



Licensing Process

1. **Set up your business entity online:**
 - a. File business entity at www.filinginoregon.com
 - b. BIN** number included is included in application at www.filinginoregon.com if BIN is required for your business structure. Takes about a week to receive BIN number when filing online. Oregon Dept. of Revenue will email the BIN to you.
2. If necessary, go to www.irs.gov for **Federal EIN**. Complete **Form SS-4**.
3. Obtain **Worker's Compensation Insurance**, if necessary
4. **Pass Test** –Make a copy of the Test Score Report to include with CCB license application. Keep original Test Score Report with your important documents.
5. Get pricing from several insurance agents for **bond and insurance**. After passing the test, order your bond and insurance.
6. Complete **CCB license application** & be sure to include the following:
 - a. **Signed and sealed bond** in the appropriate amount for your license endorsement in **EXACT** name as registered with Sec of State
 - b. **Insurance Certificate** with the CCB listed as **Certificate Holder**
 - c. **Copy of Test Score Report** (Keep the original report in a safe place)
 - d. Completed **CCB License Application Form**
 - e. **\$250** for a 2 year license (Effective July 1, 2017 – June 30, 2019)

Out of State companies: If you have an existing corporation or LLC in another state, you can set up your **foreign business entity** by visiting www.filinginoregon.com. You will need a **registered agent** in Oregon (Google “Oregon registered agents”) if you do not have a physical street address in Oregon and the entity is a corporation, LLC or business trust.

****Who's required to obtain a Business Identification number (BIN)?**

- Any in-state or out-of-state employer with employees who are working in Oregon and paying those employees for services must obtain a BIN for reporting and paying payroll taxes.
- Corporations without employees must register to report compensation paid to corporate officers.