

eLicense Guide: Change of Address

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.

To request a change of address, you must 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 B** of this guide.

If you have **ALREADY** created an account, follow the instructions in **PART B** 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.

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 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.

Existing License

Register here for a new eLicense.Ohio.Gov account associated with your existing Ohio professional licenses. In the event you do not have the required security code, click the 'Obtain Security Code' button.

Your social security number is required for accurate identification under federal and state child support enforcement law (42 U.S.C. §666 and §3123.50, O.R.C.)

Need help registering? [Click here](#)

* I don't have a Social Security Number

*

*

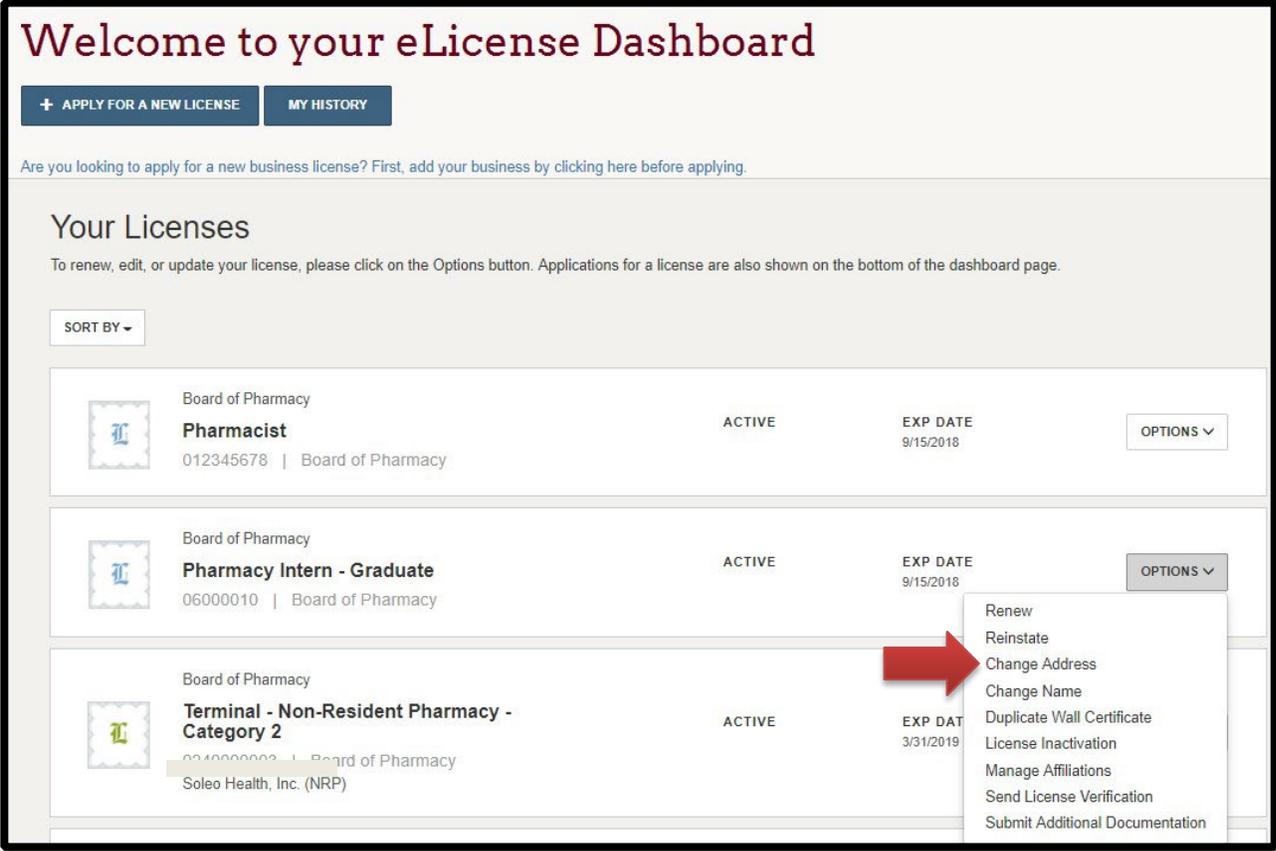


After registration, you will then be directed to your dashboard and can continue to **PART B** of this guide.

PART B: REQUESTING A CHANGE OF ADDRESS

After logging in, you will be directed to your eLicense Dashboard.

From your license tile, select options, then select **CHANGE ADDRESS**.



Welcome to your eLicense Dashboard

[+ APPLY FOR A NEW LICENSE](#) [MY HISTORY](#)

Are you looking to apply for a new business license? First, add your business by clicking here before applying.

Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

SORT BY ▾

License Type	Status	EXP DATE	Options
Board of Pharmacy Pharmacist 012345678 Board of Pharmacy	ACTIVE	9/15/2018	OPTIONS ▾
Board of Pharmacy Pharmacy Intern - Graduate 06000010 Board of Pharmacy	ACTIVE	9/15/2018	OPTIONS ▾
Board of Pharmacy Terminal - Non-Resident Pharmacy - Category 2 0040000003 Board of Pharmacy Soleo Health, Inc. (NRP)	ACTIVE	3/31/2019	OPTIONS ▾ Renew Reinstate Change Address Change Name Duplicate Wall Certificate License Inactivation Manage Affiliations Send License Verification Submit Additional Documentation

Next, fill out all required fields and select **ADD ADDRESS**

Change License Address

Select Address

Please select a Mailing and Public address for this license application. The Mailing Address is the address where all Board mailings will be sent. The Public Address is the address that will be publicly available on the Public License Search page.

License Number
06000010

License Type
Pharmacy Intern - Graduate

Mailing Address
77 S High St, Columbus ▼

Use as Public Address

Public Address
77 S High St, Columbus ▼

+ ADD ADDRESS 

CANCEL SUBMIT

Enter new address information and select **SAVE**

The image shows a web form for entering address information. The form is enclosed in a black border and has a light gray background. At the top, there is a dropdown menu labeled "Address Format" with "US Address" selected. Below this is a text input field for "Street Address Line 1" containing "123 1st Street", with an asterisk to its left. Underneath is another empty text input field for "Street Address Line 2". The next row contains three fields: "City" with "Columbus", "State" with "OH", and "Zip Code" with "43215", each with an asterisk to its left. Below these is a dropdown menu for "County" with "Franklin" selected. At the bottom, there are two buttons: a gray "CANCEL" button and a blue "SAVE" button. A red arrow points to the "SAVE" button.

Select the validated address by clicking on the street address.

Geo Validated address Options

Multiple addresses are available in system for provided search criteria , you can select one address from options .

Street Address	City	State	Zip Code	County	Validated
123 W 1st Ave	Columbus	OH	43201-3489	Franklin	✓
123 E 1st Ave	Columbus	OH	43201-3520	Franklin	✓
123 W 1st Ave	Columbus	OH	43201-3402	Franklin	✓
123 E 1st Ave	Columbus	OH	43201-3522	Franklin	✓
123 1st Street	Columbus	OH	43215	Franklin	

Next, in the mailing address drop down menu, select the new mailing address.

Select Address

Please select a Mailing and Public address for this license application. The Mailing Address is the address where all Board mailings will be sent. The Public Address is the address that will be publicly available on the Public License Search page.

License Number

06000010

License Type

Pharmacy Intern - Graduate

Mailing Address

123 W 1st Ave, Columbus

Use as Public Address

Public Address

123 W 1st Ave, Columbus

 ADDRESS SAVED SUCCESSFULLY

123 W 1st Ave
Columbus OH 43201-3489
Franklin
United States

 EDIT

DONE

CANCEL

SUBMIT

Check the **USE AS PUBLIC ADDRESS** check box. Then select **SUBMIT**.

Select Address

Please select a Mailing and Public address for this license application. The Mailing Address is the address where all Board mailings will be sent. The Public Address is the address that will be publicly available on the Public License Search page.

License Number: 06000010

License Type: Pharmacy Intern - Graduate

Mailing Address: 123 W 1st Ave, Columbus

Use as Public Address

Public Address: 123 W 1st Ave, Columbus

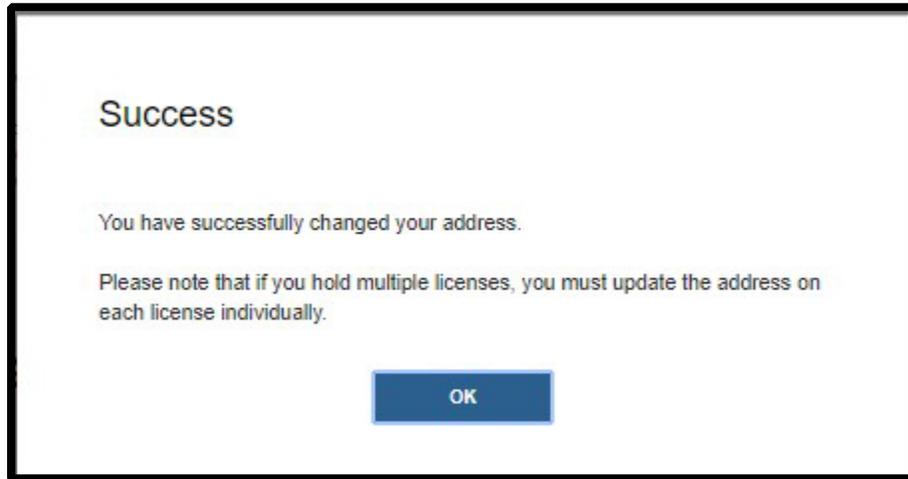
ADDRESS SAVED SUCCESSFULLY
123 W 1st Ave
Columbus OH 43201-3489
Franklin
United States

[EDIT](#)

[DONE](#)

[CANCEL](#) [SUBMIT](#)

You will then receive a confirmation that your address has been updated.



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