

Check-cashing renewal on eGov

This process takes place on eGov: <https://ordcbs.mylicense.com/eGov/>

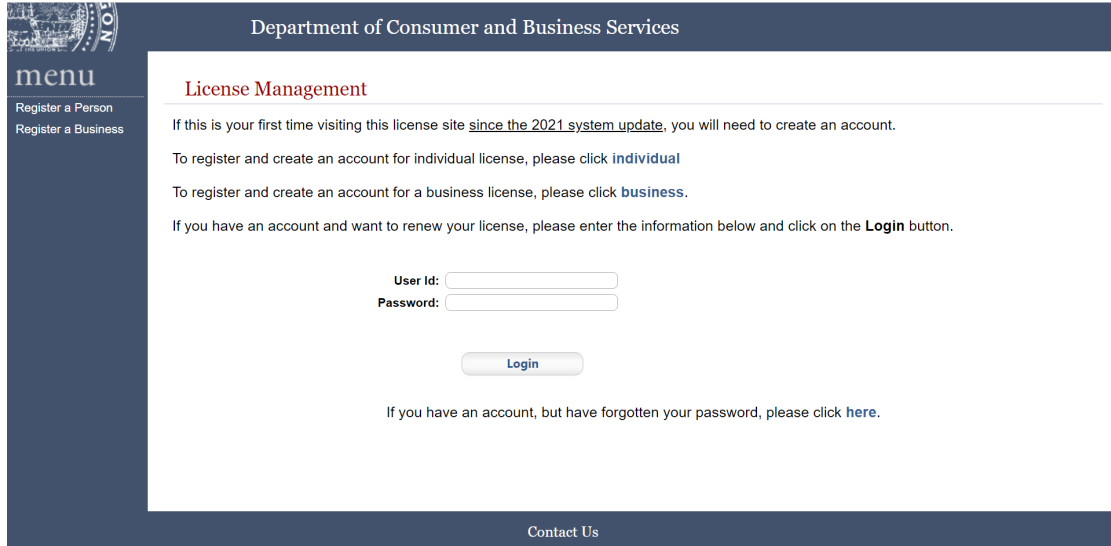
Have the following information ready before renewing. The time needed to complete renewal varies by company; however, please note that the system times out 45 minutes after logging in.

You will need:

1. Renewal notice from the Division of Financial Regulation (DFR) with your license number and registration code
2. Active and current registration with the Oregon Secretary of State
3. Valid credit card for the required renewal fee of \$150
4. Valid email address for correspondence about renewal and payment receipt

eGov renewal steps

1. Go to <https://ordcbs.mylicense.com/eGov/>.



The screenshot shows the 'License Management' page of the Department of Consumer and Business Services. The page has a dark blue header with the department name. On the left, there is a 'menu' section with two options: 'Register a Person' and 'Register a Business'. The main content area is titled 'License Management' and contains instructions for new and existing users. It includes two input fields for 'User Id:' and 'Password:', a 'Login' button, and a link for users who have forgotten their password. At the bottom, there is a 'Contact Us' link.

Department of Consumer and Business Services

menu

Register a Person
Register a Business

License Management

If this is your first time visiting this license site [since the 2021 system update](#), you will need to create an account.

To register and create an account for individual license, please click [individual](#)

To register and create an account for a business license, please click [business](#).

If you have an account and want to renew your license, please enter the information below and click on the **Login** button.

User Id:

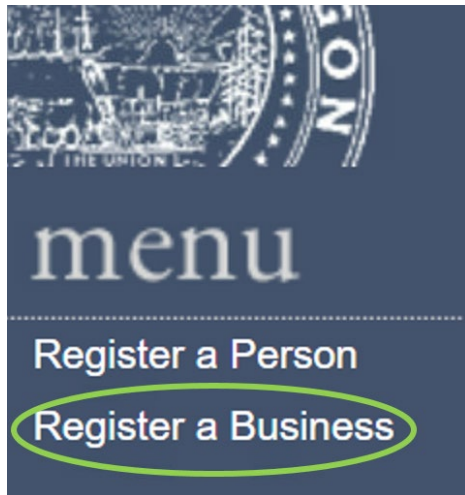
Password:

[Login](#)

If you have an account, but have forgotten your password, please click [here](#).

[Contact Us](#)

2. Select "Register a Business" in the left menu panel.



- Use the provided fields and only enter the license number and registration code from the renewal notice.

Department of Consumer and Business Services

Record Search (Business)

We need to check for existing records before completing your registration. Please enter at least two pieces of information in the fields below to search. You can find your registration code and renewal ID on your State-issued renewal notice.

Note: If you want to create an account for an individual license, please click [here](#).

License Number:

Renewal ID:

Registration Code:

National Provider ID:

BUSINESS/FACILITY NAME:

FEIN:

- Select "Search."

Record Search (Business)

We need to check for existing records before completing your registration. Please enter at least two pieces of information in the fields below to search. You can find your registration code and renewal ID on your State-issued renewal notice.

Note: If you want to create an account for an individual license, please click [here](#).

License Number:

Renewal ID:

Registration Code:

National Provider ID:

BUSINESS/FACILITY NAME:

FEIN:


- The search results should show the active registration. You will begin the renewal process from this screen. Contact the division at 503-947-7300 if search results show no records.

Registration

We were able to find your records based on the entered search criteria. Please review the information below and double check that the search returned *your* record.

- If the record below is yours, enter a username and password in the form below and press the **Register** button to create your record. Once logged into the e-Government site you will be able to maintain your records, apply for an additional license, and renew an existing license.
- If the information below is not yours, click [here](#) to search again. If your records can not be found, click [here](#) for information on contacting the proper department/agency/board.

- Stay on the page to update the account to submit a renewal with the division. You will need the user ID and password created on this page to log in to eGov.



Name

Business / Facility Name:

Owner / Manager Name:

FEIN:

Ownership Type:

Address

Line 1:

Line 2:

City:

State:

ZipCode:

County:

Country:

Phone:

Fax:

Email:

User Credentials

UserID and Password are case sensitive.

User ID:

Password:

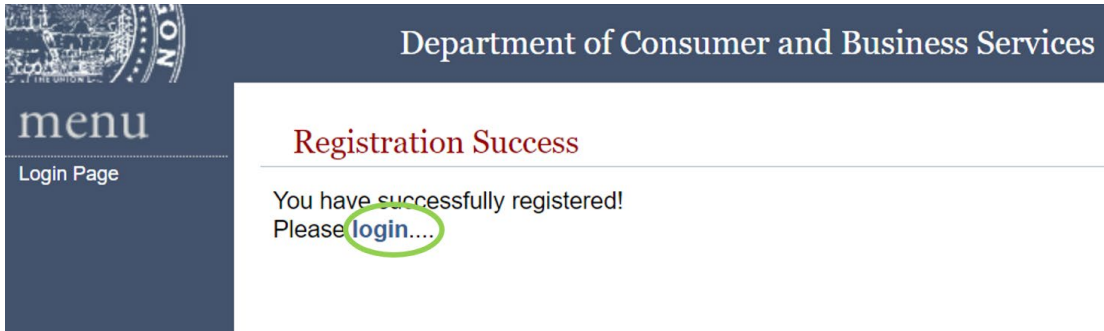
At least 8 characters
At least one lowercase letter
At least one uppercase letter
At least one number
At least one symbol/special character
No spaces

Confirm Password:

[Register](#)


- Create a custom user ID.
- Create a password with at least one character, one uppercase letter, and one number.
- The user ID can be lowercase. The password is case sensitive.
- Fill out the required fields and select "Register."

11. The Registration Success page confirms that the account was created. Select “login” to begin the renewal process.




The screenshot shows the top of a web page for the Department of Consumer and Business Services. The header is dark blue with the department name in white. On the left is a dark blue sidebar with a 'menu' section containing a link for 'Login Page'. The main content area has a white background with the heading 'Registration Success' in red. Below the heading, the text reads 'You have successfully registered! Please [login....](#)' where the word 'login....' is circled in green.

12. Enter the user ID and password from Step 7 in the designated fields and select “Login.”



The screenshot shows the 'License Management' page. The header and sidebar are identical to the previous page. The main content area has a white background with the heading 'License Management' in red. Below the heading, the text reads: 'To renew your license - enter your User Id and Password below, and click the **Login** button. If you do not have a User Id or Password, click on the appropriate link in the menu to register.' There are two input fields: 'User Id:' with the value 'CC-1514' and 'Password:' with a masked password of ten dots. Below these fields is a 'Login' button.

13. The Licenses page is a summary of the licenses the division has on record.



Department of Consumer and Business Services

menu

- Initial Application
- Renew License
- Update Contact Information
- Pending Prereqs
- Logon As...
- Logout

Licenses

This page shows all of your active, inactive, and pending licenses. Click **"Initial Application"** to apply or click **"Renew"** in the top-left menu to renew a license.

Name

Business / Facility Name: DCBS TEST RECORD
Owner / Manager Name: TEST OWNER
Oregon SOS Business Registry Number: 123445
Ownership Type: Cooperative Corporation

Address

Address: 350 WINTER ST NE
SALEM, OR 97302
Phone: 5039477300
Fax:
Email: TEST@EMAIL.COM

Licenses

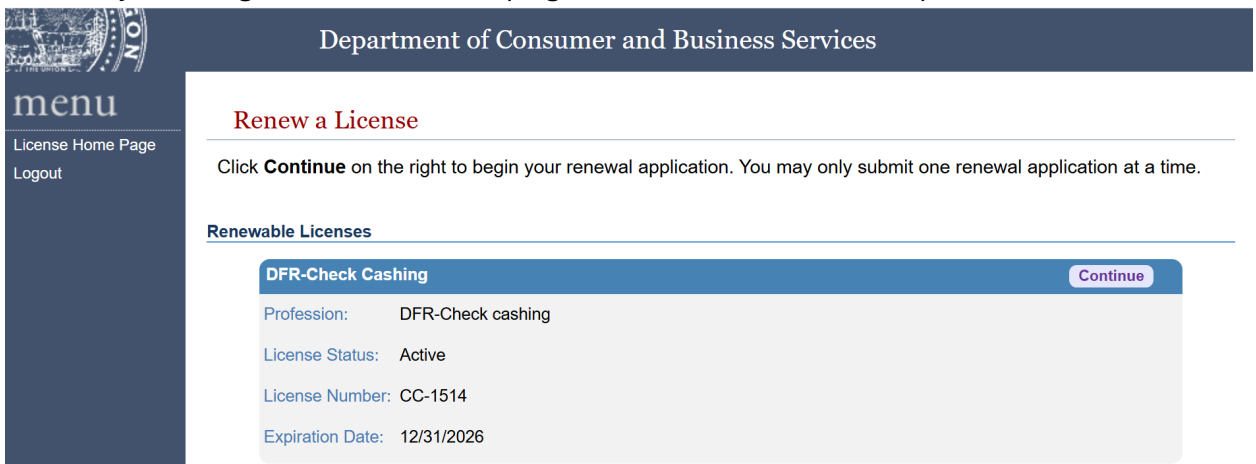
| DFR-Check Cashing | Documents |
|-------------------------------|-----------|
| Profession: DFR-Check cashing | |
| License Number: CC-1510 | |
| License Status: Active | |
| Expiration Date: 12/31/2026 | |

| DFR-Check Cashing | Documents | View Checklist |
|-------------------------------|-----------|----------------|
| Profession: DFR-Check cashing | | |
| License Number: CC-1514 | | |
| License Status: Active | | |
| Expiration Date: 12/31/2026 | | |

14. Use the left menu panel to begin renewal. This menu panel can be used to navigate through the pages during the renewal process. Select “Renew License” to begin.



15. The Renew a License page displays the licenses that are available for renewal. Select the license by selecting “Continue” in the top right of the renewable licenses panel.



16. The renewal is not complete and will not be processed until the fee is paid and an examiner reviews what was submitted. Select “Continue” to move forward.



Note: The link is a copy of the Check Cashing Annual Report that will be submitted later.

17. The Contact Information page displays a summary of the contact information the division has on record. If the mailing and email address are correct for future regulatory correspondence, then select “Save.”

Department of Consumer and Business Services

Contact Information

Listed below is the contact information associated with this license. If you need to make changes to any of the existing information listed, please contact the division at DFR.NDP.licensing@dcbs.oregon.gov. Otherwise, please click the “Continue” button to proceed.

Name

Business / Facility Name: DCBS TEST RECORD
 Oregon SOS Business Registry Number: 123445
 Owner / Manager Name: TEST OWNER
 Ownership Type: Cooperative Corporation

Address

Country: United States
 Address Line 1: 350 WINTER ST NE
 Address Line 2:
 Zip: 97302
 City: SALEM
 County: MARION
 State: OR
 Phone: 5039477300
 ex. 3015551212
 Fax:
 ex. 3015551212
 Email: TEST@EMAIL.COM
 ex. username@domain.com

18. The Corporate Personnel Info page can be updated as needed. If adding or editing personnel, remember to click “Cancel/Back” after selecting “Update” to return to the home screen for corporate personnel. If there are no edits or additions, select “Continue” to move forward.

Department of Consumer and Business Services

Corporate Personnel Info

Listed below are the corporate personnel associated with this license. If you need to make changes to any of the existing persons listed, please contact the division at DFR.NDP.licensing@dcbs.oregon.gov. You may add new owners or control person by clicking “Add” below. Adding a new owner or control person requires a criminal background and credit check authorization form.

The form can be found at <https://dfr.oregon.gov/business/licensing/financial/Documents/4912.pdf> and uploaded to the attachment page of this application.

Corporate Personnel

| Joe Corp | | Edit |
|-------------|------------|--|
| Position: | Co-founder | Address: 123 High Street Salem, OR 97302 United States |
| Start: | 12/31/2017 | Phone: 5038675309 |
| End: | | Fax: |
| Shares: | 0.00 | Email: joecorp@gmail.com |
| Birth Date: | 6/5/1989 | |

| Bob C Orperate | | Edit |
|----------------|------------|--|
| Position: | Asst. VP | Address: 123 High Street Salem, OR 97302 United States |
| Start: | 12/31/2019 | Phone: 5038675310 |
| End: | | Fax: |
| Shares: | 50.00 | Email: bobcorporate@gmail.com |
| Birth Date: | 12/12/2000 | |

Add

19. To add new personnel, select “Add” and enter their information. Select “Update.”

ordcbs.mylicense.com/Gov/CorporatePersonnelEdit.aspx?corp_action=edit&pkid=533

Department of Consumer and Business Services

Corporate Personnel Update

Once you have entered the required information, click **Update** or **Save**. The fields on this page will be made blank; you can then either enter another Corporate Personnel and click **Save**, or click **Cancel/Back** to continue.

[Cancel/Back](#)

Personnel

First Name: test
Middle Name:
Last Name: testor
Name Suffix: ex: Sr, Jr, III
Birth Date: 7/10/2000

Country: United States
Line 1: 999 MAIN ST
Line 2: ex: Apt. 100
City: SALEM
State: OR
County: MARION
ZipCode: 97301 [Get City from Zip](#)
Phone: 5039477300
Fax: ex: 3015551212
Email: testdatabroker@gmail.com

Details

Position: CEO
Start: 10/10/2022
End:
Percentage of Ownership:

[Update](#)

20. When the page refreshes, select “Cancel/Back” and add others as needed. Select “Continue” to move forward.

- Use the License Documents section to upload criminal background and credit authorizations for new corporate personnel. If needed, you may also upload other documents that pertain to the renewal.

Department of Consumer and Business Services

License Documents

You can use this page to upload documents associated with your license. After uploading a new document, select the document type from the drop-down list.

If you have added new owners or control persons, this requires a criminal background and credit check (CBCC). Please attach the completed CBCC authorization form. If no changes have been made, click "Go to Checkout" to continue with your renewal. Renewal is not complete until payment has been submitted.

| Document Name | Download | View | Delete | Type |
|---------------|----------|------|--------|------|
| No Documents | | | | |

Choose File No file chosen

Upload Document

Save

- To add a document, select "Choose File" and then select the file from your personal computer.
- Select "Upload Document." There will be a drop-down menu to select which type of document you have uploaded.
- Follow steps 22-23 to add additional documents as needed. Select "Save" to move forward.
- The Applications Questions page is used for attestation. Fill out the boxes with the appropriate company representative. Select "Submit" to move forward.

Department of Consumer and Business Services

Application Questions

Please answer the following question(s) by choosing the respective answer(s) from the drop-down menu(s). Click the **submit button** when you have answered the question(s).

| Question | Answer |
|--|-------------------|
| Full name of officer or authorized employee completing form: | AMBER MCKILLOP |
| Title of person completing form: | ADMIN |
| Contact information for submitter, enter phone number: | 5039477300 |
| Contact information for submitter, enter email address: | AMBER.D.MCKILLOP@ |

Attestation

By submitting this renewal, I attest that all the information submitted is true and correct to the best of my knowledge. I further acknowledge that submitting untruthful or misleading information is grounds for denial.

Submit

26. The Application Summary page details the information that has been submitted. Please review the renewal information and select “Go to Checkout” to make payment.

Department of Consumer and Business Services

menu

- * CONTACT INFORMATION
- Corporate Personnel
- Attach Documents
- * QUESTIONS
- Finish**
- [License Home Page](#)
- [Logout](#)

Application Summary

Please review the summary below - If you need to make any changes, you can use the menu to go back to any step in the application.

Licenses

DFR-Check Cashing

Profession: DFR-Check cashing
License Status: Active
License Number: CC-1514
Expiration Date: 12/31/2026

Address Summary

Name: DCBS TEST RECORD

Licensee Address:

Line 1: 350 WINTER ST NE
Line 2:
City/Region/Postal Code: SALEM, OR 97302
Email: TEST@EMAIL.COM
Phone: 5039477300

| Question | Answer |
|--|---------------------|
| Full name of officer or authorized employee completing form: | AMBER MCKILLOP |
| Title of person completing form: | ADMIN |
| Contact information for submitter, enter phone number: | 5039477300 |
| Contact information for submitter, enter email address: | AMBER.D.MCKILLOP@DC |

If all the above information is correct, please press the **Go to Checkout** button.
Otherwise, please go back and correct any necessary information.

I attest that all information submitted is true and correct to the best of my knowledge. I further acknowledge that submitting untruthful or misleading information is grounds for denial.

27. Make payment with a credit card. The state will not accept American Express to make a payment.
28. The online portion of the check-cashing renewal is complete after a confirmation of payment is displayed.
29. For questions contact 503-947-7300 or email dfr.ndp.licensing@dcbs.oregon.gov.