

Set Up a Civic Portal Account and Renew your Liquor License

1. Go to the Liquor Program website at portland.gov/liquor and click on ***Civic Portal – Online Liquor Licensing!***



2. Click on [Log into Civic Portal Here](#)

3. Click on ***Register for an Account*** or ***CREATE AN ACCOUNT*** to create your personal account. Multiple people from your business or organization can create their own accounts and be connected to the same license.

4. Choose a username that's 4-32 characters. You will use your username to sign into the Portal in the future, so it's a good idea to write it down.

*** Required Fields**

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

I have read and accepted the above terms. [Terms of Service](#)

CONTINUE

5. Type your email address.

6. Choose a password that's 8-20 characters long. You will need this to sign in in the future.

7. Choose a security question and type your answer. If you ever forget your login information, this question will help confirm your identity.

8. Click on ***Terms of Service*** to read the service terms in a new window. When you have finished reading, go back to the portal and click the checkbox next to **I have read and accepted the above terms**. Click the **CONTINUE** button.

- Click on Individual, then fill out the form. The only fields that you are **required** to fill out are those that have an asterisk. Click *Submit*.

STEP 2 OF 2: CONTACT DETAILS

Individual
 Organization

***Required Fields**

FIRST: *

MIDDLE:

LAST: *

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

*MOBILE PHONE:
required

*E-MAIL:
required

ADDRESS

COUNTRY/REGION:
Select

ADDRESS TYPE:
Select

ADDRESS LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

STATE:

ZIP CODE:

[+ Add Address](#)

[Submit](#)

- You should see a screen that says your account is successfully registered. You will also receive a confirmation email.

From: Civic Portal <civicportal@portlandoregon.gov>
Sent: Monday, July 3, 2023 3:19 PM
To: D [redacted] <[redacted]@portlandoregon.gov>
Subject: Welcome to the Civic Portal

Welcome [redacted] to the Civic Portal!

Account Information
Account Name: [redacted]
Name: [redacted]
Business Name:

Your account has been successfully created. Please visit the portal for application submissions, making online payments, and requests and changes to your existing records.

We do not respond to this email. Please contact the city program directly or call 311 at the number below.

Thank you,

Bureau of Development Services
City of Portland

Home Cannabis Liquor

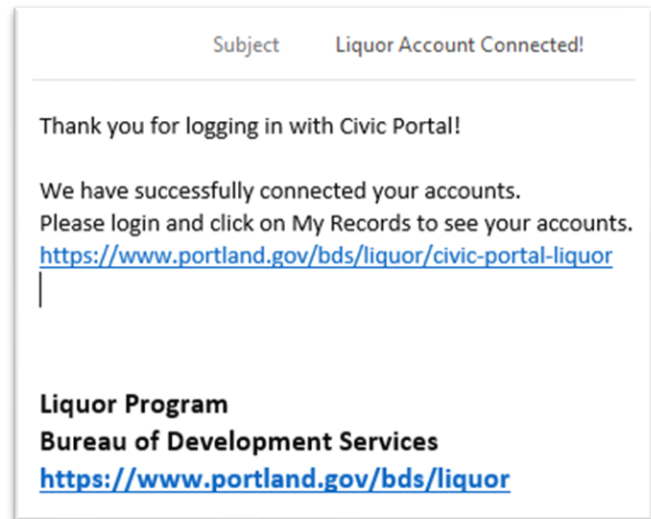
Advanced Search

Your account is successfully registered.

Congratulations. You have successfully registered an account.

11. Send an email to liquor@portlandoregon.gov with your username, tradename/DBA, and business address. Staff must connect your username to your existing business before you will be able to see your account in the portal.

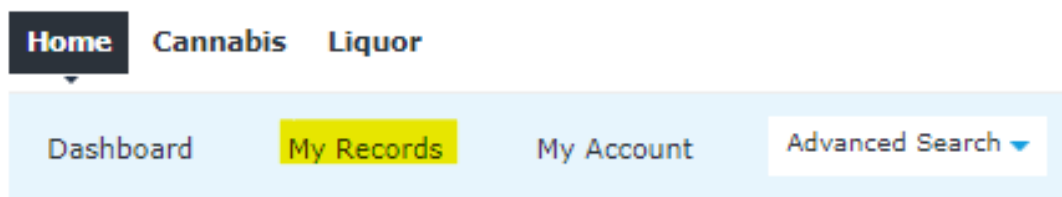
12. You will receive another email that is different from the confirmation email you have already received; this email will let you know that your business information has been added to your account.



13. Go to portland.gov/liquor and click on *Renew a Liquor License*.

14. After you read the instructions, click on *Civic Portal*. Log in with the username and password you created in Step 4.

15. Under Home, click on *My Records*.



16. Click the dropdown arrow next to **Liquor** to see your license application(s). The Status column should say **Ready for Renewal**. (If it says anything other than **Ready for Renewal**, contact the Liquor Program at liquor@portlandoregon.gov.) Click *Renew Application* to open the renewal application.

Showing 1-3 of 3 | [Add to collection](#)

<input type="checkbox"/>	Action	Address	Record ID	Record Type	Expiration Date	Status
<input type="checkbox"/>	Resume Application	701 SW 6th AVE, Portland OR 97205	23TMP-003355	Temporary Sales License		
<input type="checkbox"/>	Renew Application	3566 SE HAWTHORNE, Portland OREGON 97214	LIQ-LIC-02828	Annual Liquor Recommendation	06/30/2023	Ready for Renewal
<input type="checkbox"/>	Amendment	1025 SE STARK, Portland OREGON 97214	LIQ-LIC-02971	Annual Liquor Recommendation	06/30/2024	Active

17. Fill out the required fields related to your application information, personal and business information and update any contact or business information that has changed in the last year.
18. Pay your processing fee of \$35 per license renewed. You will receive an email with your renewal confirmation; this is **not** your actual liquor license. **Your new license documents will be provided by the OLCC.**