eLICENSE GUIDE: UPDATING EMPLOYER INFORMATION
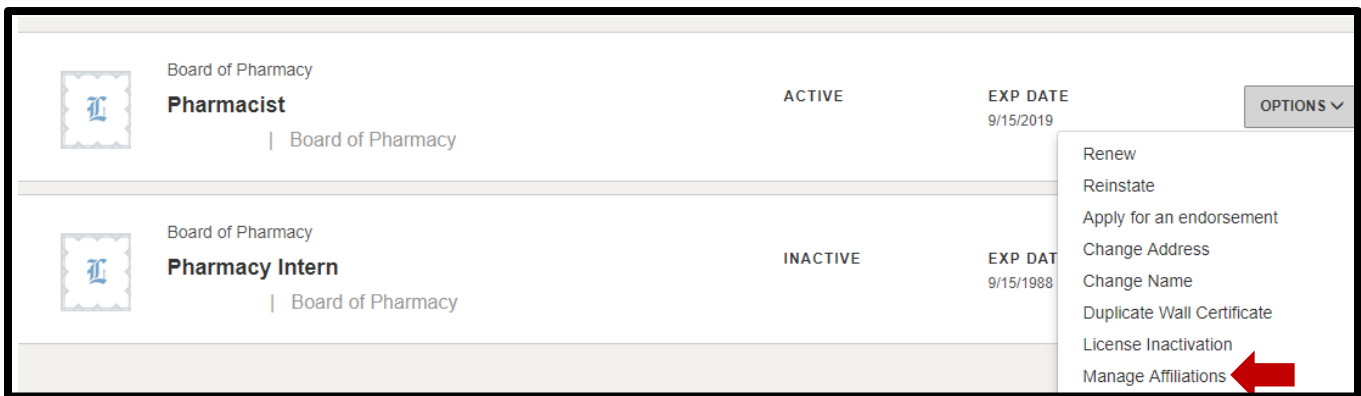
Updated 9-5-2018

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:

Employer Type	Number
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 **0000000001**
Unlicensed/Non-Pharmacy Employer	Type **0000000002**
Unemployed or Retired	Type **0000000003**

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.