



Planning and Community Development Department Rental Registration & Safety Inspection Program

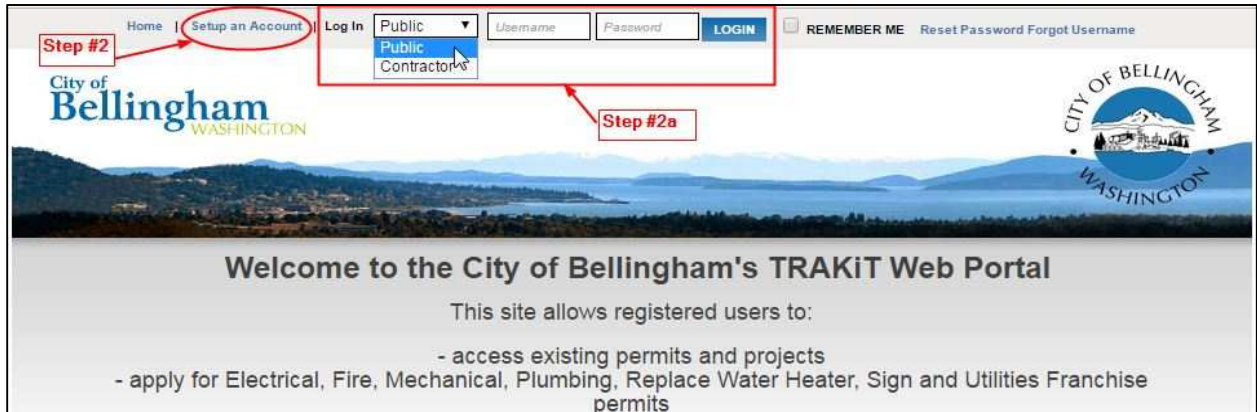
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HOW TO RENEW YOUR LICENSE ONLINE:

IF YOU HAVE ONE RENTAL LICENSE:

1. Go to www.cob.org/epermits.
2. Click *Setup an Account* and follow the instructions. Once all steps are complete and the account has been activated, log in as a Public user.
 - a. If you already have a Public user account, simply log in.



3. From your Dashboard, click *Link to Permits, Projects and Licenses*.



4. Choose License from the dropdown menu and enter your license number (RR201#-#####). Click *Link*. The license will now appear in the *My Active Licenses* table.



5. **If you need to change any of the license information:** Click the arrow under the RENEW column and follow the steps. Once the fees are paid, the license will be renewed and the process is complete.



6. **If all the license information is staying the same:** Click the dollar amount under the FEES DUE column. This will take you to your shopping cart. Click *Proceed to Checkout* and follow the steps. Once the fees are paid, the license will be renewed and the process is complete.



IF YOU HAVE MORE THAN ONE RENTAL LICENSE AND ALL THE LICENSE INFORMATION IS STAYING THE SAME:

1. Go to www.cob.org/epermits.
2. Log in to your Public account.
 - a. If you do not have an account set up yet, click *Setup an Account* and follow the instructions.
3. From your Dashboard, click *Link to Permits, Projects and Licenses*.
4. Choose License from the dropdown menu and enter your license number (RR-YEAR-#####). Click *Link*. The license will now be under in the *My Active Licenses* table. **Repeat steps 3 and 4 until all of your licenses are linked to your account.**
5. Click the dollar amount under the FEES DUE column for the first property. When it takes you to your Shopping Cart, click *Back to Dashboard*, and click the dollar amount for the next property. **Repeat step 5 until all the fees are in your Shopping Cart.**
6. Once your shopping cart is full, click *Proceed to Checkout* and follow the instructions. You will pay all the fees in one lump sum and each of those licenses will be renewed.