eLICENSE GUIDE: RENEWING OR REINSTATING A LICENSE

Updated 4-23-2018

If you need help logging in, registering, creating an account, or have any other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, Monday-Friday, 8:00am to 5:00pm.

If you need to **RENEW OR REINSTATE A LICENSE,** you can access the portal using the eLicense system at https://elicense.ohio.gov/

Once you navigate to the main page, click on the button over the picture that says: **"LOG IN, CREATE YOUR ACCOUNT."**

If this is your **FIRST TIME** using the new eLicense Ohio portal, you will need to register your contact information. To do so, follow the instructions in **PART A** and **PART C** of this guide.

If you have **ALREADY** created an account and are renewing, reactivating or adding additional licenses to your account, follow the instructions in **PART B** and **PART C** of this guide.

PART A: CREATING AN ACCOUNT FOR AN EXISTING BOARD OF PHARMACY LICENSE

If you have an existing license with the Board of Pharmacy, select "I HAVE A LICENSE." If you are seeking to apply for a new license, select "I DON'T HAVE A LICENSE" and follow the instructions.

To register your existing license with the system, you will need **your social security number** and the **security code** provided to you by the Board of Pharmacy.

You can retrieve your security code by clicking the blue button next to the security code field, but it can only be sent to email address on file with the Board of Pharmacy.

After registration, you will then be directed to your dashboard and continue to **PART C**.

PART B: MANAGE YOUR LICENSE- RENEW OR REINSTATE

If you have an account you will login to the eLicense portal at https://elicense.ohio.gov/. and select the **LOGIN/CREATE YOUR ACCOUNT**.

You will enter the email and password that was created for the contact on the license. Then you will select **"LOGIN"**
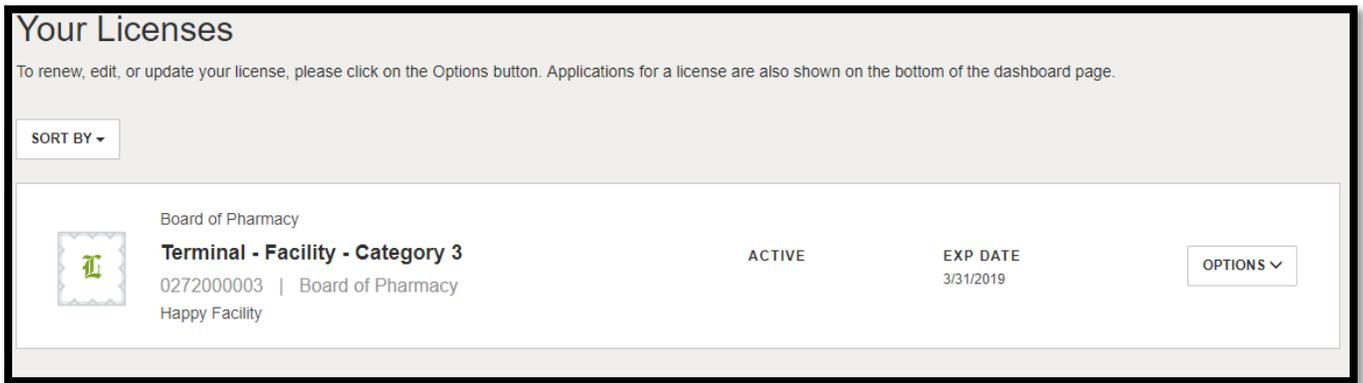
PART C: RENEW OR REINSTATE YOUR LICENSE

Use the dropdown menu under the individual's name in the upper right-hand corner of the dashboard and choose **DASHBOARD**.

You will view all licenses that are attached to the contact.

Select **RENEW** or **REINSTATE**. You will only need to reinstate your license if you failed to renew and the license lapsed (i.e. sixty days after the renewal date).
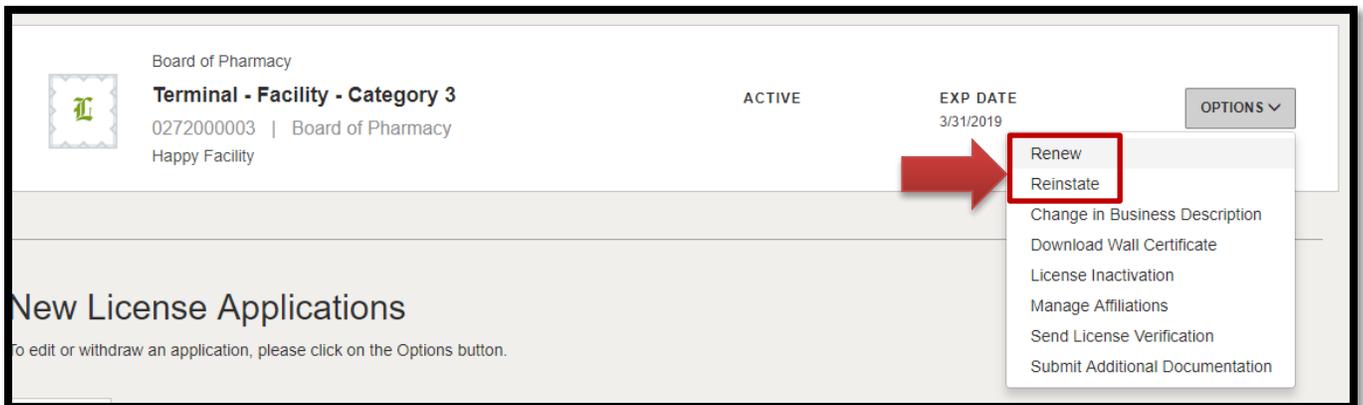
You will answer the eligibility questions and review the application instructions. Each application type will have different eligibility questions and application instructions. Please read carefully to ensure you are applying for the correct application. As application fees are non-refundable and non-transferable.

Once you have answered the eligibility questions and read the application instructions, select **SAVE AND CONTINUE.**

Depending on the application type, additional documentation may be required to complete the application. Please use the respective links below to retrieve the required forms to continue with the application process.

- [Drug Distributor (Wholesaler, Manufacturer, Outsourcing Facility, Repackager and 3PL) Forms](#)
- [Terminal Distributor of Dangerous Drug Forms](#)
- [Home Medical Equipment Service Provider Forms](#)
- [Medical Marijuana Employee Forms](#)

You will then be directed to the Payment Portal. To make a payment select the **"SELECT ALL"** box; this will populate total fee that is required to process this application.

The payment methods are valid credit card types include Visa, MasterCard, Discover, American Express, or electronic check.

Pharmacy Board

Select Payment Method

Please select a payment method.

○ **Credit Card**
○ **Electronic Check**

Technical Support

If you need technical support for this online payment processing application, please send an email to fiscal@pharmacy.ohio.gov.

Once the payment has been processed. You will have the option to print your receipt or have it emailed to the email address provided on the application. When you are done, select **DONE.**

Cart #X-2018-04-19_09-45-25   Print Receipt | Email Receipt | Done

ⓘ   A copy of your receipt has been emailed to: g+1@yahoo.com

| Items | Checkout | Confirmation |

Your payment was successful. A copy of the receipt has been emailed to g+1@yahoo.com.

Order Status	Successful
Applied Payment	$160.00
Contact	
Operator	
Process Date	4/19/2018 9:50 PM

Fees

Type	Licensee Name	Amount
PRX - SR - Terminal - License Downgrade Fee	Happy Facility	$160.00

Print Receipt | Email Receipt | Done

You have successfully completed an application. You will be directed back to your **DASHBOARD** where you can monitor the progress of your application.

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