

# How to add licenses to your registered account

1. Log into your account, enter your User Name or E-mail and Password, then click the “**Login**” button.

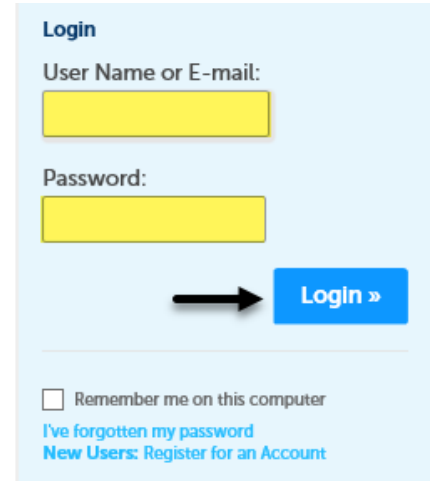
## Please Login

Existing users, please login using your user name or e-mail address and your password.

### New Users

If you are a new user, you must [register](#) for an ePermitting account.

[Register Now »](#)



The screenshot shows a login form with the following elements: a title 'Login', a label 'User Name or E-mail:' followed by a yellow input field, a label 'Password:' followed by another yellow input field, and a blue 'Login »' button with a black arrow pointing to it. Below the input fields, there is a checkbox labeled 'Remember me on this computer', a link 'I've forgotten my password', and a link 'New Users: Register for an Account'.

2. Click on “**Account Management**”.



3. Scroll midway down the web page to the License Information section and then Click “**Add a License.**”

[License Information](#)

[Add a License](#)

You may add additional licenses to your ePermitting user account by clicking the Add a License button. If the information below is not correct, please contact the appropriate agency to make changes.

4. Select “**License Type**” from the dropdown menu and you will see a list of 45 different professional trade licenses. For your convenience we have listed all BCD issued licenses first in alphabetical order and then all non-BCD (CCB, Landscape Contractor, DEQ Installer, etc.) licenses in alphabetical order below that.

License Information

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\* License Type:

\* License Number: 

**Find License »**



License Information

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\* License Type:

- Select--
- (BE) Boiler Business and Electrical Contractor License
- (BH) Boiler Business and Limited Maintenance Specialty Contractor HVAC/R
- (BME) Electrician, Limited Building Maintenance
- (BP) Plumbing and Boiler Business
- (C) Electrical Contractor
- (CLE) Electrical Contractor, Limited Energy
- (CLR) Electrical Contractor, Renewable Energy, Limited
- (CLS) Electrical Contractor, Limited Sign
- (CPI) Electrical Contractor, Limited Pump Installation Specialty
- (CRE) Electrical Contractor, Restricted Energy
- (EM) Elevator Electrical and Elevator Mechanical Contractor
- (J) Electrician, General Journeyman
- (JP) Journeyman Plumber
- (LEA) Electrician, Limited Energy Technician, Class A
- (LEB) Electrician, Limited Energy Technician, Class B
- (LHR) Electrical Contractor, Limited Maintenance Specialty HVAC
- (LME) Electrician, Limited Maintenance
- (LMS) Electrical Contractor, Limited Maintenance Specialty
- (LR) Electrician, Limited Residential

Need

mailing address. P.O. BOX 14470, Salem, OR 97309

## License Information

### \* License Type:

--Select--

- (PJ) Electrician, Limited Journeyman, Manufacturing Plant
- (PM) Plumbing Business and Limited Maintenance Specialty Contractor
- (PP) Plumbing Business and Limited Pump Installation Specialty Contractor
- (PS) Electrician, Limited Supervisor, Manufacturing Plant
- (QP) Qualified Person
- (S) Electrician, General Supervising
- (SIG) Electrician, Limited Journeyman, Sign
- (ST) Electrician, Limited Journeyman, Stage
- (STL) Solar Heat/Cool Systems Installer
- (WHI) Water Heater Installer
- (WTI) Water Treatment Installer
- Architect
- CCB
- DEQ Installer/Maintenance Provider
- Engineer
- Installer License
- Installer/Pumper License
- Landscape Contractor
- Owner (Property)
- Pumper License

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309,

mailing address. P.O. BOX 14470, Salem, OR 97309,

Once you have selected the license type enter your license number exactly as it appears on your license. Once you have entered the license type and number click the **"Find License"** button. If no records are found and you have entered your license information correctly you may have an expired license. If you're having trouble scroll to the top of bottom of the current web page and call our help desk line.

5. Click on **"Connect"** to attach the applicable license to your account.

Showing 1-1 of 1

License Number	Type	Name	Business Name	Action
XXXXX	(C) Electrical Contractor		ELECTRICAL LICENSE	<a href="#">Connect</a>

[Search Again »](#)

6. Click **"OK"** in the pop-up box, Message from webpage.  
**Note:** You will only have to attach your license(s) one time to your registered account for ongoing use.



Do you want to associate this license to your account?

OK Cancel

- 7. Now you have added a license to your account! You can add additional licenses by repeating the **Add a License process**. Please add each and every one of your professional licenses to your account so you will be able to access all of the correct permit options.

License Information

Add a License

You may add additional licenses to your ePermitting user account by clicking the Add a License button. If the information below is not correct, please contact the appropriate agency to make changes.

Showing 1-3 of 3 | [Download results](#)

Action	State License #	License Type	Expired Date
<a href="#">Actions</a> ▼	XXXXX	(C) Electrical Contractor	03/18/2021
<a href="#">Actions</a> ▼	XXXXX	(PB) Plumbing Contractor	03/18/2021
<a href="#">Actions</a> ▼	XXXXX	CCB	03/19/2021