

Business License Online Renewal Process

1. **LOG IN TO PORTAL ACCOUNT:** 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 or call 503-570-1518 and we would be glad to look at the account with you.
2. **Select the down arrow next to your name on the top right side of the page.**
 - **Scroll down to “My Businesses”** – If your business account is connected with your user portal, the business will appear here.
 - **Select the business number** for the company. Click on LICENSES (towards center of screen below the gray box). Click on the License Number and then the "RENEW" button on the top right.
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.

To print your business license at any time, click on the printer icon in the top right corner of the license page that you navigated to in step 2 of these instructions.