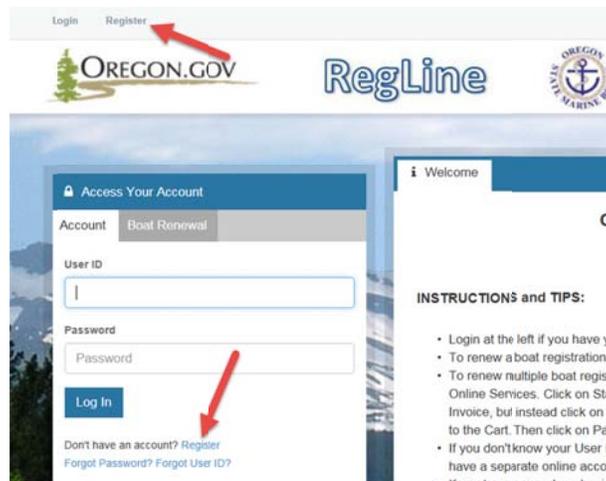


How to Order an Oregon Boater Education Card Online

Go to our online store RegLine by clicking on the Registration decal at www.Oracle.gov



Click on "Register" to start the process.



Answer the questions:
 If this is your first Oregon Boater Education Card, answer "No" to the question.
 If you currently have a boat registered in Oregon, answer "Yes" and we will try to match you with your boat information.
 Click on "Next."

Register new Account

Fields marked with an asterisk * are required.
 Step 1. Business or Individual

Register as:

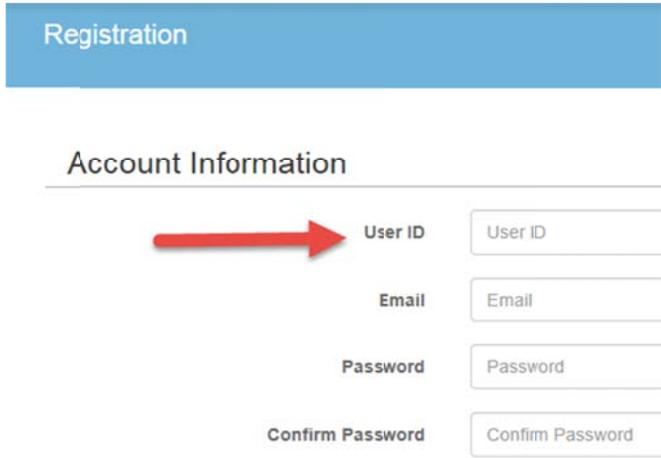
- Individual
- Business

Do you have a Boater Education Card or Boat Registered in Oregon?

- Yes
- No

If you answered "Yes", make sure the mailing city you enter is the same as we have on file for your boat's registration. You will be asked for your birthdate to try to match your info.

Account Information :
Create your own User ID and Password and write it down as you will be asked to log back in with the info.
Enter your email address – you will need to check your email at the end of the process to verify your account.



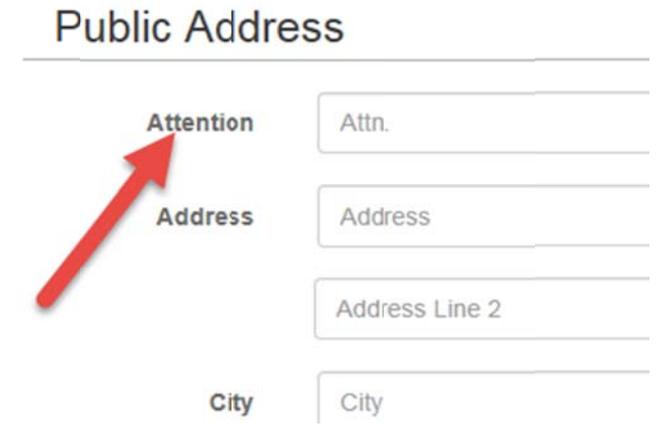
The form is titled "Registration" in a blue header. Below it is the "Account Information" section. It contains four input fields: "User ID", "Email", "Password", and "Confirm Password". A red arrow points to the "User ID" field.

Personal Information:
Enter your first name, middle initial, and last name (no Jr or Sr, etc. at this point).



The form is titled "Personal Information". It contains three input fields: "First Name", "Middle Name", and "Last Name". A red arrow points to the "Middle Name" field.

Public Address and Mailing Address:
Only enter a name on the Attention line if you receive mail in care of a business name or another individual.
If both your public (street) and mailing address are the same, click on the box next to "Same as Public Address" to avoid having to enter it twice.



The form is titled "Public Address". It contains four input fields: "Attn.", "Address", "Address Line 2", and "City". A red arrow points to the "Attn." field.

Secret Questions:
Click on the drop down arrows to find an appropriate question for yourself. Record your answers in the boxes.
Click on "Create Account."

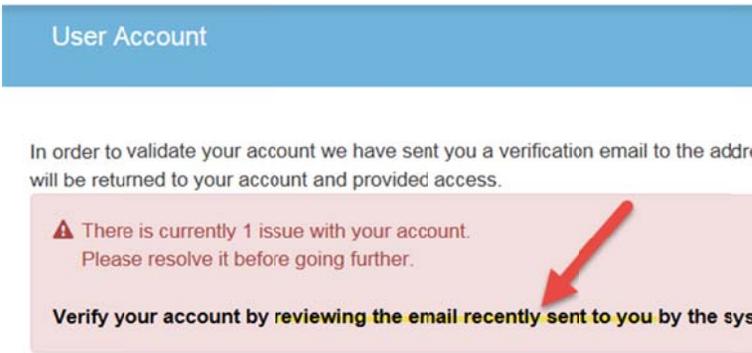


The form is titled "Secret Questions". It contains three rows of questions, each with a dropdown menu and an answer box. A red arrow points to the dropdown menu for the first question.

Secret Question	Question	Dropdown	Answer
Secret Question 1	What is the middle name of your oldest grandchild?	▼	Answer 1
Secret Question 2	What is the middle name of your youngest brother or sister?	▼	Answer 2
Secret Question 3	What was the destination of your first airplane trip?	▼	Answer 3

User Account:
 You will receive a message asking you to check your email and click on the link in the email message to verify your account.

If you do not receive the email, check your Spam or Junk Mail folders, and then click on "Generate E-mail" to have another email sent to you.



Logout of RegLine



Open your email and click on the link.

Thank you for registering for an Oregon Marine Board online account. To complete your registration, verify your email address by clicking the link below.

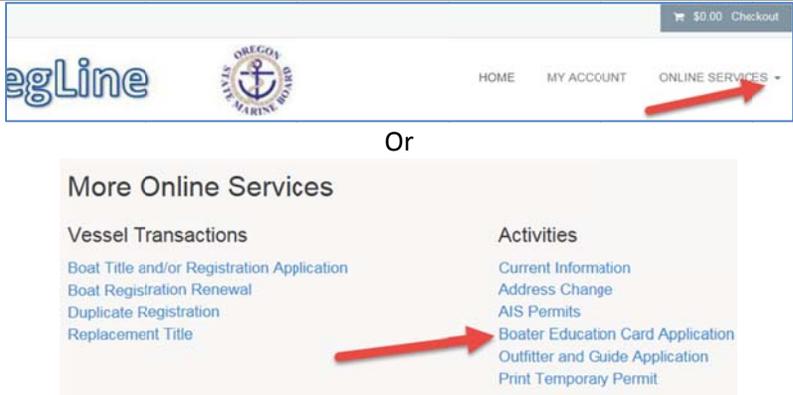
If the link does not automatically connect, please copy and paste the link into your internet browser.

<http://stage-apps.oregon.egov.com/Application/OSMB/elicense/Account/VerifyEmail.aspx?guid=c14ffe3-ac72-4d74-9975-7b9f50c54147&email=cvnthia.m.bolduc@state.or.us>

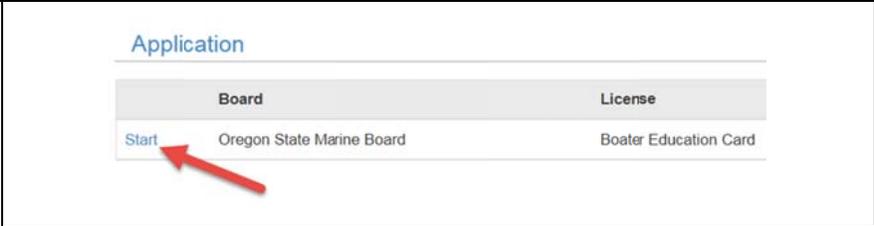
A new browser window will open.
 Click on Login to continue.
 Use the User ID and Password you set up at the start.



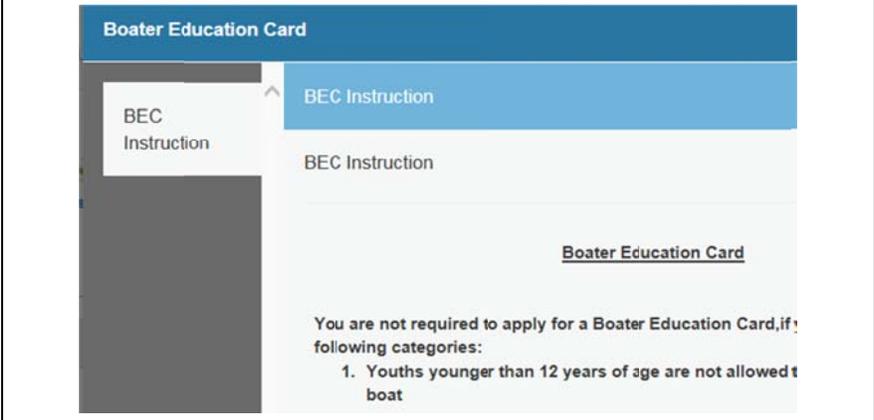
Go to Online Services (either at the top right corner or bottom left of the main page).
 Click on "Boater Education Card Application"



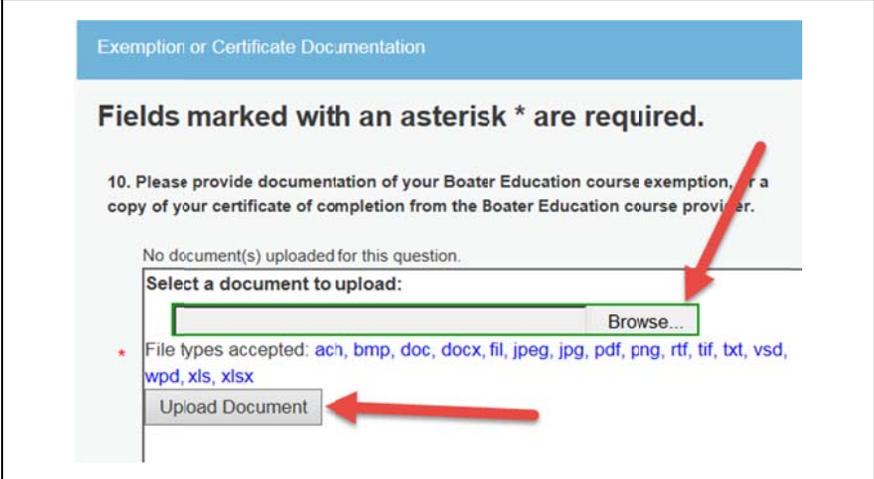
Click on "Start" for the Boater Education Card.



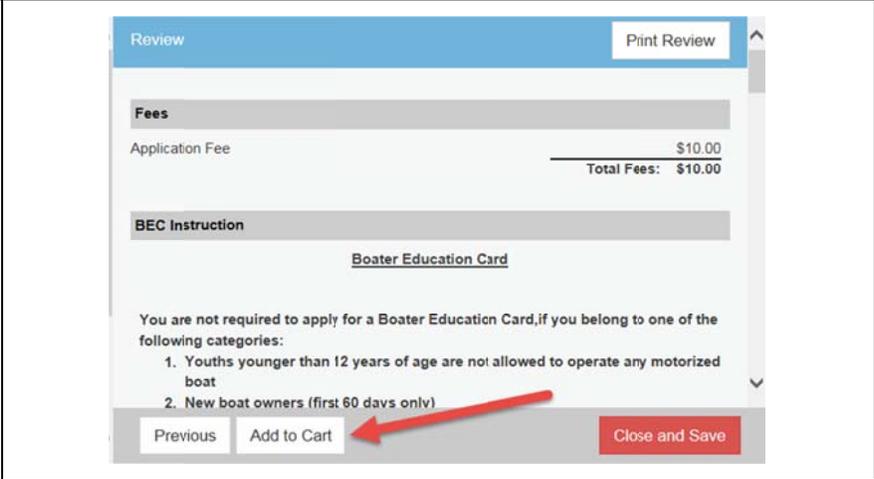
The application will open. Verify the information already filled in, and complete the additional information. Make sure you add your phone number to both of the address sections, by clicking on "Edit Address."



You will be asked to upload a copy of your certificate of completion from your course. Scan your document or take a photo of it, and save it to your computer. Click on "Browse" to choose the document on your computer. Click on "Upload Document."



Complete the application and click on "Add to Cart."



You will be taken to the invoice page. The fee should be listed as \$10.
Click on "Pay Invoice" to be taken to the payment screens.

Description	Amount
Application - Boater Education Card	
Application Fee	\$10.00
	Subtotal: \$10.00
	Total: \$10.00

[Pay Invoice](#)

Enter all the credit card information and enter the verification code, then click on "Submit Payment."

Verification



Enter the characters from the above image:

Click on "Print Receipt" to print a copy of the transaction.

Click on "Click here to list all temporary certificates available" to print a temporary Boater Education Card (valid for 60 days). This link is available for 10 days.

[Print Receipt!](#)

Your temporary certificate is ready for printing.

[Click here to list all temporary certificates available.](#)

If needed, use the link in the under "Activities" below or click on "Online Services" to reprint the temporary certificate anytime before it expires.

Summary of Marine Board Service Requests

Date: 5/8/2015 Invoice # 570615 Confirmation #: 12252878

Click on "Logout" to end your session.

Your new Boater Education Card will be mailed to you within 2 weeks.

If you have any problems or questions, call the Marine Board at 503-378-8587 and ask for the Education Section.