

City of Sandy / license Registrar

Directions and Helpful Tips to Register your Business with a Business License

Follow this link and please read the additional helpful notes below: <http://licenseregistrar.com/>

Directions below on how to apply. *(Business Licenses are done completely online)*

You can apply, pay and either print or save your "certificate".

- Go to our Portal by clicking here: <http://licenseregistrar.com/>
- **CHOOSE LICENSE TYPE:** Pick from either "**Outside City Limits**" if your business is outside the city limits of Sandy OR "**Inside City Limits**" if you're within the city limits. *If you are unsure, please contact city staff.*
 - * If you're a **contractor** and you're doing work inside the city limits, but your office isn't located inside Sandy, please choose "outside city limits". Inside City Limits is only for businesses that have an actual business registered inside the city limits of Sandy.
 - * If you're a **HOME-BASED business inside the city limits of Sandy, please choose "Home Based"**.
- **General / Generic Email:** You will need to register an email you can send and receive emails from. Your **EMAIL** will also be your **USERNAME**. It will want to verify your identity and ensure you're not a robot. Usually, a general email works best instead of a specific person's email. That way anyone in your business can get into the system if needed or if you need to request a new password or lost password, that info would be sent to the general email you registered with.
- **Temp Password and Link:** The system will send you an email with your "temp password" and a "link". Copy the temp password (not to capture any blank space on either side) and paste it in the link given to you in the email with the password. **If you don't see the email, check your spam folder.**

ONCE YOU GET INTO THE PORTAL:

- Once you get in, enter all your info, and make sure the "non-profit" box isn't checked or it will cause you issues if you don't have the proper verification of a non-profit status.
 - * If you are a non-profit, please upload your non-profit registration in the section for non-profits.
 - * Non-Profits have a basic fee of \$12 *(city's cost for third party registration fee)*
- Once you've completed the registration of entering all your basic contact and business information, you can pay. Once payment is made, it will alert city staff in their email that a license has been submitted and paid.
 - * Credit Card payments only.

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* If this is a NEW business within the city limits of Sandy, a building safety walk-through will be required by our Building Official. City Staff will reach out and schedule this.

- After we've approved it, you can log in and get your certificate by clicking the "View" button next to Certificate.
- If you get stuck in the system, I've included NetAssets contact information below. They can help with any issues in the system you might come across.

See Links and contact below:

BUSINESS LICENSE PORTAL LINK:

[licenseregistrar.com](https://www.ci.sandy.or.us/economic-development/page/business-licenses)

CITY OF SANDY WEBSITE:

<https://www.ci.sandy.or.us/economic-development/page/business-licenses>

Net Assets

541-485-8876 or support@licenseregistrar.com