eLICENSE GUIDE: ADDING A NEW LICENSE

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, Monday-Friday, 8:00am to 5:00pm.

If you need to **ADD A NEW LICENSE,** you can access the portal using the eLicense system at https://elicense.ohio.gov/

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

If this is your **FIRST TIME** using the new eLicense Ohio portal, you will need to register your contact information. To do so, follow the instructions in **PART A** and **PART C** of this guide.

If you have **ALREADY** created an account and are renewing, reactivating or adding additional licenses to your account, follow the instructions in **PART B** and **PART C** of this guide.

PART A: CREATING AN ACCOUNT FOR AN EXISTING BOARD OF PHARMACY LICENSE

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 **your social security number** and the **security code** 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.

After registration, you will then be directed to your dashboard and continue to **PART C**.

PART B: MANAGE YOUR LICENSE - ADDING A NEW LICENSE

If you have an account you will login to the eLicense portal at https://elicense.ohio.gov/.
and select the **LOGIN/CREATE YOUR ACCOUNT**.

You will enter the email and password that was created for the contact on the license.
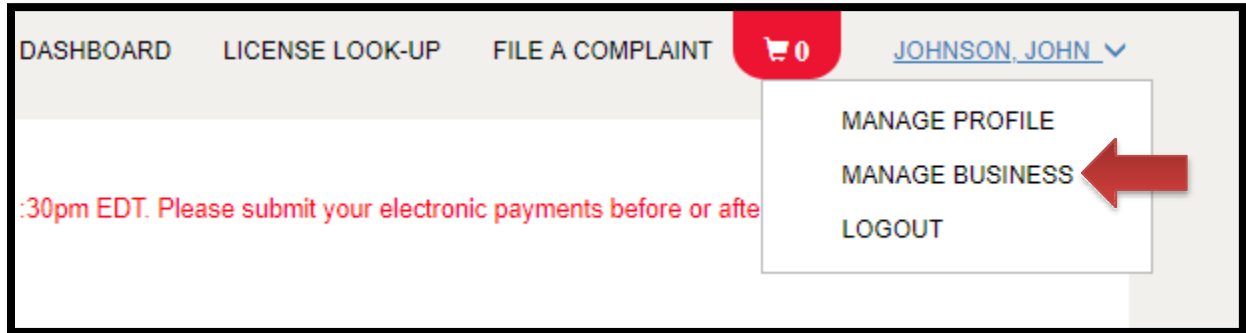Then you will select **"LOGIN"**

Existing Users

Login

* Email

* Password

LOGIN
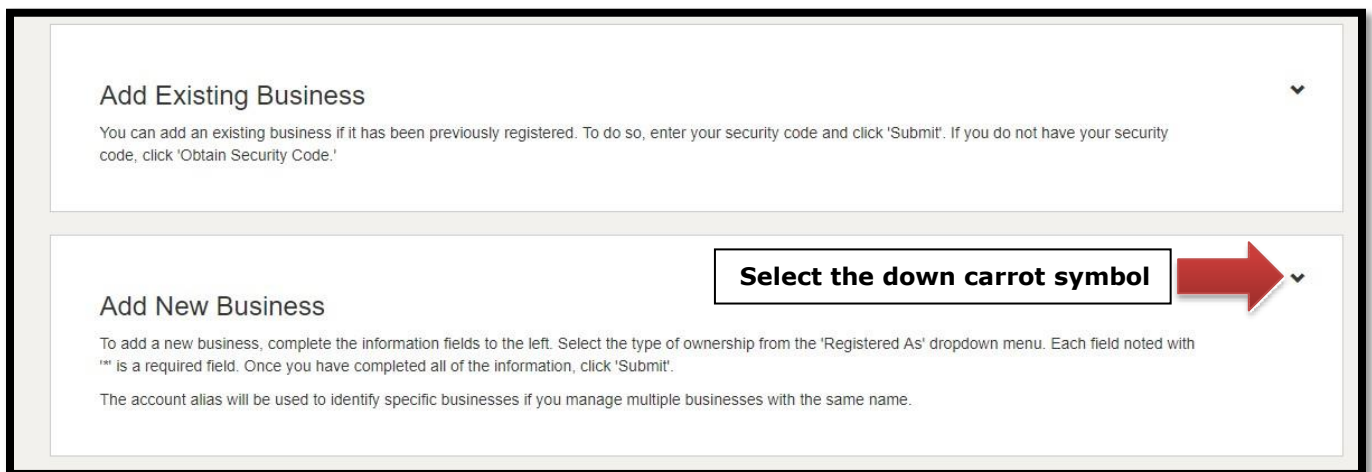
Forgot Password?
Forgot Email?

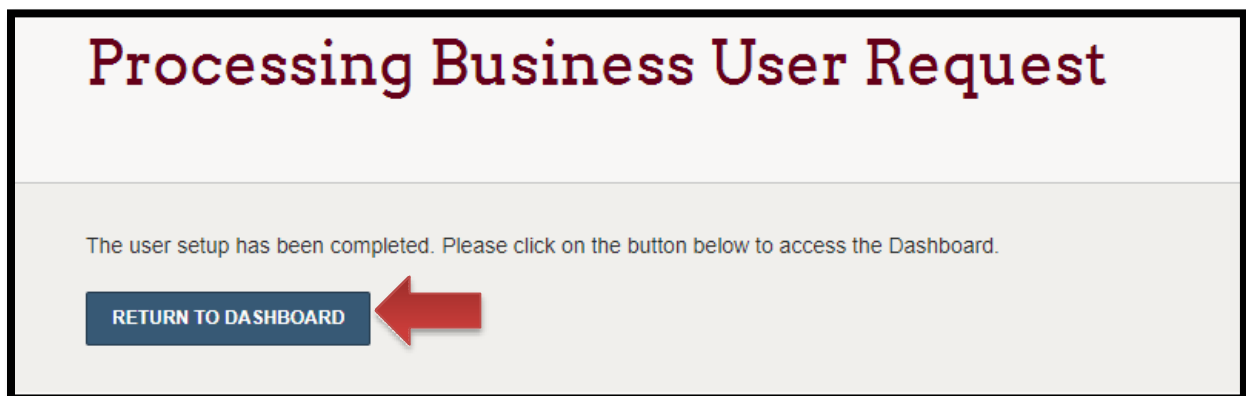## PART C: ADDING A NEW LICENSE

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

Choose **ADD A NEW BUSINESS**

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

Next, click the **"APPLY FOR A NEW LICENSE**" link on the right side of the page.

- First drop-down menu, select **BOARD OF PHARMACY**
- Second drop-down menu, select the **TYPE OF LICENSE FOR WHICH YOU ARE APPLYING FOR.**
- Third drop-down menu, select **GENERAL APPLICATION**
- Fourth drop-down menu will select the **BUSINESS NAME** that you created

If you are not sure of what type of license to apply for, select the link to the left under License Selection. This will take you to a license questionnaire.

Next, you will answer the eligibility questions and review the application instructions. Each application type will have different eligibility questions and application instructions. Please read carefully to ensure you are applying for the correct application. As application fees are non-refundable and non-transferable.

Once you have answered the eligibility questions and read the application instructions, select **SAVE AND CONTINUE.**

Depending on the application type, additional documentation may be required to complete the application. Please use the respective links below to retrieve the required forms to continue with the application process.

- Drug Distributor (Wholesaler, Manufacturer, Outsourcing Facility, Repackager and 3PL) Forms
- Terminal Distributor of Dangerous Drug Forms
- Home Medical Equipment Service Provider Forms
- Medical Marijuana Employee Forms

You will now begin completing the application.

Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Does one of the following descriptions represent the majority of your business model? Animal Control/Dog Pound/Dog Warden/Humane Society, Blood Bank, Custodial Care/Group Home, Dialysis Unit, Hospice, Imaging, Infusion Center, Laboratory Research

○ Yes   ○ No

Application Instructions

Provide the information necessary for the license application. Once finished, click which type of Save option desired.

GENERAL INSTRUCTIONS

Please provide the necessary information and documentation r application. The applicant will be notified if any information or d accepted. The application will not be processed until all informa is received by the Board. Please allow up to 30 calendar days t contacting the Board. More information on licensure as a Termi Drugs can be found here - http://www.pharmacy.ohio.gov/Licen

Once the application process begins, move through each section indicated in the progress bar at the top of the page. It is important to enter correct contact information.

NOTE: The Pharmacy Board has gone to paperless notifications so a valid email address is critical for communications with licensees.
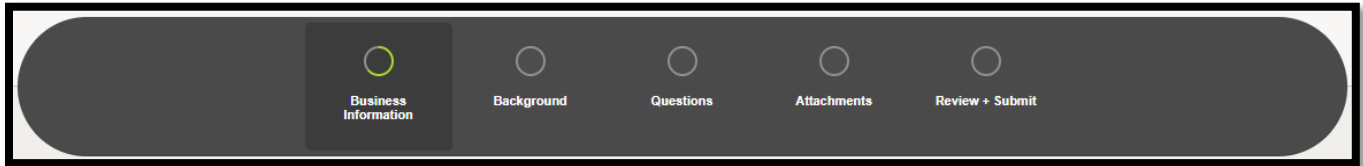
Please remember the address you enter for the public will be available to anyone via the Pharmacy Board website and licensee roster.

Completing all background information is strongly encouraged as it can help processing time for your license. Once a history section is added, you can still go back and edit by clicking on the pencil icon next to the entry.

If you are unsure what information to disclose on the Questions section, please review the frequently asked questions page: www.pharmacy.ohio.gov/businesslegal.

You will be prompted to upload the required attachments at the end of the application questions. Remember, you can always save and return to your application at a later time if you do not have all of the necessary documents.

eLicense Ohio allows you to electronically sign your attestation.

You may save and finish the application later if you need to obtain additional information. If the application is complete click, **SUBMIT.**

You will then be directed to the Payment Portal. To make a payment select the **"SELECT ALL"** box; this will populate total fee that is required to process this application.

The payment methods are valid credit card types include Visa, MasterCard, Discover, American Express, or electronic check.

Once the payment has been processed. You will have the option to print your receipt or have it emailed to the email address provided on the application. When you are done, select **DONE.**

You have successfully completed an application. You will be directed back to your **DASHBOARD** where you can monitor the progress of your application.

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