



## DRUG DISTRIBUTOR RENEWAL INFORMATION

**Updated 4-5-2018**

The State of Ohio Board of Pharmacy (Board) will be opening the online renewal for drug distributor licenses starting on May 1, 2018. The renewal will be completed using the state's new eLicense portal, [www.eLicense.ohio.gov](http://www.eLicense.ohio.gov).

As a reminder, drug distributor licenses include the following business types:

- (1) Wholesale distributors of dangerous drugs, including:
  - (a) Brokers; and
  - (b) Virtual wholesalers.
- (2) Manufacturers of dangerous drugs.
- (3) Outsourcing facilities.
- (4) Third-party logistics providers.
- (5) Repackagers of dangerous drugs.

Instructions will be available on our [website](#). If you need additional assistance logging into the eLicense portal or username and password help, please contact the Customer Service Center at [csc@ohio.gov](mailto:csc@ohio.gov) or by calling 614-728-4077 or 855-405-5514.

The renewal process will require drug distributors to review information and upload specific documentation based upon the credential type held by the facility. Please have these documents prepared prior to starting the online renewal application. Both forms can be located on our website.

- [Signed Applicant Attestation](#)
- [Signed Responsible Person Attestation](#)

### REVIEW AFFILIATIONS

Prior to renewing, licensees are required to review the individuals affiliated with the license. These individuals include the applicant, responsible person, owners/officers, and employees (if applicable).


To review your affiliations, navigate to the Ohio eLicense Dashboard and select "Manage Affiliations" for the applicable license.



# Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

SORT BY ▾

	Board of Pharmacy <b>Terminal - Clinic - Sole Practitioner/Dentist - Category 3</b> 0260000004   Board of Pharmacy Rachael's HME	ACTIVE	EXP DATE 3/31/2019	OPTIONS ▾
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- Renew
- Reinstate
- Change in Business Description
- Download Wall Certificate
- License Inactivation
- Manage Affiliations
- Send License Verification
- Submit Additional Documentation



# New License Applications

To edit or withdraw an application, please click on the Options button.

# License Affiliations

0260000004

+ ADD NEW AFFILIATION

Search:

Number	Supervisor	Supervisee	Type of Affiliation	Start Date	End Date	Status	Details
No data available							

For updates to the applicant, responsible person and/or employees (if applicable), submit the changes via the Manage Affiliations page.

## ADD NEW AFFILIATION

Supervisor/Supervisee License # or Name  
\* Jane Doe

Average Hours Worked  Supervisor  Supervisee

Business Name Phone

Address

City State --None-- ZipCode

Start Date End Date  
\* 04/06/2018

Primary Work Setting Type of Affiliation  
Owner/Officer

CANCEL ADD

For updates to owners/officers that are due to a change in more than 10% stock/ownership transfer, the licensee must submit a Change in Business Description Service Request. See below for more information.

### CHANGE IN BUSINESS DESCRIPTION

If the licensee has experienced at least one of the following, the license must be renewed via a "Change in Business Description" Service Request through the Ohio eLicense Dashboard. Once processed, this service request will renew the license; a second application will not be needed.

Applicable changes include:

- Change in Ownership
- Change in Name
- Change in Address/Location
- Change in Category [Category II or III] (upgrade or downgrade)

**NOTE:** Some of the changes above may require a physical inspection by the Board of Pharmacy and/or additional/new background checks for individuals associated with the license. Please allow sufficient time for processing in order to ensure your license is renewed by the expiration date.

## **FEES**

To review fees applicable to your license application, please visit the Board's [fees webpage](#).

Licensees are required to provide the following information and documents to complete the online application:

- Criminal Conviction or Disciplinary Action documentation (if applicable)
- Attestation and Signature – Applicant and Responsible Person
- Valid payment via credit card or electronic check

Guidance on the application legal and disciplinary questions can be accessed here: [Application Legal & Disciplinary Questions](#).