



eLICENSE GUIDE: REGISTERING FOR AN ACCOUNT (FACILITIES)

Updated 4-24-2018

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.

New eLicense Ohio users will need to register in the portal during their first visit, even if you have an existing Ohio license.

Paper applications are **no longer available** for any license type.

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



Select **"I DON'T HAVE A LICENSE"** and follow the instructions. (Note: you will select this option even if the facility is currently licensed with the Board)

New Users

Create a New Account

Register here for a new eLicense.Ohio.gov account.

If you currently have a license or previously applied for a license or certificate in Ohio and do not have a login through this portal, please select "I have a License".

If you currently do not have a license or have not previously applied for a license or certificate in Ohio, please select "I don't have a License".

[Do you need help registering? Click here](#)

To create your contact account, 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.

Existing License

Register here for a new eLicense.Ohio.Gov account associated with your existing Ohio professional licenses. In the event you do not have the required security code, click the 'Obtain Security Code' button.

Your social security number is required for accurate identification under federal and state child support enforcement law (42 U.S.C. §666 and §3123.50, O.R.C.)

[Need help registering? Click here](#)

* I don't have a Social Security Number

*

*

Once registered, you will be directed to the dashboard where you can click the **"APPLY FOR A NEW LICENSE"** link on the right side of the page.

Welcome to your eLicense Dashboard

+ APPLY FOR A NEW LICENSE

MY HISTORY

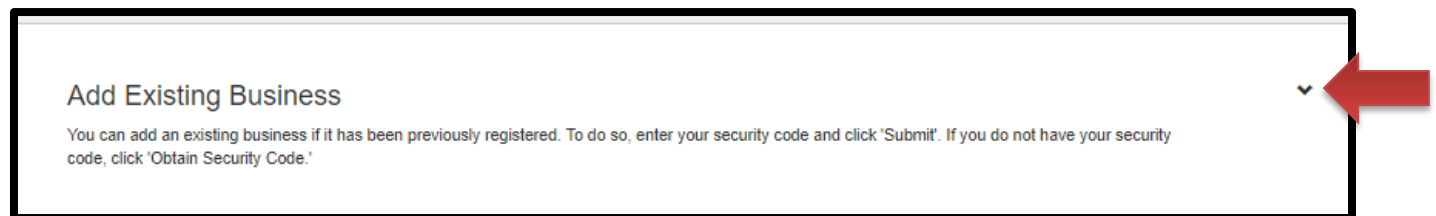
LINKING A CURRENT BUSINESS LICENSE TO YOUR ACCOUNT

In the upper right-hand corner click on your name.

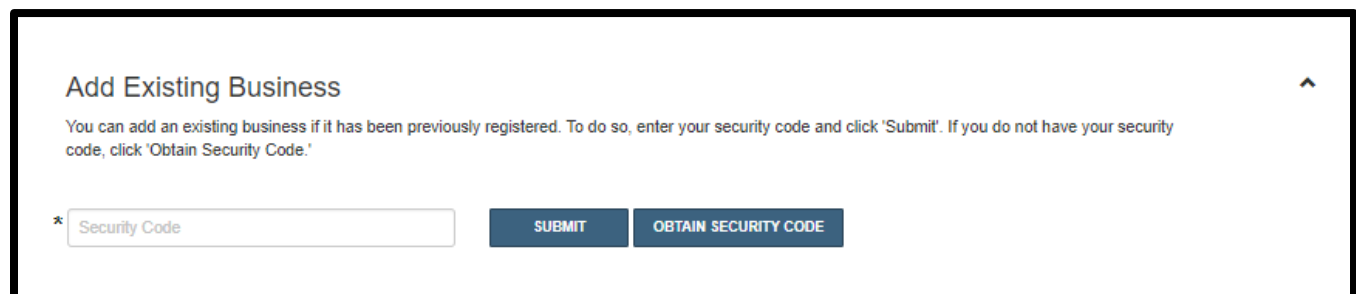


Select '**MANAGE BUSINESS**'

Select '**ADD EXISTING BUSINESS**'






Enter Security Code and select '**SUBMIT**'

A screenshot of the 'Add Existing Business' form. It features a text input field labeled 'Security Code' with an asterisk to its left. To the right of the input field are two buttons: 'SUBMIT' and 'OBTAIN SECURITY CODE'. The text from the previous screenshot is visible above the input field.

(Note: To obtain security code you must have either the business FEIN number or the business e-mail account. If you have trouble obtaining the security code, please contact the help desk at 855-405-5514)

If you have an existing Ohio license, your dashboard will display a tile for each license type. Here you can manage your license — including updating contact information and renewing by clicking on the **OPTIONS** button. The license tile will also provide you with the status of your license application or renewal.

SORT BY ▾				
	Board of Pharmacy Terminal - Pain Management Clinic - Category 3 Board of Pharmacy	INACTIVE Expired	EXP DATE 3/31/2010	 OPTIONS ▾
	Board of Pharmacy Terminal - Clinic - Category 3 Board of Pharmacy	INACTIVE Closed	EXP DATE 12/31/2011	OPTIONS ▾

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