eLicense Guide: Registering for an Account

Updated 4-23-2018

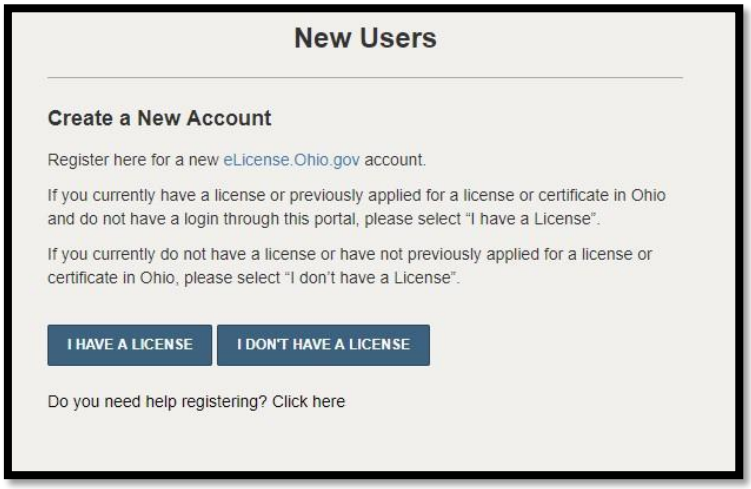
If you need help logging in, registering, creating an account, or have any other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, MondayFriday, 8:00am to 5:00pm.

New eLicense Ohio users will need to register in the portal during their first visit, even if you have an existing Ohio license.

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

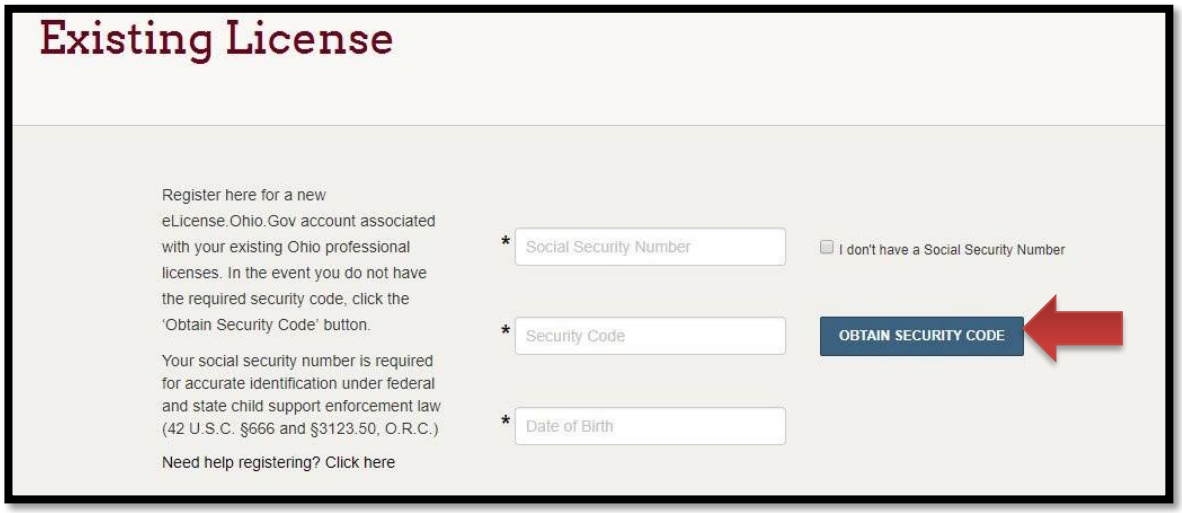
Once you navigate to the main page, click on the button over the picture that says:
"LOG IN, CREATE YOUR ACCOUNT."

If you have an existing license with the Board of Pharmacy, select “I HAVE A LICENSE.” If you are seeking to apply for a new license, select “I DON’T HAVE A LICENSE” and follow the instructions.



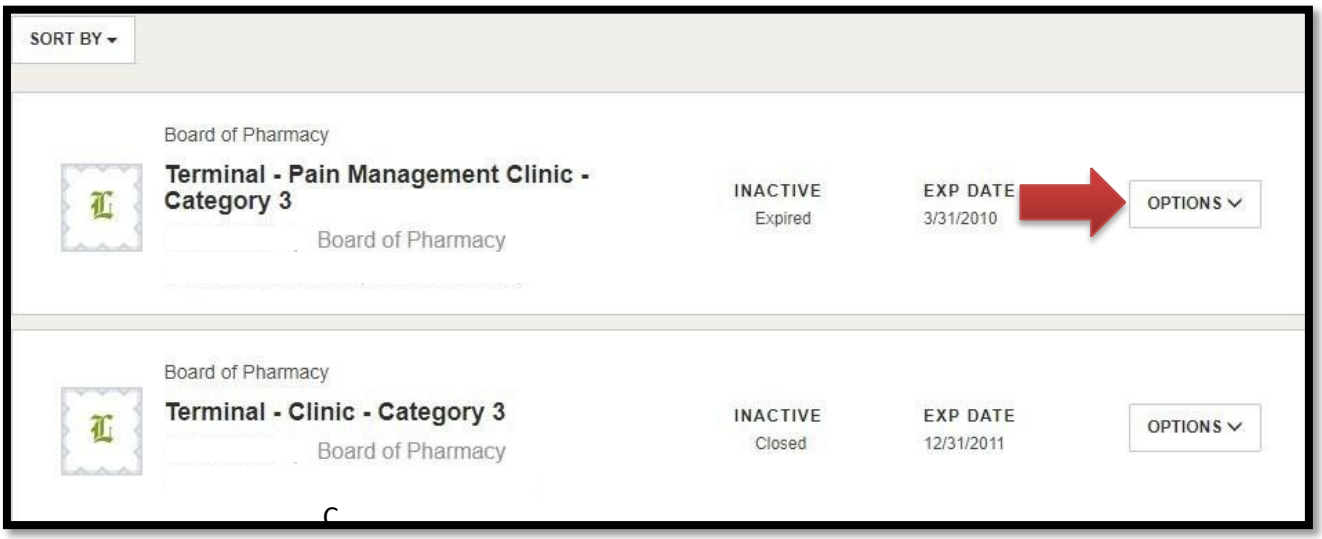
To register your existing license with the system, you will need **<u>your social security</u>** **<u>number</u>** and the **<u>security code</u>** provided to you by the Board of Pharmacy.

You can retrieve your security code by clicking the blue button next to the security code field, but it can only be sent to email address on file with the Board of Pharmacy.



Once registered, you will be directed to the dashboard where you can click the "**APPLY FOR A NEW LICENSE**" link on the right side of the page.

If you have an existing Ohio license, your dashboard will display a tile for each license type. Here you can manage your license — including updating contact information and renewing by clicking on the **OPTIONS button.** The license tile will also provide you with the status of your license application or renewal.



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