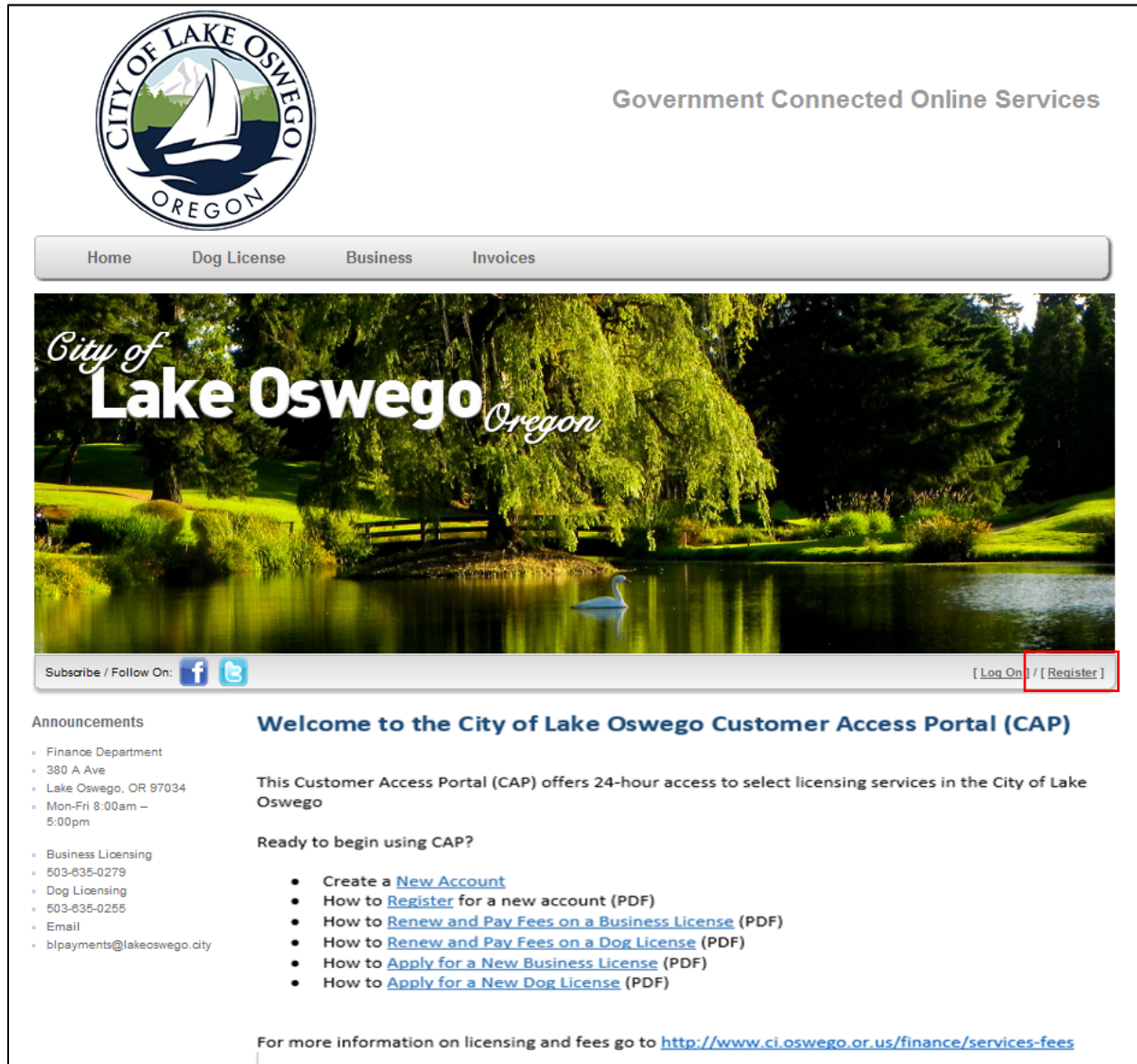


How to Create a CAP Account

Step 1 – Go to website – <https://licensing.lakeoswego.city>

Step 2 – Click on the **Register** button



CITY OF LAKE OSWEGO
OREGON

Government Connected Online Services

Home Dog License Business Invoices

City of Lake Oswego Oregon

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Announcements

- Finance Department
- 380 A Ave
- Lake Oswego, OR 97034
- Mon-Fri 8:00am – 5:00pm
- Business Licensing
- 503-635-0279
- Dog Licensing
- 503-635-0255
- Email
- blpayments@lakeoswego.city

Welcome to the City of Lake Oswego Customer Access Portal (CAP)

This Customer Access Portal (CAP) offers 24-hour access to select licensing services in the City of Lake Oswego

Ready to begin using CAP?

- Create a [New Account](#)
- How to [Register](#) for a new account (PDF)
- How to [Renew and Pay Fees on a Business License](#) (PDF)
- How to [Renew and Pay Fees on a Dog License](#) (PDF)
- How to [Apply for a New Business License](#) (PDF)
- How to [Apply for a New Dog License](#) (PDF)

For more information on licensing and fees go to <http://www.ci.oswego.or.us/finance/services-fees>

How to Create a CAP Account

Step 3 – Fill out the New User Registration, then click the **Submit** button

- Tips:
- Complete all required fields **(red asterisk)*
 - Type your Business Name or dba in Company box
 - Enter Street Number, Street Name and Street Type in separate fields
 - Enter Challenge in appropriate lower/UPPER case as shown on your registration



New User Registration


User Details

First Name	Jane *	Email	jane@test.com *
Middle Name		Confirm Email	jane@test.com *
Last Name	Smith *	Password *
Company	Test Company *	Confirm Password *
Reg Phone	503-777-7771 *	Contact Preference	Email ▾ *

Address Fields

Street Number	111 *	City	Lake Oswego *
Street Name	Oak *	State	OR ▾ *
Suite/Unit		Zip Code	97034 *
Street Type	ST ▾ *	County	
Address Type	Mailing ▾ *		


 
[Privacy & Terms](#)

BTW! 
Be sure your phone number is correct so we can contact you!

Step 4 – Your user account submission has been sent to our office for review. Once approved, you will receive an email notification alerting you that you can log in and view/renew current licenses or request a new license. **Please note this can take up to 3 business days to receive.**