eLicense Guide: Registering for a Business Account

Updated 1/13/2025

A business entity that holds or is applying for licensure in Ohio shall designate an individual to file all applications and maintenance requests on behalf of the business entity. The eLicense Ohio system does not offer "Business Accounts" with a single log-in. However, the system does allow multiple users to associate the license(s) with their individual user accounts.

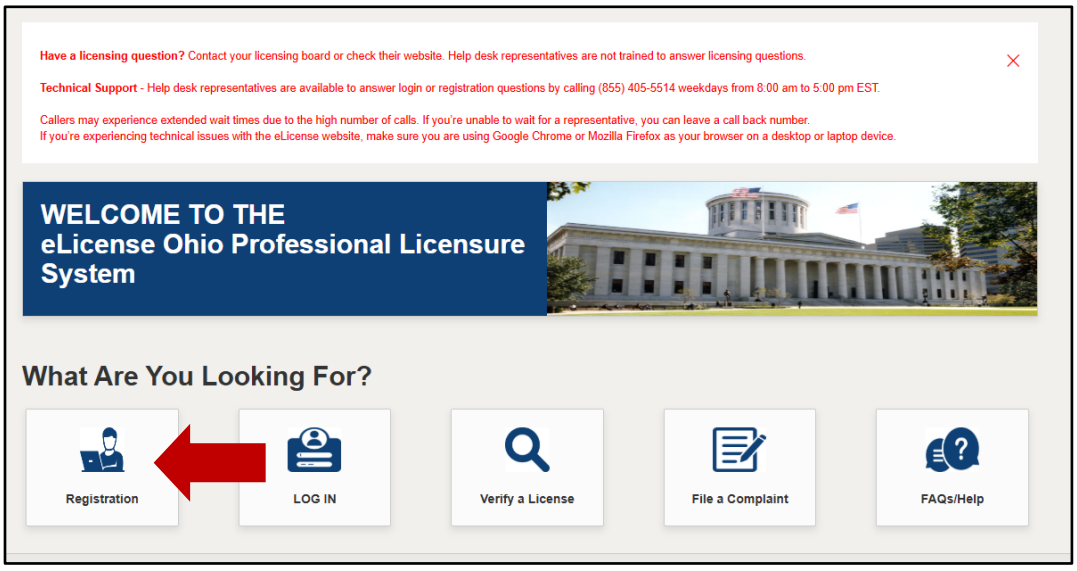
This guide will provide step-by-step instructions for account creation, creating a new business, and associating an existing license with a user's profile.

PART A: CREATE AN ACCOUNT

*If the user already has an account, proceed to **PART B or C** of this guide.*

Access eLicense Ohio at: https://elicense.ohio.gov/oh_homepage.

To create an eLicense account, select the **'Registration'** box on the main eLicense page:



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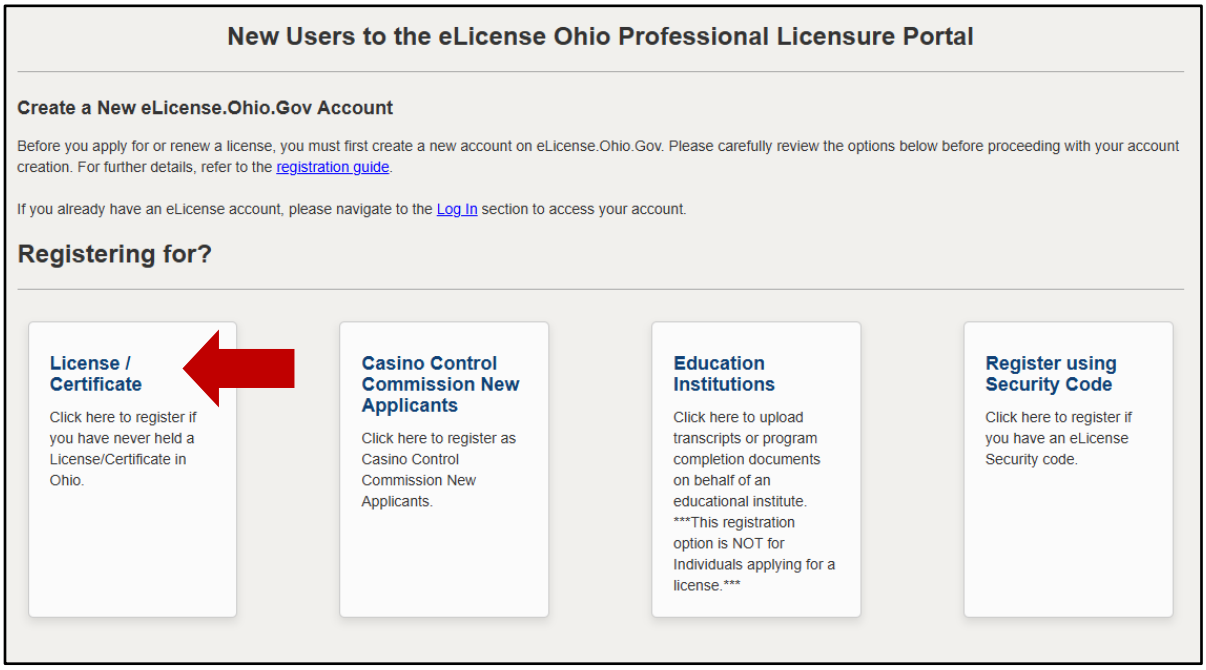
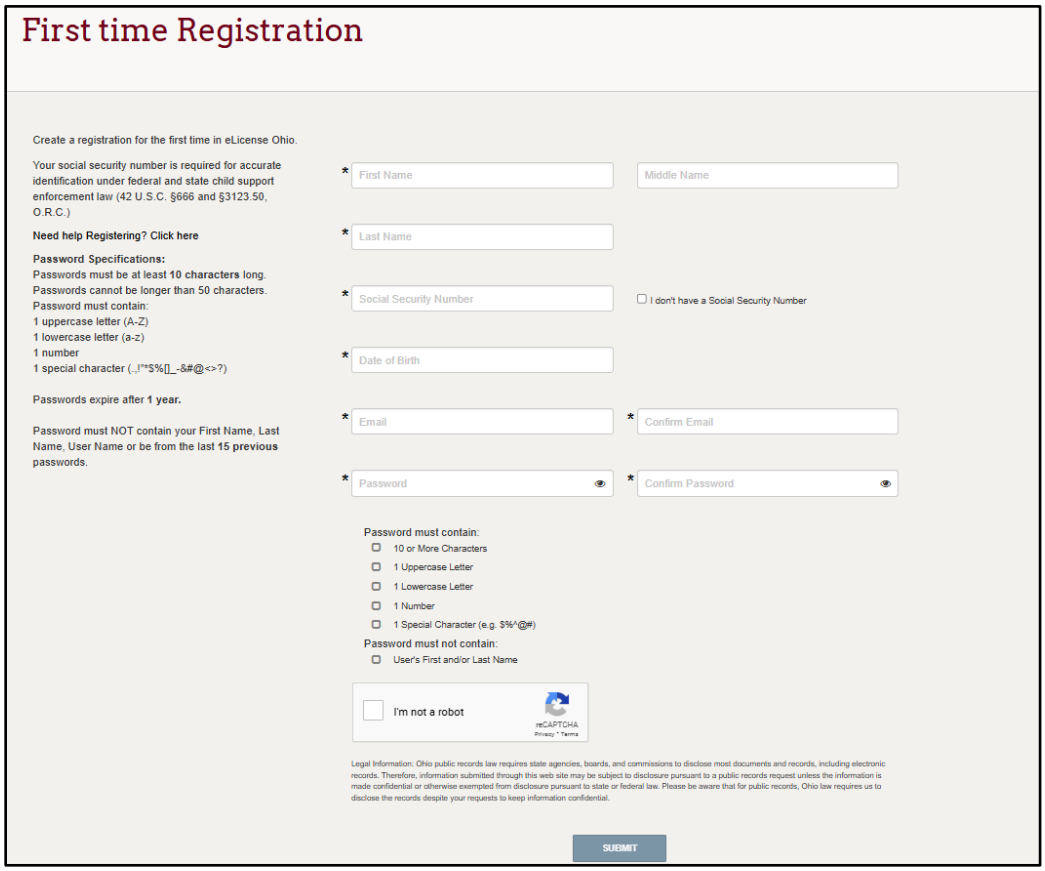
On the next page, select **‘License/Certificate’** and complete a first-time registration.



Input the required personal information. Input an email address and create a password. Then select **Submit.**

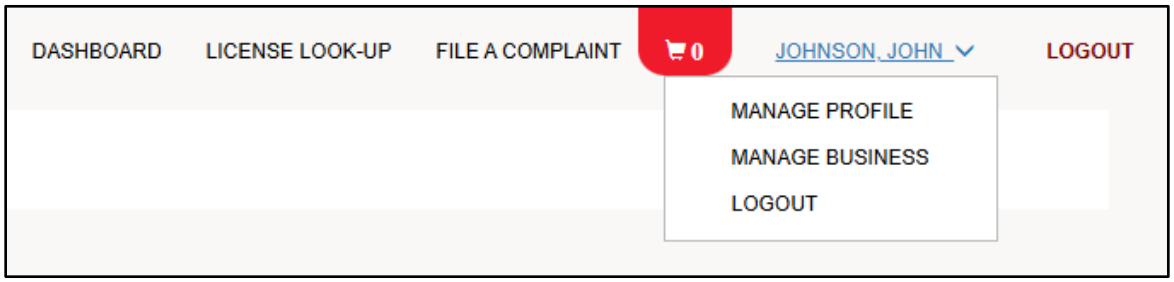


PLEASE NOTE: If you get a message stating an account already exists in your name, go to https://elicense.ohio.gov/OH_CommunitiesLogin to log into your existing account. If you do not remember the email address for your account, click 'Forgot User ID?' If you do not know your password, click 'Reset Password?'**. If you still need assistance, contact the help desk at 855-405-5514 weekdays from 8 am to 5 pm ET.**

-- Part B – Create a New Business continued on next page --

PART B: CREATE A NEW BUSINESS

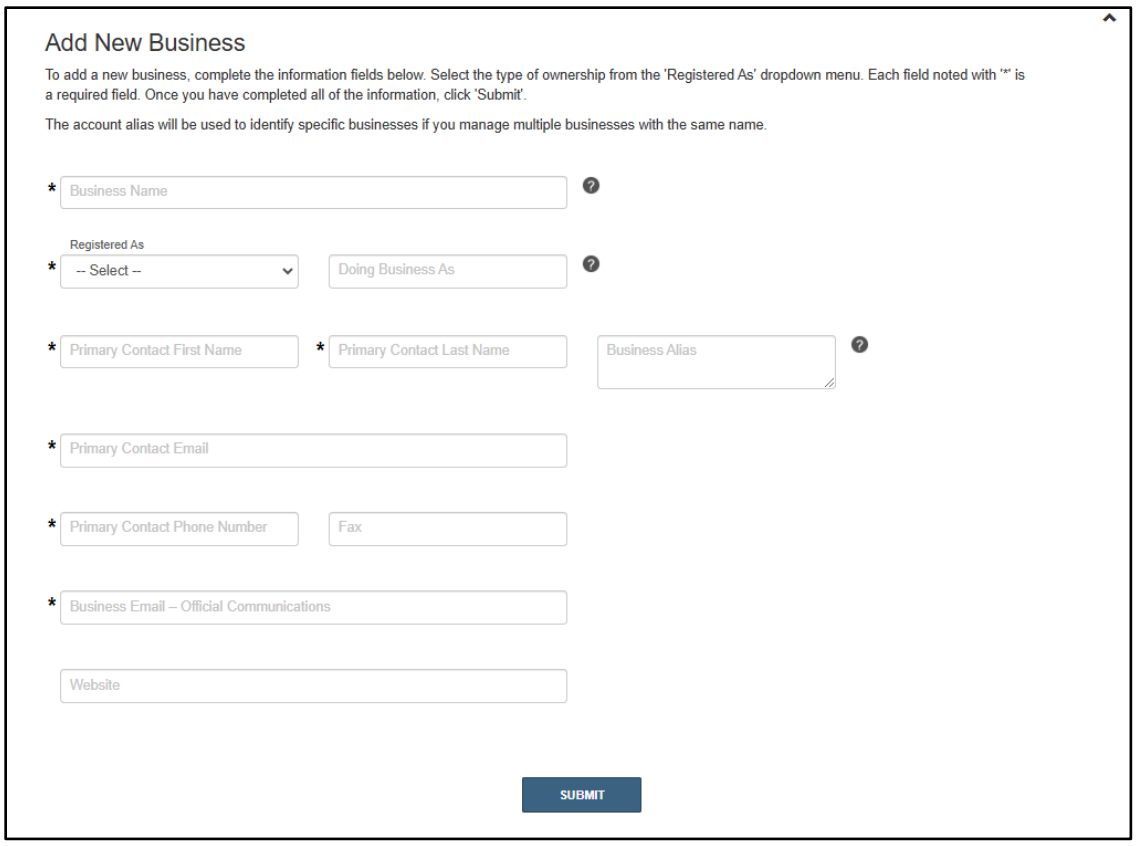
Select the user's name the upper right-hand corner to display a drop-down menu.



Select **'MANAGE BUSINESS'.**

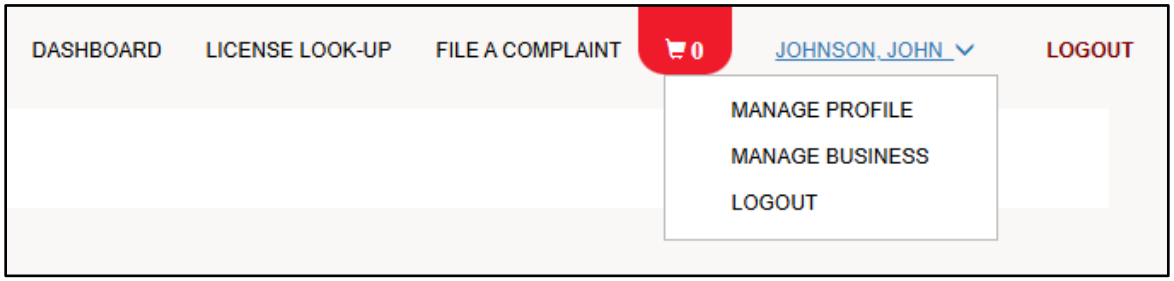
Select '**ADD NEW BUSINESS'.** Enter the required information and select **'SUBMIT'**.

IMPORTANT NOTE: the email addressed entered in the Business Email field will be used for all official Ohio Board of Pharmacy emails including application status reviews and renewal notifications. Applicants and licensees are strongly encouraged to designate a general email address that can be accessed and reviewed by multiple individuals and is less likely to be deactivated.



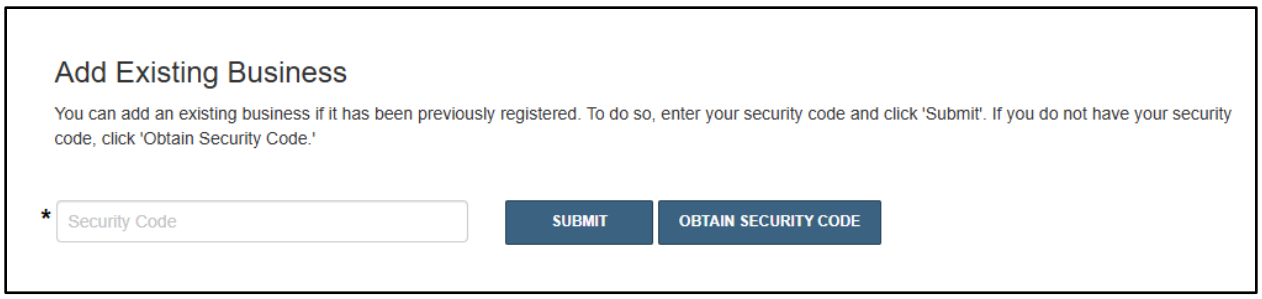
PART C: ATTACH EXISITING LICENSE TO YOUR ACCOUNT

Select the user's name the upper right-hand corner to display a drop-down menu.



Select **'MANAGE BUSINESS'.**

Select **'ADD EXISTING BUSINESS.'** Enter the business security code and select, **'SUBMIT'**.



To get the security code for the business, select **'OBTAIN SECURITY CODE.'** The security code will be sent to the contact email address on file for the business.

PLEASE NOTE: If the **OBTAIN SECURITY CODE** feature does NOT work, please send an email to new.license@pharmacy.ohio.gov and include the license number to request the security code.

Once the security code is successfully entered follow any prompts to return to the user's **DASHBOARD** and the license tile will be displayed.

If you need help logging in to your eLicense account, registering, or 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 ET.