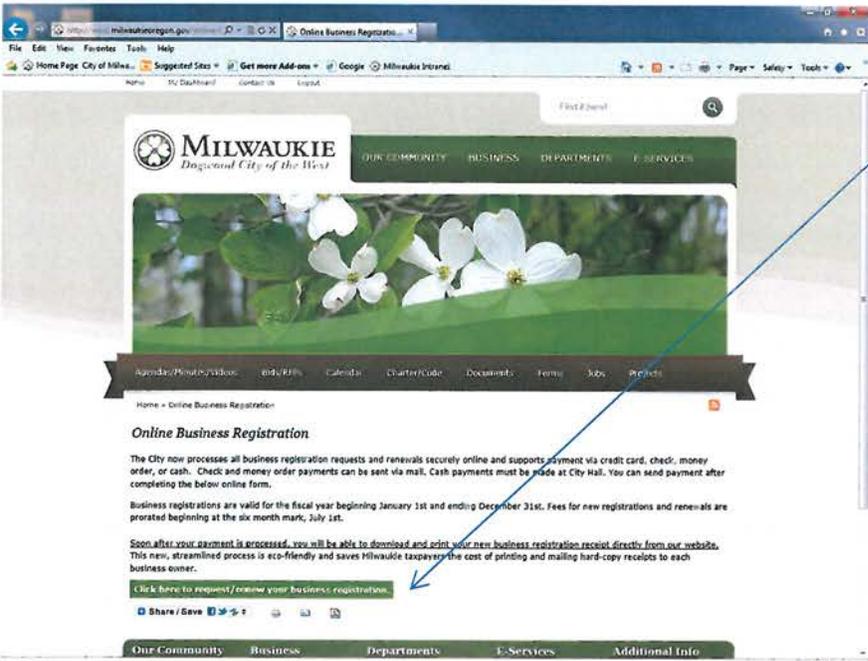


At this screen, a business can:

- create a new account;
- log in with existing credentials;
- request a new password



Click on the Business Registration link under Business Registration.



Click on the link "Click here to request/renew your business registration."

Order ID	Submit Date	Status	Total	Registration Number	PDF	Business Name	DBA	Expiry Date	Renew
46	12/17/2012	Completed	\$125.00	1253	PDF	WEST WIND ARTS		Tue, Dec 31st	Renew this registration
53	12/17/2012	Completed	\$120.00	3497	PDF	MILWAUKIE HEALTH ALTERNATIVES		Tue, Dec 31st	Renew this registration
77	12/18/2012	Completed	\$60.00	3604	PDF	BUNGALOW BILL'S RENOVATION LLC		Mon, Dec 31st	Renew this registration
79	12/18/2012	Completed	\$0.00	3605	PDF	NATIONAL ALLIANCE ON MENTAL ILLNESS OF CLACKAMAS CTY		Tue, Dec 31st	Renew this registration
113	12/19/2012	Completed	\$325.00	3606	PDF	SWAN HOUSE LLC		Tue, Dec 31st	Renew this registration
213	12/27/2012	Completed	\$115.00	174	PDF	TOTAL MARITIME SERVICE LTD		Tue, Dec 31st	Renew this registration
215	12/27/2012	Completed	\$115.00	2705	PDF	BRETZ PROPERTIES LLC		Tue, Dec 31st	Renew this registration
216	12/27/2012	Completed	\$120.00	158	PDF	BUSINESS LEARNING CENTER		Tue, Dec 31st	Renew this registration
217	12/27/2012	Completed	\$120.00	2383	PDF	RENEWABLE PRODUCTS DEV LAB		Tue, Dec 31st	Renew this registration
219	12/27/2012	Completed	\$130.00	202	PDF	REDMAN LAW FIRM		Tue, Dec 31st	Renew this registration

On this screen, one will see registration(s) renewed in the prior year linked to the account.

To renew, click the link "Renew this registration."

**MILWAUKIE**  
Dignified City of the West

OUR COMMUNITY BUSINESS DEPARTMENTS E-SERVICES

Home » Create content » Create Business Registration

**Create Business Registration**

Registration Number: 3415

Business Information

Business Name: LA BELLA FLORA

Name Doing Business As:

If you do not conduct business under another name, please leave this field blank.

Business Phone: 503-701-6579

Business Fax:

At this screen, one will see the business information on file.

Make any corrections, additions, or deletions.

Fee: No charge with proper documentation

Is the business a SO1(c)37: \*

Yes  
 No

Are you doing business for more than two weeks: \*

Yes  
 No

Number of Full Time Employees (including owners): X \$5.00:  
1 \$5.00

NOTE: This part-time employee counts as one full-time employee.

Information Disclosure Consent  
I give my consent to the City of Milwaukie to release my business' name, address and description when requested. I understand the City will keep my business' best interest in mind when disclosing my business information. I understand that my authorization will remain effective from the date of my signature until I revoke the authorization by written communication.

I consent

Confirmation  
 I certify I am an authorized agent of the business and the information is true and accurate to the best of my knowledge.

Electronic Signature: \*

Once all the required fields have been completed, click "add to cart."

Shopping cart | City of Milwaukie

Home Dashboard Contact Us Logout

OUR COMMUNITY BUSINESS DEPARTMENTS E-SERVICES

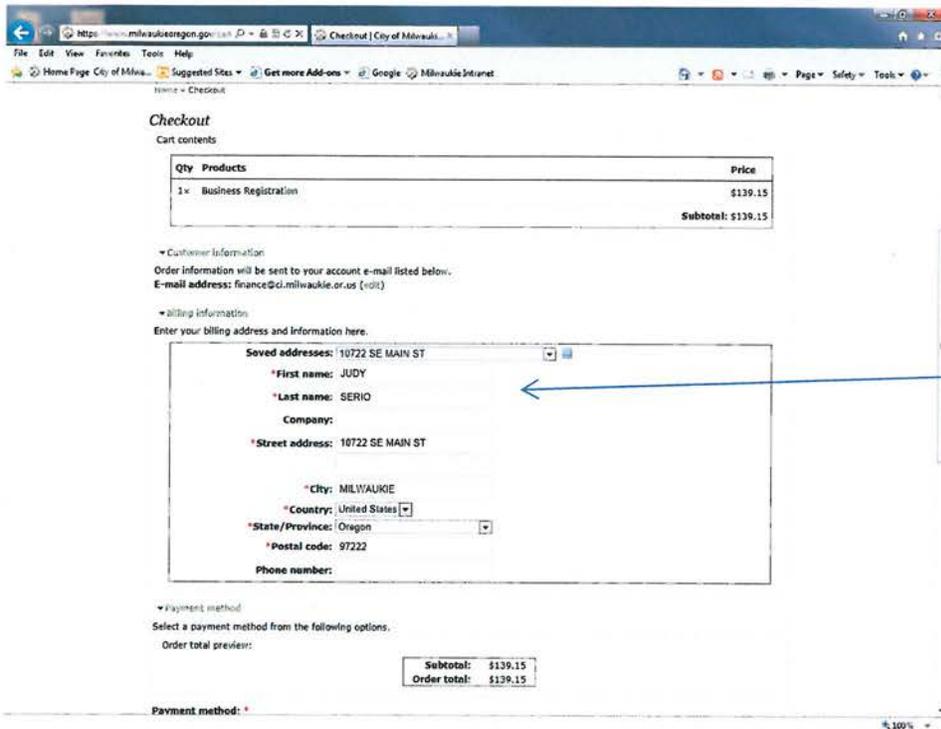
Home + Shopping cart

Shopping cart

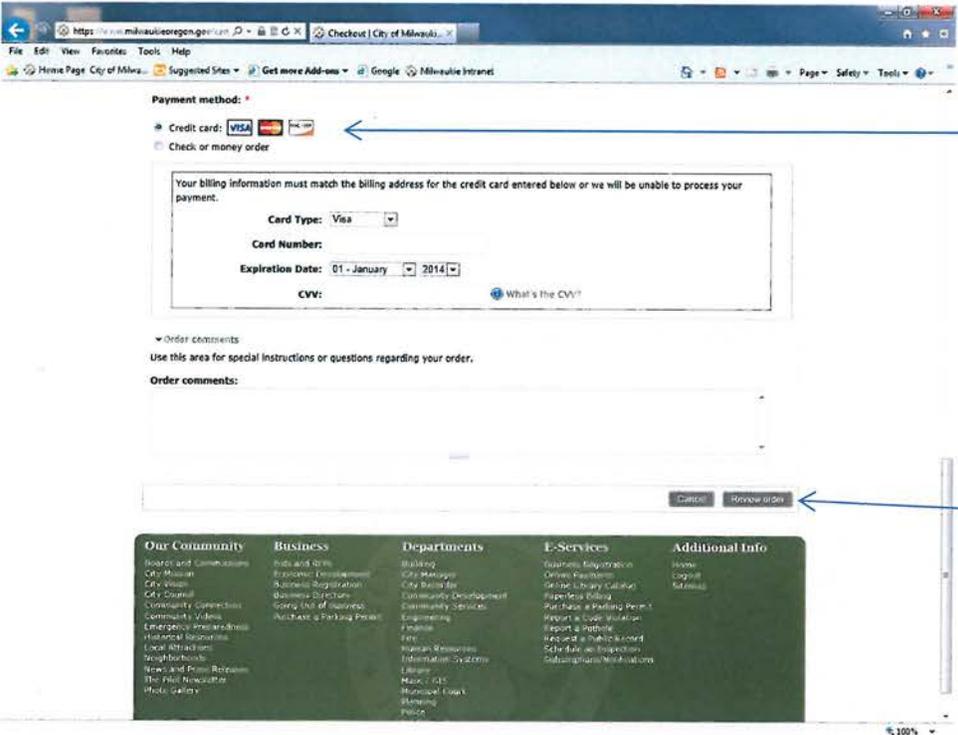
Business Registration Business registration has been created.

Remove	Products	Qty.	Total
<input type="button" value="Remove"/>	Business Registration Business Registration	1	\$139.15
			<b>Subtotal: \$139.15</b>

Verify the shopping cart total and click "checkout."

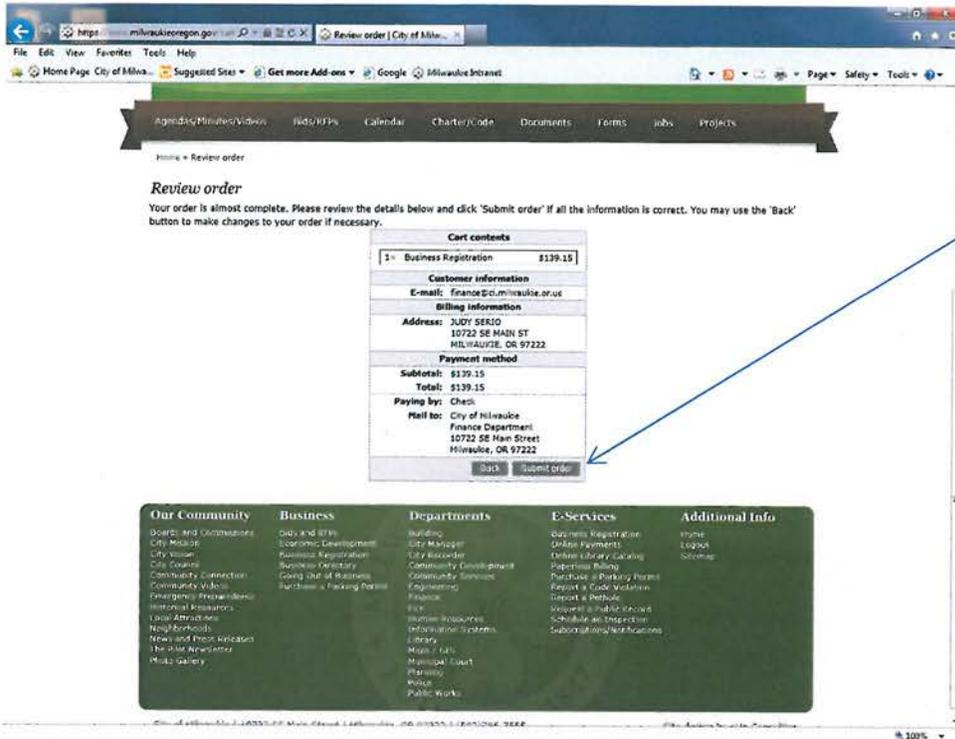


Add the billing information in the required fields.

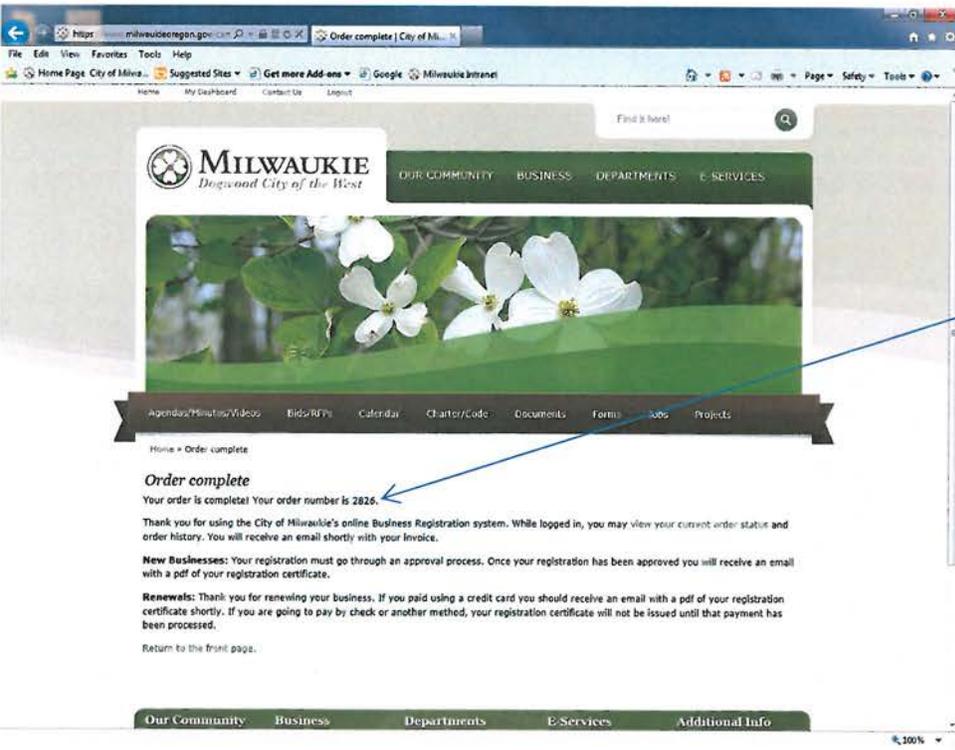


Select the method of payment.

Click "review order."



Verify the information is correct and click "submit order."



The final screen will provide an order number. If method of payment is check, please make sure to write this order number on the memo line of the check.

If payment of the registration renewal was via credit card, a separate email will be sent with a link to print your business registration certificate. This email will arrive in your inbox within minutes of your order being processed.

If payment of the registration renewal will be via check, a separate email will be sent with a link to print your business registration certificate, once the City receives and applies the check to your online account.

Updated: March 2014