

eLicense Guide: Registering for a Business Account

Updated 1/13/2025

A business entity that holds or is applying for licensure in Ohio shall designate an individual to file all applications and maintenance requests on behalf of the business entity. The eLicense Ohio system does not offer “Business Accounts” with a single log-in. However, the system does allow multiple users to associate the license(s) with their individual user accounts.

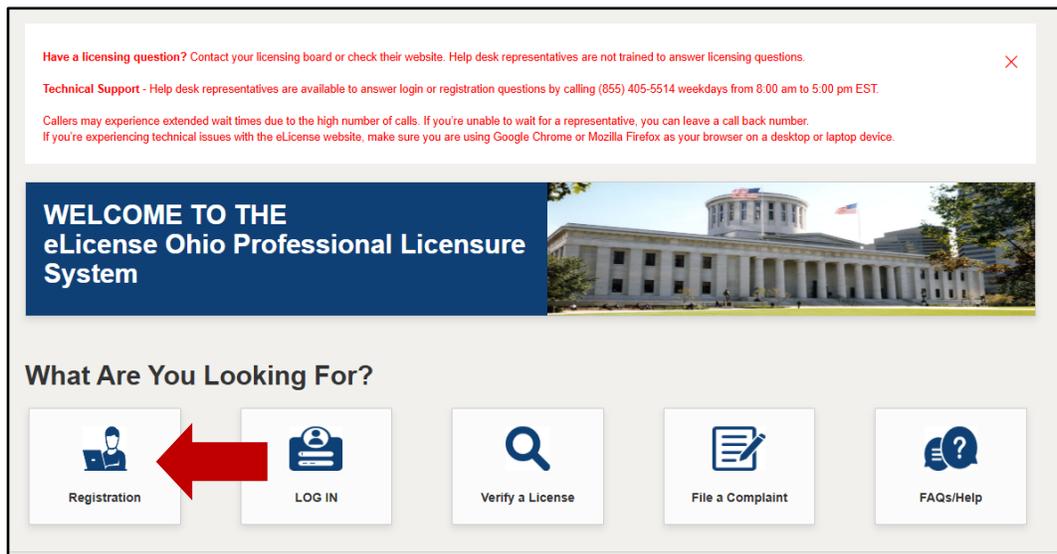
This guide will provide step-by-step instructions for account creation, creating a new business, and associating an existing license with a user’s profile.

PART A: CREATE AN ACCOUNT

*If the user already has an account, proceed to **PART B** or **C** of this guide.*

Access eLicense Ohio at: https://elicense.ohio.gov/oh_homepage.

To create an eLicense account, select the ‘**Registration**’ box on the main eLicense page:



On the next page, select **'License/Certificate'** and complete a first-time registration.

New Users to the eLicense Ohio Professional Licensure Portal

Create a New eLicense.Ohio.Gov Account

Before you apply for or renew a license, you must first create a new account on eLicense.Ohio.Gov. Please carefully review the options below before proceeding with your account creation. For further details, refer to the [registration guide](#).

If you already have an eLicense account, please navigate to the [Log In](#) section to access your account.

Registering for?

License / Certificate

Click here to register if you have never held a License/Certificate in Ohio.

Casino Control Commission New Applicants

Click here to register as Casino Control Commission New Applicants.

Education Institutions

Click here to upload transcripts or program completion documents on behalf of an educational institute.
This registration option is NOT for individuals applying for a license.

Register using Security Code

Click here to register if you have an eLicense Security Code.

Input the required personal information. Input an email address and create a password. Then select **Submit**.

First time Registration

Create a registration for the first time in eLicense Ohio.

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

Password Specifications:
Passwords must be at least 10 characters long.
Passwords cannot be longer than 50 characters.
Password must contain:
1 uppercase letter (A-Z)
1 lowercase letter (a-z)
1 number
1 special character (.,!*\$%[]_-\$#@<>?)

Passwords expire after 1 year.

Password must NOT contain your First Name, Last Name, User Name or be from the last 15 previous passwords.

* First Name

* Last Name

* Social Security Number I don't have a Social Security Number

* Date of Birth

* Email

* Password

Password must contain:

- 10 or More Characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. %*#@#)

Password must not contain:

- User's First and/or Last Name

Middle Name

* Confirm Email

* Confirm Password

I'm not a robot 

Legal Information: Ohio public records law requires state agencies, boards, and commissions to disclose most documents and records, including electronic records. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request unless the information is made confidential or otherwise exempted from disclosure pursuant to state or federal law. Please be aware that for public records, Ohio law requires us to disclose the records despite your requests to keep information confidential.

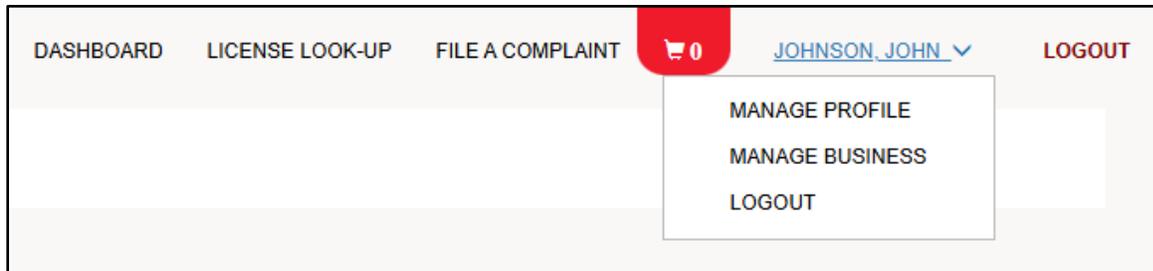
SUBMIT

PLEASE NOTE: If you get a message stating an account already exists in your name, go to https://elicense.ohio.gov/OH_CommunitiesLogin to log into your existing account. If you do not remember the email address for your account, click 'Forgot User ID?' If you do not know your password, click 'Reset Password?'. **If you still need assistance, contact the help desk at 855-405-5514 weekdays from 8 am to 5 pm ET.**

-- Part B – Create a New Business continued on next page --

PART B: CREATE A NEW BUSINESS

Select the user's name in the upper right-hand corner to display a drop-down menu.



Select '**MANAGE BUSINESS**'.

Select '**ADD NEW BUSINESS**'. Enter the required information and select '**SUBMIT**'.

IMPORTANT NOTE: the email address entered in the Business Email field will be used for all official Ohio Board of Pharmacy emails including application status reviews and renewal notifications. Applicants and licensees are strongly encouraged to designate a general email address that can be accessed and reviewed by multiple individuals and is less likely to be deactivated.

Add New Business

To add a new business, complete the information fields below. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with "*" is a required field. Once you have completed all of the information, click 'Submit'.

The account alias will be used to identify specific businesses if you manage multiple businesses with the same name.

* Business Name ?

Registered As
* -- Select -- ? Doing Business As

* Primary Contact First Name * Primary Contact Last Name Business Alias ?

* Primary Contact Email

* Primary Contact Phone Number Fax

* Business Email – Official Communications

Website

SUBMIT

PART C: ATTACH EXISTING LICENSE TO YOUR ACCOUNT

Select the user's name the upper right-hand corner to display a drop-down menu.

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT  [JOHNSON, JOHN](#) ▼ LOGOUT

MANAGE PROFILE
MANAGE BUSINESS
LOGOUT

Select **'MANAGE BUSINESS'**.

Select **'ADD EXISTING BUSINESS.'** Enter the business security code and select, **'SUBMIT'**.

Add Existing Business

You can add an existing business if it has been previously registered. To do so, enter your security code and click 'Submit'. If you do not have your security code, click 'Obtain Security Code.'

*

To get the security code for the business, select **'OBTAIN SECURITY CODE.'** The security code will be sent to the contact email address on file for the business.

PLEASE NOTE: If the **OBTAIN SECURITY CODE** feature does NOT work, please send an email to new.license@pharmacy.ohio.gov and include the license number to request the security code.

Once the security code is successfully entered follow any prompts to return to the user's **DASHBOARD** and the license tile will be displayed.

If you need help logging in to your eLicense account, registering, or 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 ET.