

## Business Entity (BE) License Renewal/Reinstate Quick Tips

**You may renew the license(s) and affiliations up to 60 days prior to the expiration date of your license(s). You may also renew up to 60 days after the expiration date. However, additional license late fees will apply.**

1. Choose the “Renew License” button located on the left side of the home page.
2. The BE information will automatically display.
3. You may add a “Doing Business As” (DBA) name in the DBA section if it is registered with the Washington State Department of Licensing by selecting the “Add” link in the “Doing Business As” banner.
4. You may also cancel an existing DBA by entering a cancellation date.
5. The “Authorized Submitter” section must be completed
6. Select the “Next” link at the top or bottom of the page. This takes you to the “Address Details” page where you may make any additions or corrections to the Business or Mailing Address sections. For the business address you can not change the state/country. If the city is within Washington State, it must be a valid city. You can use the “Same As” dropdown to copy the address from one to another address.
7. Select the “Next” link at the top or bottom of the page. This takes you to the “License Information” page. **It is required for a BE to name a Designated Responsible Licensed Person (DRLP) in order to renew the BE license.** This person is required to hold a Washington license. If you are not sure what the DRLP license number is, you may find that information on the “Licensee Lookup” link in the tan box under License Information.
8. If you do not wish to renew a license, select “Cancel” from the dropdown menu to the left of the license type. If you chose to “Cancel” a license, system will automatically cancel all the affiliations for that license.
9. Select to Renew or Cancel the affiliations listed in the Affiliation List Section. The “Next” link will take you to the Branch renewal page, if applicable or the “Background Questions” page.
10. If the BE has licensed branches, the Branch List will display. Select to renew or cancel the branch. You may also associate a DBA to a branch by selecting the “Link DBA” link, if applicable.
11. Select the “Next” link at the top or bottom of the page. This takes you to the “Background Questions” page. Answer all background questions.
12. Select the “Next” link at the top or bottom of the page. This takes you to the “Attestation” page. Please read this page carefully and either “Accept” or “Decline” the attestation. If you decline the attestation, the system will not submit the online renewal application. If you accept the attestation, the system will take you to the fee payment page.
13. . If the renewal is prior to or on your license expiration date, you will incur no late fees.
14. If your renewal is 1-30 days past your license expiration, you must pay an additional 50 % late fee for each license.
15. If your renewal is 31-60 days past your license expiration, you must pay an additional 100 % late fee for each license

16. There are three options for the payment of your fees:

**Option 1 - You may pay using an electronic check (e-check), which is the OIC's preferred method of payment and is the default option (meaning all users will be directed to the e-check payment screen). On the e-check payment screen, you will find the fee details listed for your licensing transaction. Complete all required fields and click on the "Submit" button at the bottom of the page.**

**Option 2 - You may also pay with either a Visa or MasterCard.** If choosing to pay with a credit card, click on the "Alternate Payment Method" link on the lower left-hand portion of the screen. This will take you to the Credit Card Payment page. Complete all fields and click on the "Submit" button at the bottom of the page.

Clicking on the "Submit" button will take you to either the "e-check Verification" page or the "Credit Card Verification" page, depending upon the option you have chosen. **Please note: the Verification page is for you to verify your information. Your payment will not be debited or charged until you select the "Process" button.**

**Option 3 – You may print a hardcopy invoice and mail with a check.**

17. Review the payment information listed. If any information is NOT CORRECT, select the "Back" button to return to the previous page to make any necessary corrections. If choosing the e-check option, you will need to click on the debit authorization box on the verification screen (you will find this in the lower left-hand corner of the screen). If the information is correct, select the "Process" button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while your payment is processing.
18. If you answer "no" to all background questions and payment was made online using an electronic option, the system will process the renewal upon payment confirmation and provide you with a link to print the license(s) and affiliation(s). You will also have a link to print your receipt for the paid amount.
19. If the renewal application is pended due to outstanding documents or if you have chosen to make payment by mail using the invoice, you will go to the confirmation page which will contain your transaction number and a link to print your unpaid invoice. Please print the invoice, attach a check, and mail to the OIC.
20. You may electronically upload any outstanding supplemental documents. If unable to upload, you can mail the documents including your transaction number to the OIC via the postal service.
21. To upload a document, select the "Browse" button. Locate and select the document.
  - a. Click on "Open" in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document.
  - b. Select the "Add to List" link to place the document in the "Attachment List" section.
  - c. After you add all the documents, select the "Upload" button at the bottom of the page. This completes the document(s) upload.
22. When outstanding items are received, the OIC will review the pended renewal application. . If more information is needed, the OIC will notify you via e-mail. When all outstanding documents are acceptable, the OIC will send you an approval e-mail with a link to print your license(s) and affiliations.

**You may reinstate a previous license(s) if the license is over 60 days past the renewal date and within one year of the expiration date or cancellation date of the license. All previous appointments and affiliations are cancelled.**

1. Select the "Reinstate License" button located on the left side of the page.
2. Your Business Entity information will automatically display.
3. You may add a "Doing Business As" (DBA) name in the DBA section if it is registered with the Washington State Department of Licensing. You may also cancel an existing DBA by entering a cancellation date.

4. Complete the “Authorized Submitter” section.
5. Select the “Next” link at the top or bottom of the page. This takes you to the “Address Details” page where you may make any additions or corrections to the Business or Mailing Address sections.
  - a. If you are applying for a resident license, the state and country in the residence address cannot be modified and the city must be a valid city within Washington.
  - b. The mailing address must include an email address and phone number. This email address will be used to send all electronic communication regarding this application.
  - c. You can use the “Same as” feature to copy one address to another if they are the same address.
6. Select the “Next” link at the top or bottom of the page. This takes you to the “License Information” page.
7. The license(s) available for reinstatement will be listed. Select the license type, lines of authority (if applicable) and indicate if you will be representing a business entity.
8. Select the “Next” link at the top or bottom of the page. This takes you to the “Background Questions” page if you do not have any other active license. Answer all background questions. If you answer “yes” to question 6, you will need to answer an additional question.
9. Select the “Next” link at the top or bottom of the page. This takes you to the “Attestation” page. Please read this page carefully and either “Accept” or “Decline” the attestation. If you accept the attestation, the system will take you to the fee payment page. If you decline the attestation, the system will not submit the online application.
10. There are two options for the payment of your fees:

**Option 1 - You may pay using an electronic check (e-check), which is the OIC’s preferred method** of payment and is the default option (meaning all users will be directed to the e-check payment screen). On the e-check payment screen, you will find the fee details listed for your licensing transaction. Complete all required fields and click on the “Submit” button at the bottom of the page.

**Option 2 - You may also pay with either a Visa or MasterCard.** If choosing to pay with a credit card, click on the “Alternate Payment Method” link on the lower left-hand portion of the screen. This will take you to the Credit Card Payment page. Complete all fields and click on the “Submit” button at the bottom of the page.

Clicking on the “Submit” button will take you to either the “e-check Verification” page or the “Credit Card Verification” page, depending upon the option you have chosen. **Please note: the Verification page is for you to verify your information. Your payment will not be debited or charged until you select the “Process” button.**

11. Review the payment information listed. If any information is NOT CORRECT, select the “Back” button to return to the previous page to make any necessary corrections. If choosing the e-check option, you will need to click on the debit authorization box on the verification screen (you will find this in the lower left-hand corner of the screen). If the information is correct, select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while your payment is processing.
12. When processing is complete, the system will take you to the confirmation page giving you your online transaction number, a link to print the receipt for the online payment, and the list of outstanding items. A payment confirmation will be sent the payee’s email address.
13. You may electronically upload supplemental documents. If unable to upload, you can mail the documents to the OIC via the postal service.
  - a. To upload a document, select the “browse” button. Locate and select the document.

- b. Click on “open” in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document.
  - c. Select the “Add to List” link to place the document in the “Attachment List” section.
  - d. After you have added all the documents, select the “Upload” button at the bottom of the page. This completes the document(s) upload.
14. Click on the “Home” button to return to the online services page or click on the “Close” button if you are done with your application submission process. A message will be sent to the applicant via e-mail indicating the application status and telling how the online pending application can be tracked.
  15. The application may be approved with a link to print the license and an email will be sent with your user id and temporary password or pended. If the application is pended, it will be reviewed by the OIC when all required documents are received. If further information is needed, the OIC will notify you via e-mail. When application is complete and acceptable, you will be registered for our online services and we will send you an approval e-mail that includes your licensee online services log-in user id and temporary password.

For questions about this new service, please call 360-725-9633 and select the “Licensing” option or send an e-mail to [onlinelicense@oic.wa.gov](mailto:onlinelicense@oic.wa.gov)

