Mike DeWine, Governor Jon Husted, Lt. Governor Steven W. Schierholt, Executive Director

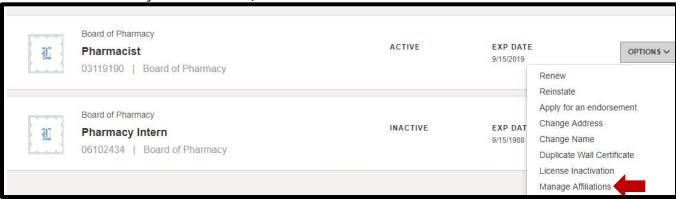
## **eLicense Guide: Updating Employer Information**

## **Updated 9-5-2018**

To update your employment information, you must access the portal using the eLicense system at <a href="https://elicense.ohio.gov/">https://elicense.ohio.gov/</a>

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	<u>Number</u>
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>000000001</b>
Unlicensed/Non-Pharmacy Employer	Type <b>0000000002</b>
Unemployed or Retired	Type <b>000000003</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.