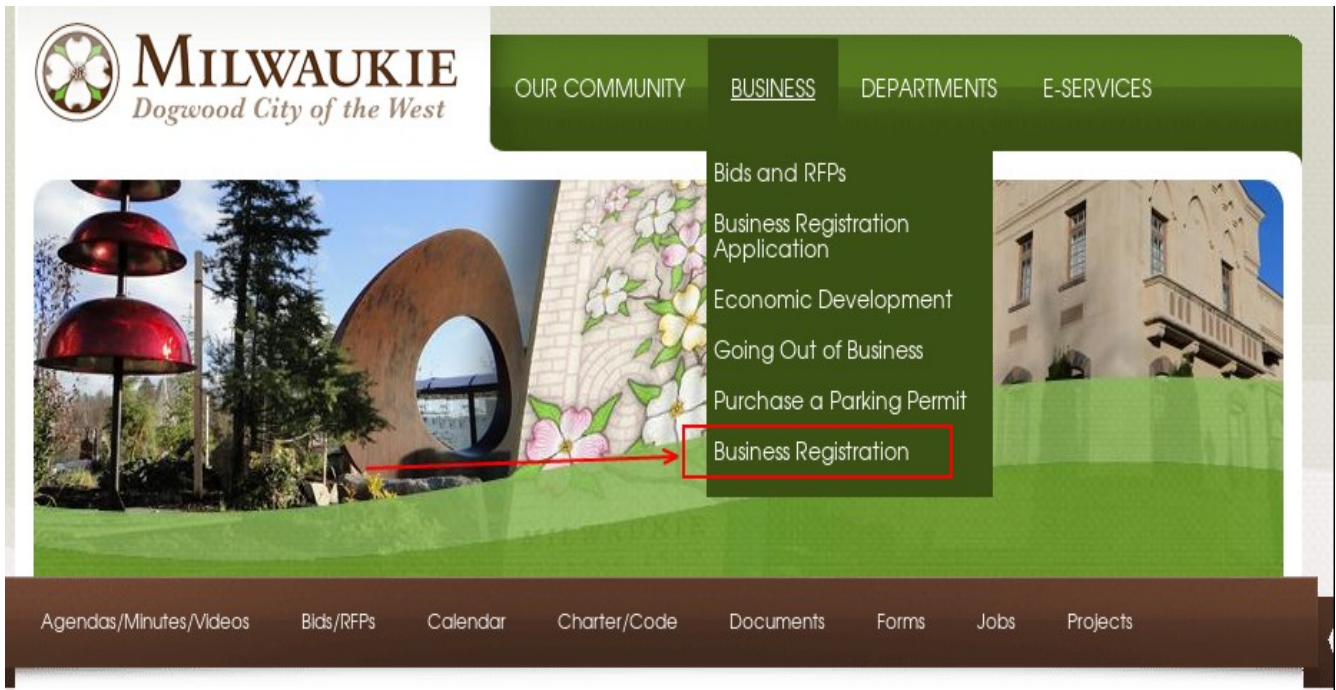


Registering a Business Online

1. From the home page, go to *Business* in the main menu, then click *Business Registration*.



2. Click the link to request/renew your business registration.

Soon after your payment is processed, you will be able to login, download, and print your new, streamlined process is eco-friendly and saves Milwaukie taxpayers the cost of printing.

[Click here to request/renew your business registration.](#)

[+](#) Share / Save [↻](#) [f](#) [t](#) [↕](#)

3. If you are not logged in you will be directed to the create an account. Fill out the account information if you don't have an account set up.
- a) The email address you enter on the business registration form is the email address that will be notified when the registration PDF file is ready to print. This email address will also be notified when it is time to renew the registration.

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password: *

Confirm password: *

Please choose a password for your account; it must be no more than 30 characters.

Spam Protection

Thank you for answering the question below. This is required to prevent automated spam submissions.



What code is in the image?: *

Enter the characters shown in the image.

Create new account

- If you are registering a new business (your business does not yet have a City of Milwaukee business registration number) click *Register a NEW business*. If you are renewing a registration, skip to step 6.

My Business Registration Orders

[Register a NEW business](#)



Renewing a registration for your business? Find it below.

Your user does not have any registrations associated with your account.

Do you have additional businesses not listed above that you are registering online for the first time?

[Find your other business](#)

- If you are renewing a registration, search for your business, then click the *Renew this registration* link on the right side of the results list (If you are registering a new business, skip this step).

Find Your Business

[Register a NEW business](#)

[Check the status of a recently submitted registration](#)

Renewing a registration for your business? Find it below.

If you have an existing business registration and are renewing it using our online system for the first time, conduct a search below to find your business and then click the 'Renew this registration' link.

Search


Registration Number	Business Name	DBA	Renew
0001	[blurred]	[blurred]	Renew this registration
0003	[blurred]	[blurred]	Renew this registration
0006	[blurred]	[blurred]	Renew this registration
0014	[blurred]	[blurred]	Renew this registration
0015	[blurred]	[blurred]	Renew this registration

6. Fill out the form. Required fields are marked with an asterisk (*). The answers to some questions may trigger additional fields to be displayed below the question.

Business Registration Type: *

New Registration

Renewal



7. As you are filling out the form, please consider the following:
- a) If you are renewing a registration, some of the basic information in the form will already be filled in. If you have previously renewed your registration using this system, you can log in as the same user before renewing your registration, and more of the fields will be filled in for your convenience.
8. When you have finished the form, click the *Add to cart* button at the bottom of the form.

Electronic Signature: *

Your Name Here

Add to cart



9. If you did not fill in all fields properly, an error message will be displayed at the top of the page. Please correct any errors and click the *Add to cart* button again.

Create Business Registration

Business Description field is required.

Business Registration Type: *

New Registration

Renewal

10. Checkout if you are only registering one business.

Shopping cart

Business Registration Business Registration has been created.

Remove	Products	Qty.	Total
<input type="button" value="Remove"/>	Business Registration Business Registration	1	\$60.00
			Subtotal: \$60.00

11. Fill in the checkout form.

- a) The email address shown here is from the user account associated with this order. We may also use this email address to contact you for additional information related to the order. We will NOT ask you for your credit card number in an email, and you should never give anyone your credit card number in an email.
- b) If you choose to pay by check, your business registration will not be processed until payment is received.

Checkout

Cart contents

Qty	Products	Price
1x	Business Registration	\$60.00
		Subtotal: \$60.00

▼ Customer information

Order information will be sent to your account e-mail listed below.
E-mail address: [redacted] (edit)

▼ Billing information

Enter your billing address and information here.

Saved addresses:

*First name:

*Last name:

Company:

*Street address:

*City:

*Country:

*State/Province:

*Postal code:

Phone number:


▼ **Payment method**





Select a payment method from the following options.

Order total preview:

Subtotal:	\$60.00
Order total:	\$60.00

Payment method: *

Check or money order 

Credit card:    

Checks should be made out to:

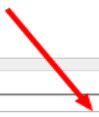
City of Milwaukie Finance Department
10722 SE Main Street
Milwaukie, OR 97222

Please include your order # on your check. Your order # will be included on your invoice that you will receive after checkout.

▼ **Order comments**

Use this area for special instructions or questions regarding your order.


Order comments:



- Review your order. Your order is NOT YET SUBMITTED. Once you have verified that the information is correct, click the *Submit order* button.

Review order

Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Cart contents	
1x Business Registration	\$60.00
Customer information	
E-mail:	
Billing information	
Address:	
Phone:	
Payment method	
Subtotal:	\$60.00
Total:	\$60.00
Paying by:	Check
Mail to:	City of Milwaukie Finance Department 10722 SE Main Street Milwaukie, OR 97222
<input type="button" value="Back"/> <input type="button" value="Submit order"/> 	

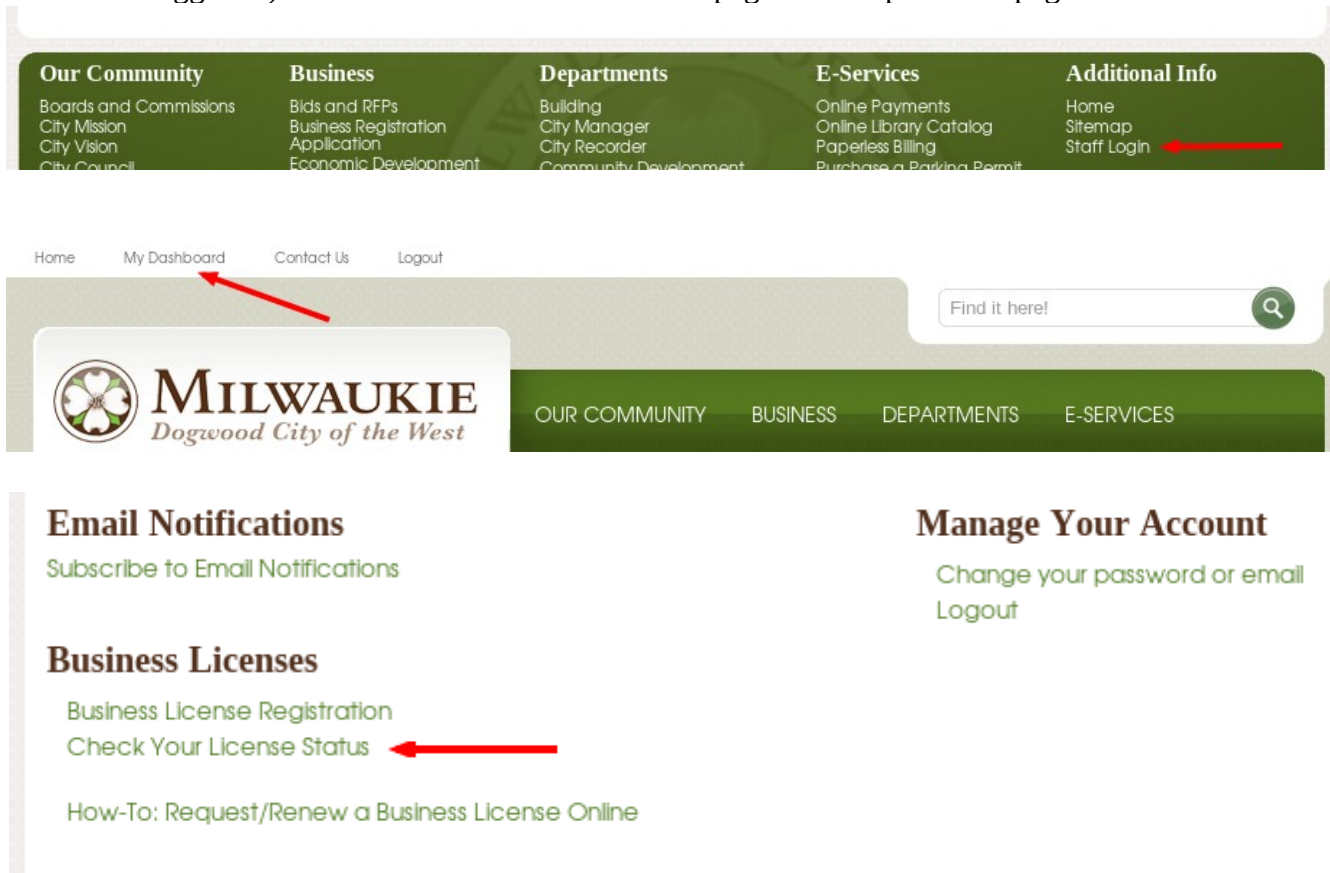
- Your order will now be submitted.

- a) If credit card processing fails, you will be asked to correct your credit card information and try again.
- b) If the order is successfully submitted, you will be presented with an order number. You will also receive an invoice in your email.

Order complete

Your order is complete! Your order number is 44. Thank you for shopping at City of Milwaukie Finance Department. While logged in, you may continue shopping or [view your current order status](#) and order history. You will receive an email shortly with your invoice. Once your registration/renewal has been approved you will receive an email with a pdf of your registration. [Return to the front page.](#)

- 14. Once payment has been received, our staff will begin to process your registration.
 - a) Staff may contact you for additional information while reviewing your request..
 - b) Your registration will NOT be available to download until the review process is complete.
 - c) You may check on the status of your registration from the Dashboard page (you must be logged in). There is a link to the Dashboard page at the top of most pages on the site.



- 15. After selecting *Check Your Registration Status* on the Dashboard page, a list of your recent business registration orders will be displayed.
 - a) When the order has been processed, it will be in *Completed* status.
 - b) When your registration is available for download, a *PDF* link will appear next to the registration number.

c) To see more detailed information on your order, click the order number.

My Business Registration Orders

Register a NEW business

Renewing a registration for your business? Find it below.

Order ID	Submit Date	Status	Total	Registration Number	PDF	Business Name	DBA	Renew
44	11/07/2012	Completed	\$60.00	38	PDF			Renew this registration

Do you have additional businesses not listed above that you are registering online for the first time?

Find your other business

16. While viewing the order details

- You may click on *Business Registration* link to view the information you entered in the registration form in addition to any approval status information that may be available after the review process.
- You may also view a printable invoice. This is the same invoice you should have received in your email.

Order 44

Bill to: [Redacted]	Payment: Method: Check Check received Expected clear date: 11/07/2012
-------------------------------	--

Products:

Qty	Product	SKU	Price	Total
1x	Business Registration • ID: 12741 - Business Registration	bsnlicense	\$60.00	\$60.00

Subtotal: \$60.00
Total: \$60.00

Custom Products:

The following products in this order have customizations described below.
Please click each link to view more information.

- Business Registration (SKU bsnlicense) - Business Registration

Order comments:

Date	Status	Message
11/07/2012	-	Order created.
11/07/2012	Completed	-

 Click to open a window with a printable invoice.