



**STATE OF
OHIO**
BOARD OF PHARMACY

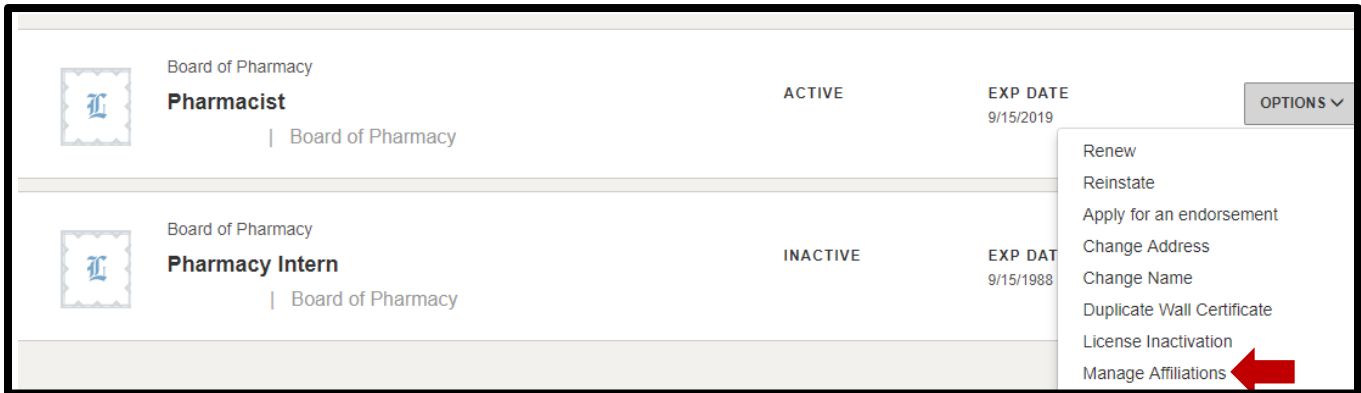
eLICENSE GUIDE: UPDATING EMPLOYER INFORMATION

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**'



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 02 Wholesale Distributors begin with 01
Out of State Employer	Type 000000001
Unlicensed/Non-Pharmacy Employer	Type 000000002
Unemployed or Retired	Type 000000003

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.

