

# Business License Online Renewal Process

1. **LOG IN TO PORTAL ACCOUNT:** [WWW.CI.WILSONVILLE.OR.US/ONLINE-PORTAL](http://WWW.CI.WILSONVILLE.OR.US/ONLINE-PORTAL)
  - *For instructions on how to set up a user account, please see the instructions located at the bottom of this page:*  
[Online Permitting & Licensing Portal Instructions](#)
  - The email address you register with must be the same email address that is listed on file for the business. If you are unsure of the email address, or the business does not appear after you register for the online portal, please email [licenses@ci.wilsonville.or.us](mailto:licenses@ci.wilsonville.or.us) or call 503-570-1518 and we would be glad to look at the account with you.
  
2. **Select DASHBOARD from the top menu bar.**
  - **Scroll down to “My Licenses”** – If your business account is connected with your user portal, the business will appear here.
  - **Select RENEW underneath the business you wish to renew the license.**
  
3. Follow the prompts on each screen:
  - **Enter Reported Receipts.** License fees are based on the net income of the company working in or located in Wilsonville and will be calculated as follows;
    - \$100.00 for net income greater than \$12,000.00
    - \$50.00 if net income is less than \$12,000.00
  - **Select NEXT**
  - **Enter number of employees** (full and part time employees are all included with this number). Fees generate \$3.00 per employee.
  - **Select FINISH.**

**YOUR RENEWAL IS NOT COMPLETE UNTIL ALL FEES ARE PAID IN FULL.**

4. To pay renewal fee; select **ADD TO CART** to begin payment process.