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 license verification, 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.

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 B of this guide.
PART B: REQUEST A LICENSE VERIFICATION

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

From your license tile, select options, then select **SEND LICENSE VERIFICATION**.
Next, fill out all required fields and select **PAY NOW**.
You will 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 request.

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**.

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