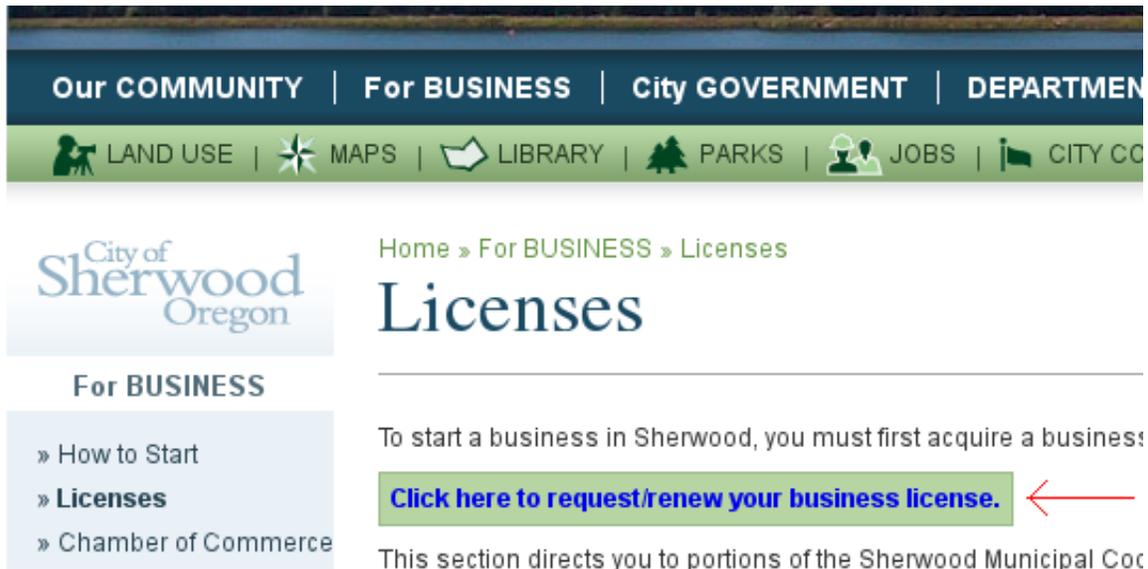


Requesting a Business License Online

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



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



3. If you are registering a new business (your business does not yet have a City of Sherwood business license number) click *Register a NEW business*. If you are renewing a license, skip to step 4.

City of Sherwood Oregon

Home » Find Your Business

[Register a NEW business](#)

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

Renewing a license for your business? Find it below.

If you have an existing business license 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 license" link.

Search

License Number	Business Name ▲	DBA	Expire Date	Renew
5875	[REDACTED]		12/31/2011	Renew this license
5846	[REDACTED]		12/31/2011	Renew this license
5607	[REDACTED]		12/31/2011	Renew this license
266	[REDACTED]		12/31/2011	Renew this license

4. If you are renewing a license, search for your business, then click the *Renew this license* link on the right side of the results list (If you are registering a new business, skip this step).
 1. NOTE: If this is a renewal for a business you previously registered or renewed using this online system, you may log in using the block on the left side of the screen so your license form will autopopulate fields you have previously filled in.

City of Sherwood Oregon

Home » Find Your Business

[Register a NEW business](#)

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

Renewing a license for your business? Find it below.

If you have an existing business license 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 license" link.

Search

License Number	Business Name ▲	DBA	Expire Date	Renew
5875	[REDACTED]		12/31/2011	Renew this license
5846	[REDACTED]		12/31/2011	Renew this license
5607	[REDACTED]		12/31/2011	Renew this license
266	[REDACTED]		12/31/2011	Renew this license

5. 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 License Application Type: 

- New License
- Renewal

6. As you are filling out the form, please consider the following:
 1. The email address you enter on the business license form is the email address that will be notified when the license PDF file is ready to print. This email address will also be notified when it is time to renew the license.
 2. If you are registering a home occupation that is not inside the Sherwood city limits, you should select “No” when asked if the business will be operated from your home. There are additional requirements and fields on the form for home occupations within the city limits.
 3. If you are renewing a license, some of the basic information in the form will already be filled in. If you have previously renewed your license using this system, you can log in before renewing your license, and more of the fields will be filled in for your convenience.
7. When you have finished the form, click the *Add to cart* button at the bottom of the form.

maintenance or work areas where recyclable materials may be collected, stored, or both; and
3. Businesses and business recycling service customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the business must source separate and that provide recycling instructions.

- I declare under penalty of law that all information in this application is true.*
- I am not the property owner/authorized agent of the property owner empowered to submit this application*
- I am the property owner/authorized agent of the property owner empowered to submit this application
- I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the city review authorities compliance with these standards prior to approval of my request.*

Signature: *

Please type your name and title to confirm that all information in this application is true.



8. 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 License Application

You must enter an emergency contact phone number.

General Information

Business License Application Type: *

- New License
- Renewal

Business Name: *

9. Fill in the checkout form.
 1. The email address you enter here will be used to create a 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.
 2. If you choose to pay by check, your business license will not be processed until payment is received.

Checkout

Cart contents		
Qty	Products	Price
1 ×	Business License	\$81.00
		Subtotal: \$81.00

▼ **Customer information**

Enter a valid email address for this order or [click here](#) to login with an existing account and return to checkout.

E-mail address: *
 ←

▼ **Billing information**

Enter your billing address and information here.

***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.

Payment method: * ←

Check or money order

Credit card:    

Checks should be made out to:
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

▼ **Order comments**

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

Order comments:

←

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

11. Your order will now be submitted.

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
1×Business License\$81.00
Customer information
E-mail: you@example.com
Billing information
Address: WILLIAM TESTER 23 TEST AVE. SHERWOOD, OR 97140
Phone: 503-111-2222
Payment method
Subtotal: \$81.00
Total: \$81.00
Paying by: Check
Mail to: City of Sherwood 22560 SW Pine Street Sherwood, OR 97140
<input type="button" value="Back"/> <input type="button" value="Submit order"/>



1. If credit card processing fails, you will be asked to correct your credit card information and try again.
2. If the order is successfully submitted, you will be presented with an order number. You will also receive an invoice in your email.
3. If you did not already have a user account, an account will be created for you. Your user name and password will be presented to you. You will also receive a user account creation email.

Order complete

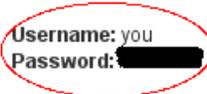
Your order is complete! Your order number is 6.



Thank you for using the City of Sherwood, Oregon online payment system. A new account has been created for you here that you may use to view your current order status.

[Click here](#) to login to your new account using the following information:

Username: you
Password: [REDACTED]



12. Once payment has been received, our staff will begin to process your license.
1. Staff may contact you for additional information while reviewing your request..
 2. Your license will NOT be available to download until the review process is complete.
 3. You may check on the status of your license from the Dashboard page (you must be logged in, but there is a login link on the dashboard page). There is a link to the Dashboard page at the bottom of most pages on the site.



Dashboard

Dashboard page - not logged in

[Home](#) » [Dashboard](#)

Dashboard

Dashboard page - logged in

Business Licenses

[Business License Registration](#)
[Check Your License Status](#) ←

My User Account

[Change your email address](#)
[Change your password](#)
[Logout](#)

13. After selecting *Check Your License Status* on the Dashboard page, a list of your recent business license orders will be displayed.
 1. When the order has been processed, it will be in *Completed* status.
 2. When your license is available for download, a *License PDF* link will appear next to the license number.
 3. To see more detailed information on your order, click the order number.

My Business License Orders

[Register a NEW business](#)

Renewing a license for your business? Find it below.

Order ID	Submit Date	Status	Total	License Number	PDF	Business Name	DBA	Expire Date	Renew
2	12/14/2011	Payment received	\$ [REDACTED] 2			[REDACTED]		12/31/2012	Renew this license
1	12/14/2011	Completed	\$ [REDACTED] 5607		License PDF	[REDACTED]		12/31/2012	Renew this license

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

[Find your other business](#)

14. While viewing the order details

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

Order 2

Bill to: ██████████ 23 TEST AVE ██████████	Payment: Method: Credit card
--	--

Products:				
Qty	Product	SKU	Price	Total
1 ×	Business License • ID: 2934 - Business License Application	bsnsllicense	██████████	\$ ██████████

Subtotal: \$ ██████████
Total: \$ ██████████

Custom Products: The following products in this order have customizations described below. Please click each link to view more information. • Business License (SKU bsnsllicense) - Business License Application
--

Order comments:		
Date	Status	Message
12/14/2011	-	Order created.

 Click to open a window with a printable invoice.
--