

## CONSTRUCTION CONTRACTORS BOARD

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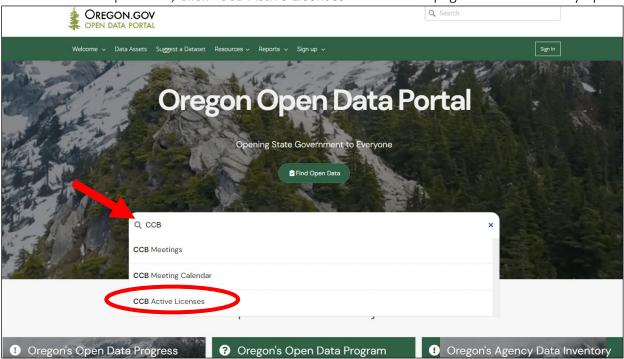
## CCB Active Licenses List / Mailing List Request

The Oregon Construction Contractors Board (CCB) has made it easier to access its public data! You no longer need to submit a request to the CCB. You can now access our public data at your convenience!

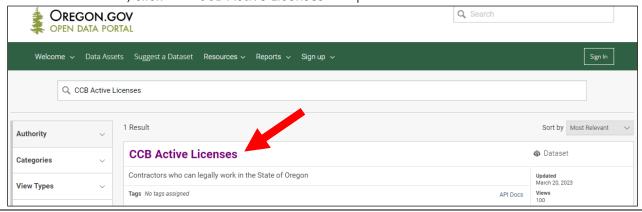
PLEASE NOTE: The following steps are the same no matter which internet browser you choose to use; however, each step may look slightly different than the screenshots presented below.

## **STEP** (1) Accessing Data

- 1. Open the Oregon Open Data Portal website found here, <a href="https://data.oregon.gov/">https://data.oregon.gov/</a>.
- 2. Type "CCB" in the middle search bar. All CCB public data lists will appear.
- 3. From the choices provided, Click "CCB Active Licenses". A new webpage will automatically open.



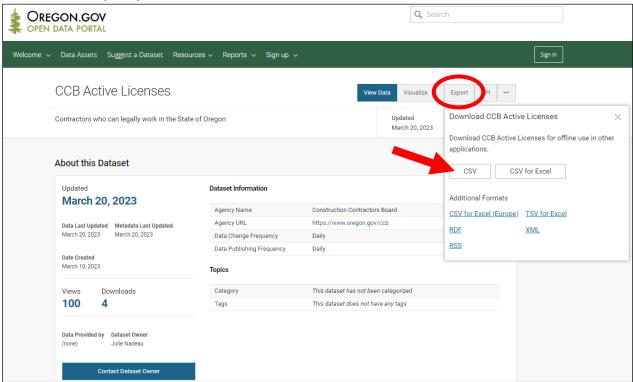
**4.** On the new screen, **click** the **"CCB Active Licenses"** list provided.



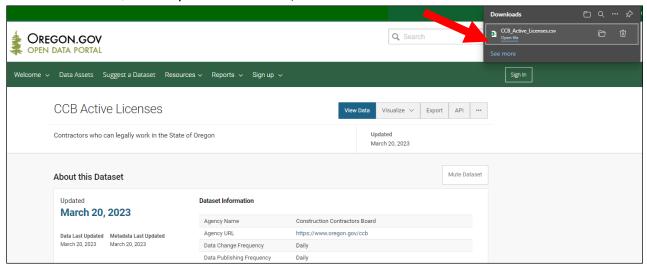
## STEP (2) Downloading Data

The CCB Active Licenses webpage, <a href="https://data.oregon.gov/dataset/CCB-Active-Licenses/g77e-6bhs">https://data.oregon.gov/dataset/CCB-Active-Licenses/g77e-6bhs</a>, allows you to view the information about the dataset being provided, any necessary descriptions, and a preview of the table prior to downloading.

1. Click the Export button to download the data list. You can choose your preferred format (CSV is the most common option).



2. Once downloaded, click "Open file". It will open in Microsoft Excel.



**3. Congratulations!** You have successfully downloaded a complete list of all Active CCB licensees. You may edit this list, as necessary, to fit your needs.