



**eLICENSE GUIDE: CHANGE OF EMPLOYMENT (PHARMACISTS, INTERNS,
TECHNICIANS)**

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 make changes to 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.

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".

I HAVE A LICENSE **I DON'T HAVE A LICENSE**

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

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.

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](#)

* Social Security Number I don't have a Social Security Number

* Security Code **OBTAIN SECURITY CODE**

* Date of Birth

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

PART B: CHANGE OF EMPLOYMENT

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"**

Existing Users

Login

* Email

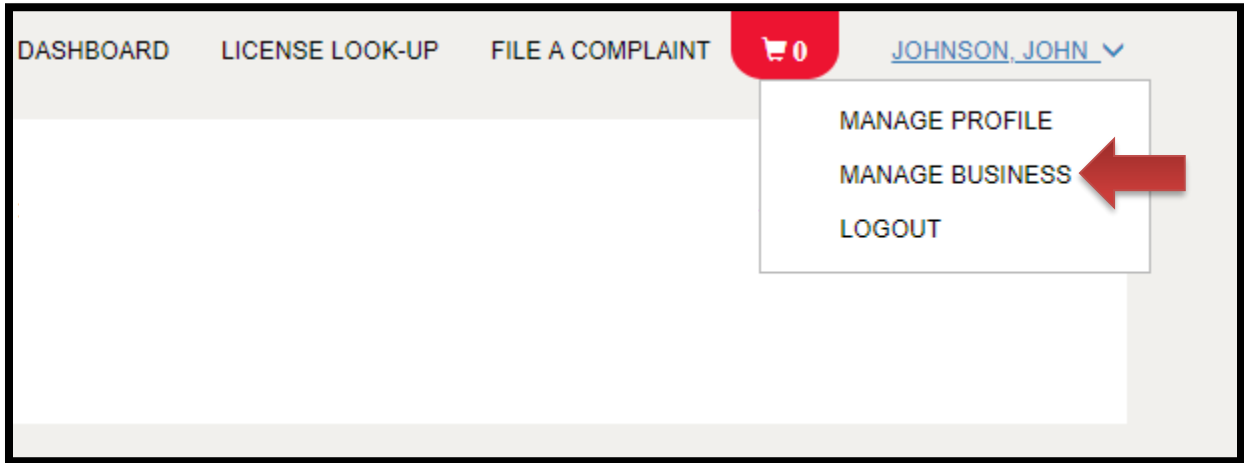
* Password

LOGIN

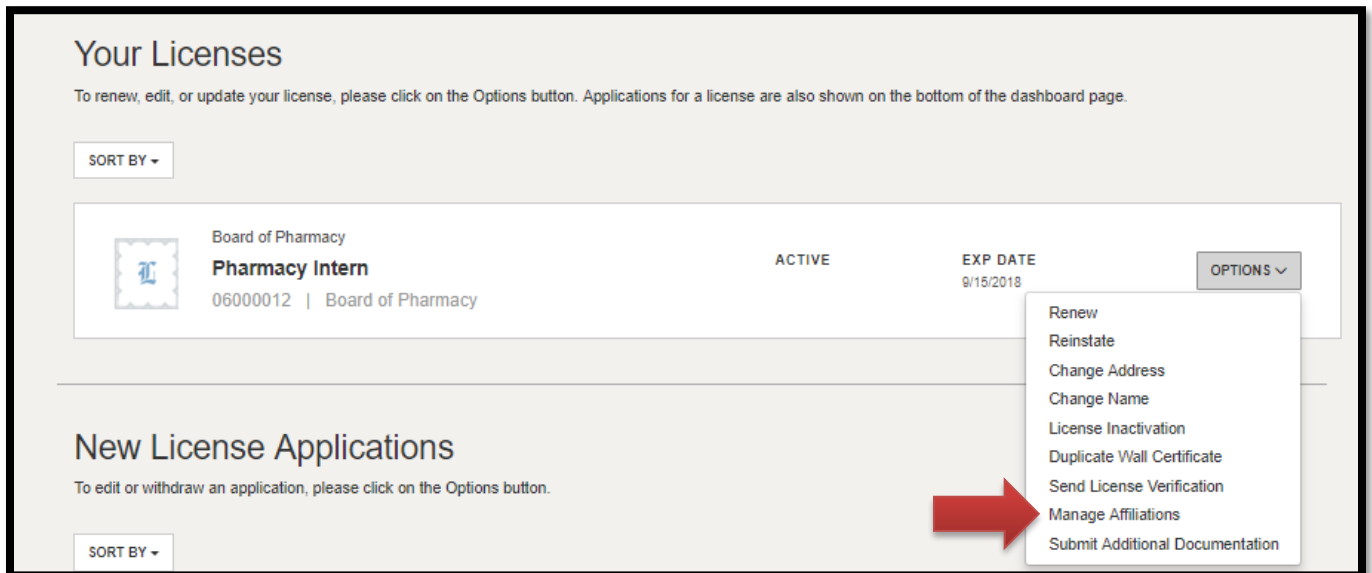
[Forgot Password?](#)
[Forgot Email?](#)

PART C: CHANGE OF EMPLOYMENT

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



Select **MANAGE AFFILITIONS**




Select **+ADD NEW AFFILIATION**

License Affiliations

06000012

Search:


 **+ ADD NEW AFFILIATION**

Number	Supervisor	Supervisee	Type of Affiliation	Start Date	End Date	Status	Details
REL-196919	Unlicensed Supervisor	Unlicensed Supervisee	Responsible Person	4/20/2018		Active	▼

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Enter in the facilities license number (10 digits, do NOT include dashes). The facility will auto-populate. Select the facility, add start date and select **ADD**.

ADD NEW AFFILIATION

 Supervisor/Supervisee License # or Name
* 1234567890

Average Hours Worked Supervisor Supervisee


Business Name Phone

Address

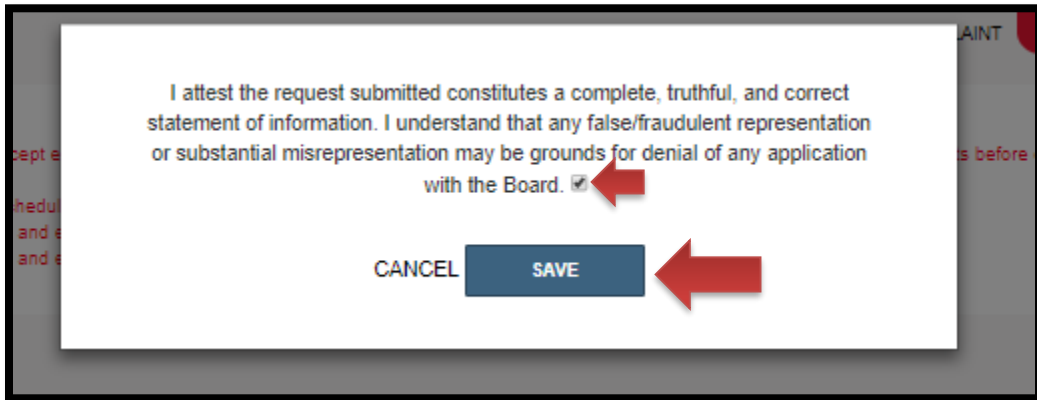
City State ZipCode

Start Date End Date

Primary Work Setting Type of Affiliation



Select the check box on the attestation prompt and select **SAVE**.



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