

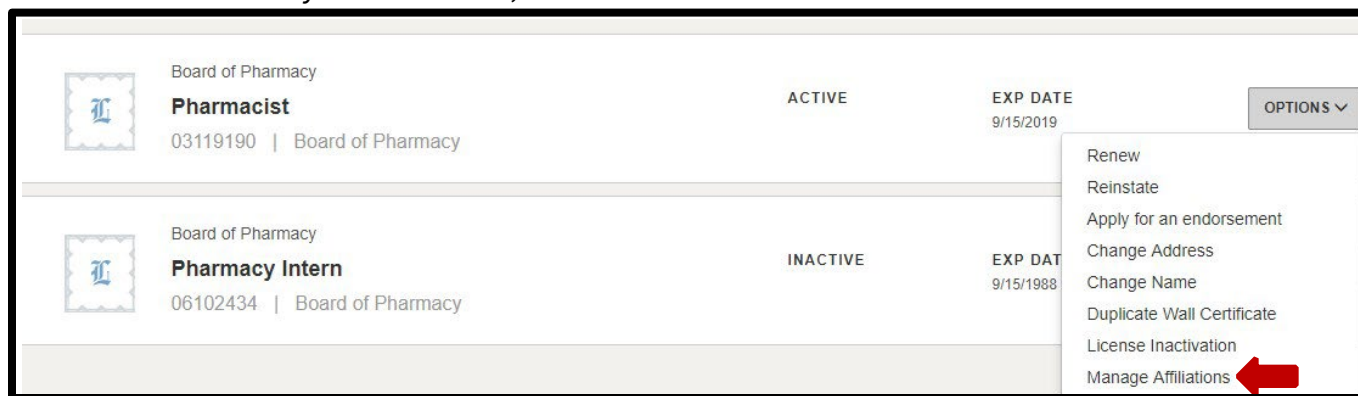
## eLicense Guide: Updating Employer Information

**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**'



The screenshot shows the eLicense Dashboard with two license tiles. The top tile is for a 'Pharmacist' license, which is 'ACTIVE' and expires on 9/15/2019. The bottom tile is for a 'Pharmacy Intern' license, which is 'INACTIVE' and expires on 9/15/1988. Both tiles are issued by the 'Board of Pharmacy'. The 'Pharmacist' tile has an 'OPTIONS' dropdown menu open, showing a list of actions: Renew, Reinstate, Apply for an endorsement, Change Address, Change Name, Duplicate Wall Certificate, License Inactivation, and Manage Affiliations. A red arrow points to the 'Manage Affiliations' option.

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 <b>02</b> Wholesale Distributors begin with <b>01</b>
Out of State Employer	Type <b>0000000001</b>
Unlicensed/Non-Pharmacy Employer	Type <b>0000000002</b>
Unemployed or Retired	Type <b>0000000003</b>

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.**