



## eLicense Guide: Updating Employer Information

Updated 9-5-2018

To update your employment information, you must access the portal using the eLicense system at <https://elicense.ohio.gov/>

After logging in, you will be directed to your eLicense Dashboard.

Select '**OPTIONS**' on your license tile, then '**MANAGE AFFILIATIONS**'

The screenshot shows a dashboard with two license tiles. The first tile is for a 'Pharmacist' with license number 03119190, status 'ACTIVE', and expiration date 9/15/2019. The second tile is for a 'Pharmacy Intern' with license number 06102434, status 'INACTIVE', and expiration date 9/15/1988. An 'OPTIONS' dropdown menu is open for the Pharmacist tile, listing actions such as 'Renew', 'Reinstate', 'Apply for an endorsement', 'Change Address', 'Change Name', 'Duplicate Wall Certificate', 'License Inactivation', and 'Manage Affiliations'. A red arrow points to the 'Manage Affiliations' option.

From the License Affiliations screen, select '**+ ADD NEW AFFILIATION**'

On the **ADD NEW AFFILIATION SCREEN**, in the **Supervisor/Supervisee License # field**, enter one of the following:

<u>Employer Type</u>	<u>Number</u>
In-State Employers licensed by the Board	Type the facilities 9 or 10 digit Number (Numbers only, No Dashes or Letters) Terminal Distributors begin with <b>02</b> Wholesale Distributors begin with <b>01</b>
Out of State Employer	Type <b>000000001</b>
Unlicensed/Non-Pharmacy Employer	Type <b>000000002</b>
Unemployed or Retired	Type <b>000000003</b>

Enter **START DATE** then select '**ADD**'

**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.**