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## Drug Distributor Renewal Information and Resources

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Dear Drug Distributor,

All Drug Distributor (Wholesale Distributors, Virtual Wholesalers, Brokers, Manufacturers, Outsourcing Facilities, Repackagers and Third-Party Logistics Providers) licenses expire on **June 30, 2023**.

**The license renewal period will begin on May 1, 2023.** Renewal applications cannot be submitted before that date. All licenses that are successfully renewed will receive a two-year license with an expiration date of June 30, 2025. Any license renewed after the expiration date of June 30, 2023 will be assessed a late fee.

Important information and guidance about the upcoming renewal cycle is included below. Please review this information before beginning Drug Distributor license renewal.

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**All renewal applications must be submitted via the [state's eLicense system](#).**

The State of Ohio Board of Pharmacy transitioned to the [state's new licensing system](#) on April 23, 2018. All applications and forms must now be submitted electronically. Any paper applications or forms sent to the Board will be returned and may cause a delay in the license renewal.

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**eLicense Ohio users must register for an account to renew and manage licenses.**

Individuals who will be renewing a Drug Distributor license must register for an account if they do not already have one for their professional licensure (pharmacist, physician, nurse, dentist, etc.).

For a step-by-step guidance on how to register for an account, please review [this document](#).

Individuals who already have an account but forgot their password may reset the password by selecting "Forgot Password?" link on the login site. A password reset link will be emailed to you. The link expires after 24 hours, so be sure to reset your password as soon as possible.

Individuals who already have an account but have not logged on in the last 12 months may be required to reset their password. Follow the on-screen instructions to reset your password.

**It is strongly recommended to use Google Chrome to access eLicense Ohio and when submitting the renewal application.**

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**Business Security Codes**

The business entity does not have unique log-in information for the eLicense Ohio portal. A registered user may associate the existing Drug Distributor license with their profile by utilizing the unique security code for each license.

The Board has developed a search tool to assist users which can be accessed [here](#).

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**Renewal fees must be paid via credit card (Visa, MasterCard, or Discover)**

The renewal fee for a Drug Distributor license is as follows:

- Category 2: \$1,900.00
- Category 3: \$2,000.00
- eLicense System Transaction Fee: \$3.50\*

**IMPORTANT:** The Board does not accept American Express or electronic check payments. Licensees can purchase a pre-paid Visa/MasterCard/Discover card with the total renewal fee amount. Multiple payments cannot be accepted

*\*The eLicense System Transaction Fee will be assessed on each license that is renewed in the eLicense Ohio system operated by the Ohio Department of Administrative Services. Licensing boards and commissions do not receive revenue from this fee. The transaction fee is nonrefundable.*

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**If the Drug Distributor has experienced a [change in address, ownership, business name, and/or license category](#), a Change in Business Description should be submitted.**

The Change in Business Description will qualify as renewal for the license and a renewal application will not be required. For instructions on submitting a Change in Business Description please review this [guidance document](#).

\*In an effort to ensure the continuity of the drug supply chain during the COVID-19 outbreak, the State of Ohio Board of Pharmacy issued a resolution temporarily waiving the criminal records requirements for certain drug distributor applications, including change applications. The full guidance can be reviewed [here](#).

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**Any changes in Responsible Person should be submitted prior to the renewal of the Drug license.**

Licensees should utilize the Change of Responsible Person service request in eLicense Ohio. Please allow up to 7 business days for processing. For instructions on submitting a Change of Responsible Person request, please review this [guidance document](#).

To verify the responsible person on the drug distributor license, please utilize the Board's search feature here – [BOP License Lookup](#).

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**The applicant and Responsible Person will be required to sign attestation pages and upload them to complete the renewal application.**

The renewal application cannot be submitted without a signed attestation form by the applicant and Responsible Person. Both forms must be signed even if the applicant and the Responsible Person is the same individual.

Links to the forms are listed below:

- Applicant Attestation – [www.pharmacy.ohio.gov/applicantattest](http://www.pharmacy.ohio.gov/applicantattest)
  - Responsible Person Attestation – [www.pharmacy.ohio.gov/RPattest](http://www.pharmacy.ohio.gov/RPattest)
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**Licenses that are no longer needed, must be properly discontinued.**

If a current Drug Distributor license is no longer needed, a Written Notice of Discontinuation of Business form must be completed and submitted to the Board as required by [rule 4729:6-2-06 of the Ohio Administrative Code](#). Completed forms can be submitted via email to [new.license@pharmacy.ohio.gov](mailto:new.license@pharmacy.ohio.gov). The form is available [here](#).

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For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached Monday through Friday 8:00 AM to 5:00 PM by calling 855-405-5514.

The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.

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