



## **eLicense Guide: Registering for a Business Account**

**Updated 1-11-2019**

---

**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 the user is not a licensed healthcare professional in the State of Ohio. If you are a healthcare professional (Nurse, Pharmacist, Doctor, etc.), please login using your current eLicense account and skip to Step B.

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

### **PART A: CREATING AN ACCOUNT**

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”.

[I HAVE A LICENSE](#) [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 date of birth.**

Once registered, you will be directed to the dashboard.

**PART B: ADDING A NEW BUSINESS ACCOUNT**

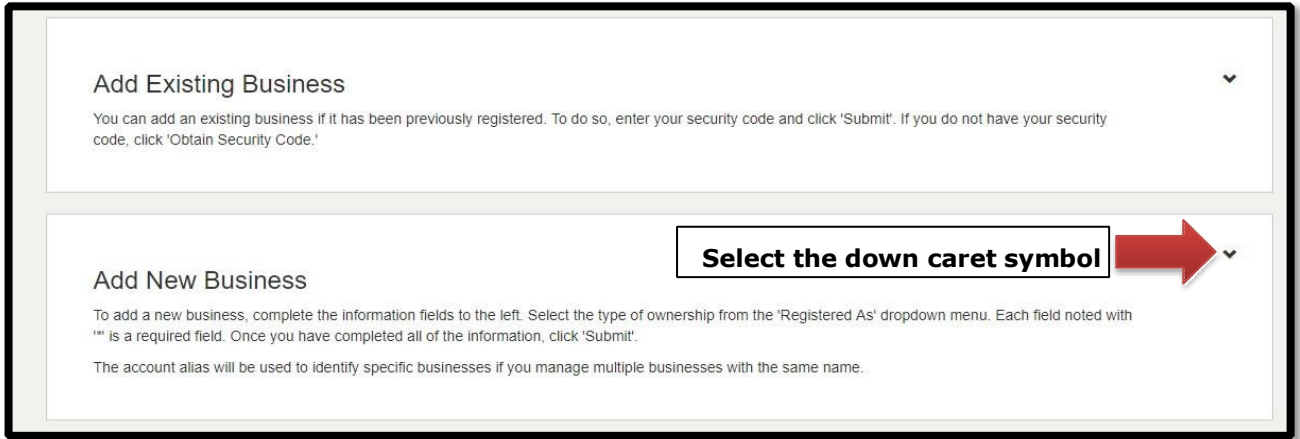
Use the dropdown menu under the individual’s name in the upper right-hand corner of the dashboard and choose **MANAGE BUSINESS**.

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT 0 [JOHNSON, JOHN](#) ▾

MANAGE PROFILE  
MANAGE BUSINESS  
LOGOUT

:30pm EDT. Please submit your electronic payments before or after

Choose **ADD A NEW BUSINESS**



**Add Existing Business** ▼

You can add an existing business if it has been previously registered. To do so, enter your security code and click 'Submit'. If you do not have your security code, click 'Obtain Security Code.'

**Add New Business** Select the down caret symbol ▶ ▼

To add a new business, complete the information fields to the left. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with "\*" is a required field. Once you have completed all of the information, click 'Submit'.

The account alias will be used to identify specific businesses if you manage multiple businesses with the same name.

Enter the required information. Once you hit submit, the user setup has been completed. Then you will click on the button **RETURN TO DASHBOARD**.



## Processing Business User Request

The user setup has been completed. Please click on the button below to access the Dashboard.

**RETURN TO DASHBOARD** ◀

To apply for a new license, select '**APPLY FOR A NEW LICENSE**'.

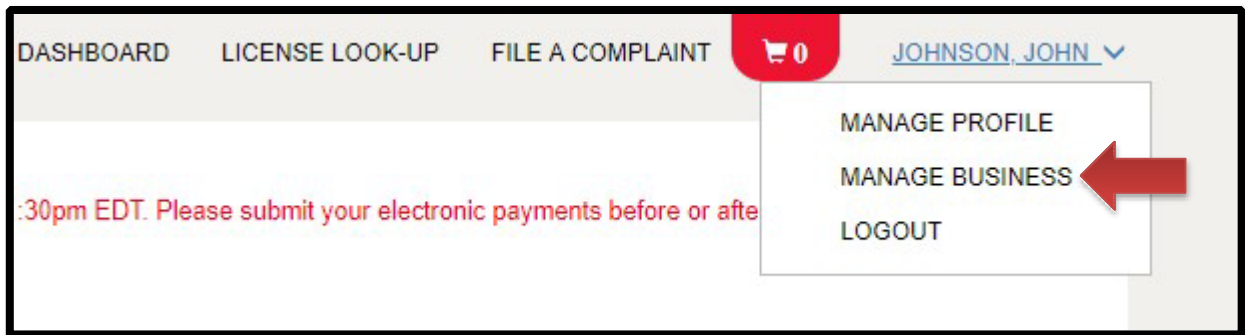


## Welcome to your eLicense Dashboard

**+ APPLY FOR A NEW LICENSE** **MY HISTORY**

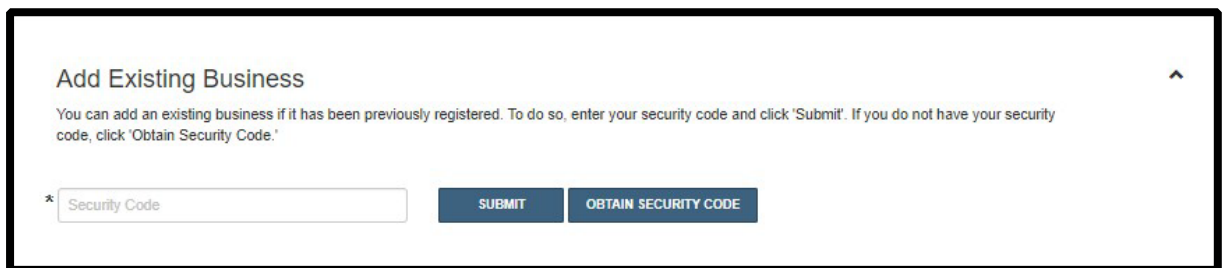
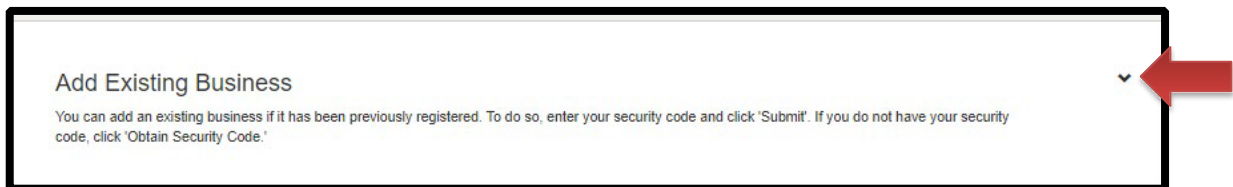
## **PART C: ADDING AN EXISTING BUSINESS ACCOUNT**

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



Select '**ADD EXISTING BUSINESS**' and Enter the Security Code provided to you by the Board of Pharmacy, then select '**SUBMIT**'.

**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 by clicking on the **OPTIONS button**. The license tile will also provide you with the status of your license application or renewal.

The screenshot shows a dashboard interface with a 'SORT BY' dropdown menu at the top left. Below it, there are two license tiles. Each tile includes a logo, the text 'Board of Pharmacy', the license title, the status, the expiration date, and an 'OPTIONS' button with a dropdown arrow. A red arrow points to the 'OPTIONS' button on the first tile.

License Title	Status	Expiration Date	Action
Terminal - Pain Management Clinic - Category 3	INACTIVE Expired	3/31/2010	OPTIONS ▾
Terminal - Clinic - Category 3	INACTIVE Closed	12/31/2011	OPTIONS ▾

**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**