

# Check-cashing renewal on eGov

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

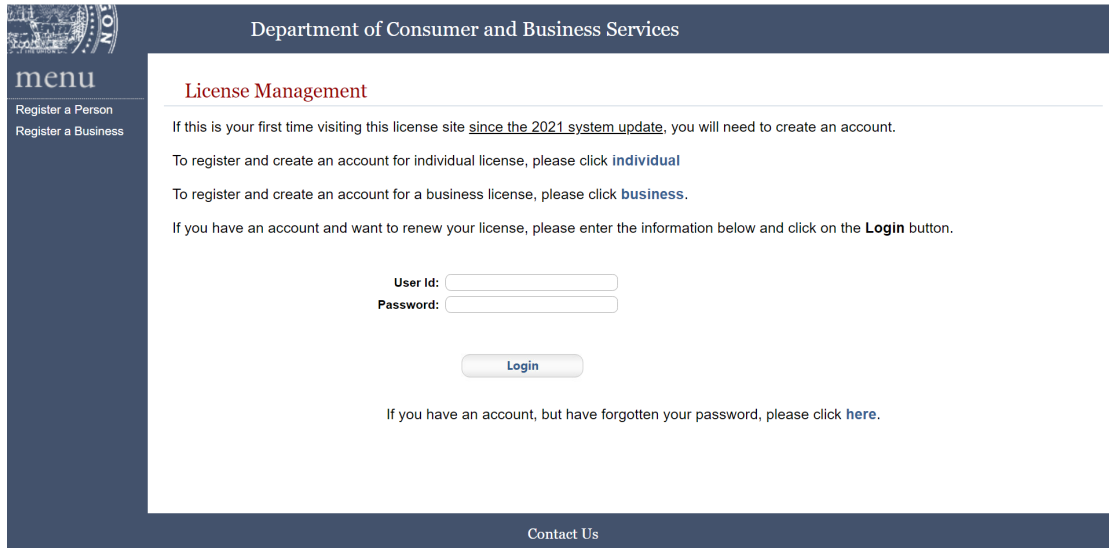
Have the following information ready before renewing. The time needed to complete renewal varies by company; however, please note that the system times out 45 minutes after logging in.

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. On the left is a dark blue sidebar with a 'menu' section containing 'Register a Person' and 'Register a Business'. The main content area has a header 'Department of Consumer and Business Services' and a sub-header 'License Management'. It contains instructions for new users (to create an account via 'individual' or 'business' links) and existing users (to log in). There are input fields for 'User Id:' and 'Password:', a 'Login' button, and a link 'here' for forgotten passwords. A 'Contact Us' link is at the bottom right.

Department of Consumer and Business Services

**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](#)

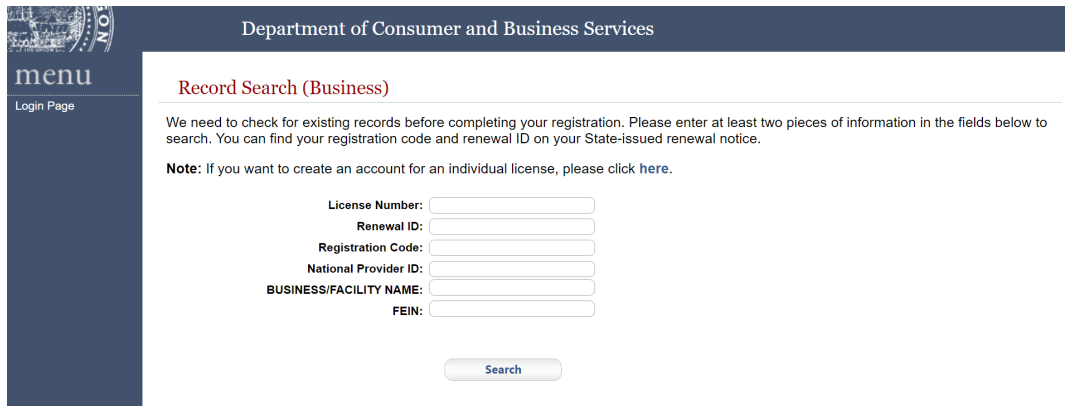
If you have an account, but have forgotten your password, please click [here](#).

[Contact Us](#)

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



3. 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:

[Search](#)

4. 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:

[Search](#)

5. 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:

DCBS TEST RECORD

Owner / Manager Name:

TEST OWNER

FEIN:

6666666666

Ownership Type:

Cooperative Corporation

**Address**

Line 1:

350 WINTER ST NE

Line 2:

City:

SALEM

State:

OR

ZipCode:

97302

County:

MARION

Country:

United States

Phone:

5039477300

Fax:

Email:

TEST@EMAIL.COM

**User Credentials**

UserID and Password are case sensitive.

User ID:

CC-1514

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 'Registration Success' page of the Department of Consumer and Business Services. On the left is a dark blue sidebar with a 'menu' section containing a 'Login Page' link. The main content area has a dark blue header with the department name. Below the header, the title 'Registration Success' is in red. The text 'You have successfully registered!' is followed by 'Please login....' where the word 'login' is circled in green.

Department of Consumer and Business Services

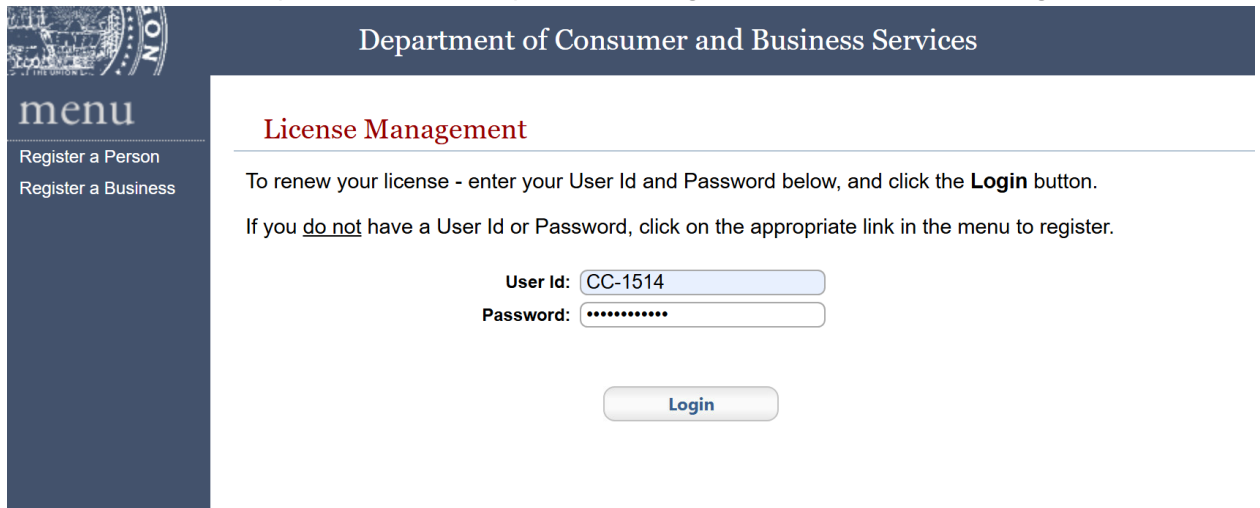
menu

Login Page

Registration Success

You have successfully registered!  
Please [login....](#)

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



The screenshot shows the 'License Management' page of the Department of Consumer and Business Services. On the left is a dark blue sidebar with a 'menu' section containing 'Register a Person' and 'Register a Business' links. The main content area has a dark blue header with the department name. Below the header, the title 'License Management' is in red. The text 'To renew your license - enter your User Id and Password below, and click the Login button.' is followed by 'If you do not have a User Id or Password, click on the appropriate link in the menu to register.' Below this text are two input fields: 'User Id:' with the value 'CC-1514' and 'Password:' with masked characters. A 'Login' button is at the bottom.

Department of Consumer and Business Services

menu

Register a Person  
Register a Business

License Management

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.

User Id:

Password:

Login

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



menu

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

Department of Consumer and Business Services

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

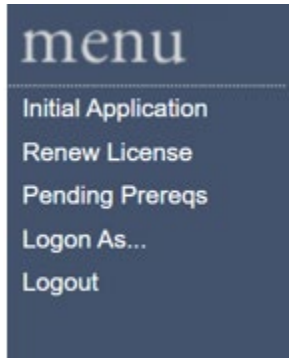
DFR-Check Cashing

Documents

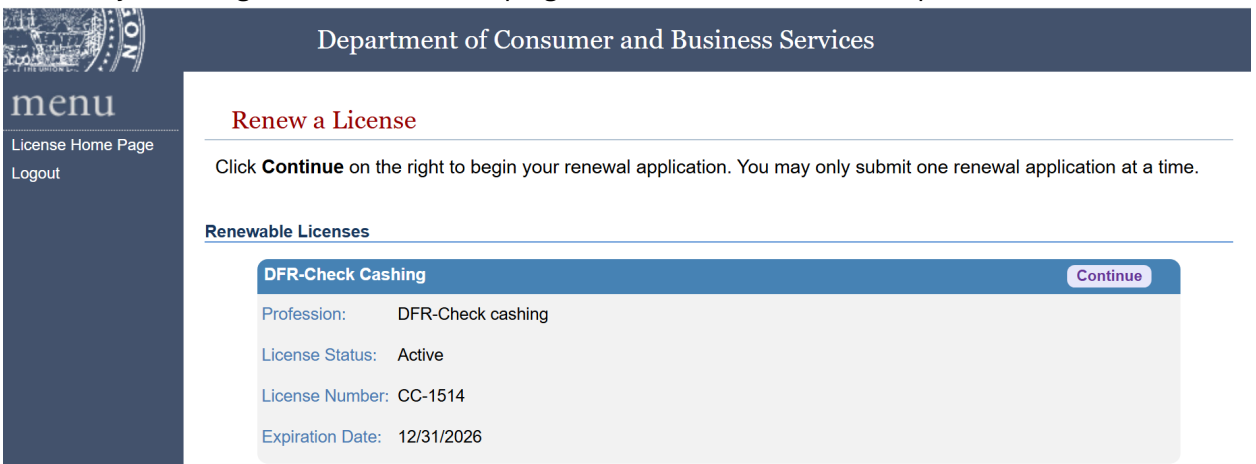
View Checklist

**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.”

The screenshot shows the 'Contact Information' page of the Department of Consumer and Business Services. The page has a dark blue header with the department name. A left sidebar contains a 'menu' with links: 'CONTACT INFORMATION' (selected), 'Corporate Personnel', 'Attach Documents', 'QUESTIONS', 'Finish', 'License Home Page', and 'Logout'. The main content area is titled 'Contact Information' and includes a paragraph of instructions. Below this are two sections: 'Name' and 'Address'. The 'Name' section contains fields for 'Business / Facility Name' (DCBS TEST RECORD), 'Oregon SOS Business Registry Number' (123445), 'Owner / Manager Name' (TEST OWNER), and 'Ownership Type' (Cooperative Corporation). The 'Address' section contains fields for 'Country' (United States), 'Address Line 1' (350 WINTER ST NE), 'Address Line 2', 'Zip' (97302), 'City' (SALEM), 'County' (MARION), 'State' (OR), 'Phone' (5039477300), 'Fax', and 'Email' (TEST@EMAIL.COM). Each field has a red border and a small 'x' icon for clearing the field.

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](mailto: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.

The screenshot shows the 'Corporate Personnel Info' page of the Department of Consumer and Business Services. The page has a dark blue header with the department name. A left sidebar contains a 'menu' with links: 'CONTACT INFORMATION', 'Corporate Personnel' (selected), 'Attach Documents', 'QUESTIONS', 'Finish', 'License Home Page', and 'Logout'. The main content area is titled 'Corporate Personnel Info' and includes a paragraph of instructions. Below this is a section titled 'Corporate Personnel' which displays a table of personnel information. The table has two rows: 'Joe Corp' and 'Bob C Operate'. Each row has an 'Edit' button. At the bottom of the page is an 'Add' button.

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](mailto: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**

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

ordcbss.mylicense.com/Gov/CorporatePersonnelEdit.aspx?corp\_action=edit&pkid=533

Department of Consumer and Business Services

menu

- \* CONTACT INFORMATION
- \* LICENSE ADDRESS
- \* CORPORATE PERSONNEL
- \* LICENSE UPDATE
- \* REGISTERED AGENT
- Finish
- License Home Page
- Logout

### 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:   
Middle Name:   
Last Name:   
Name Suffix:   
Birth Date:

Country:   
Line 1:   
Line 2:   
City:   
State:   
County:   
ZipCode:  [Get City from Zip](#)  
Phone:   
Fax:   
Email:

#### Details

Position:   
Start:   
End:   
Percentage of Ownership:

[Update](#)

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

21. 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.

The screenshot shows the 'License Documents' page. On the left is a dark blue sidebar with a 'menu' section containing links: 'CONTACT INFORMATION', 'Corporate Personnel', 'Attach Documents', 'QUESTIONS', 'Finish', 'License Home Page', and 'Logout'. The main content area has a header 'Department of Consumer and Business Services' and a sub-header 'License Documents'. Below the header, there is instructional text: '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.' and '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.' Below this is a table with columns: 'Document Name', 'Download', 'View', 'Delete', and 'Type'. The table is currently empty, showing 'No Documents'. Below the table are buttons for 'Choose File', 'No file chosen', 'Upload Document', and 'Save'.

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

The screenshot shows the 'Application Questions' page. On the left is the same dark blue sidebar as in the previous screenshot. The main content area has a header 'Department of Consumer and Business Services' and a sub-header 'Application Questions'. Below the header, there is instructional text: '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).' Below this is a table with columns: 'Question' and 'Answer'. The table contains four rows of questions and answers. Below the table is a section titled 'Attestation' with the text: '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.' Below this text is a 'Submit' button.

| 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.



menu

- \* CONTACT INFORMATION
  - Corporate Personnel
  - Attach Documents
- \* QUESTIONS
- Finish
  - License Home Page
  - Logout

Department of Consumer and Business Services

### 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.

[Go to Checkout](#)

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 [dfn.ndp.licensing@dcbs.oregon.gov](mailto:dfn.ndp.licensing@dcbs.oregon.gov).