

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

## eLicense Guide: Duplicate Wall Certificate

### 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 duplicate wall certificate, you must access the portal using the eLicense system at <u>https://elicense.ohio.gov/</u>

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 **<u>FIRST TIME</u>** 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.

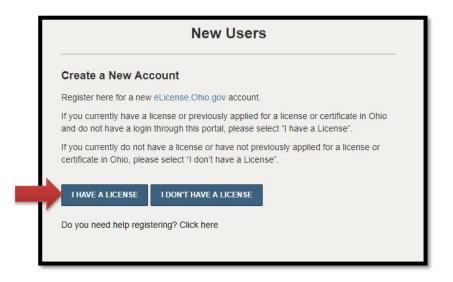
If you have **<u>ALREADY</u>** created an account, follow the instructions in **PART B** of this guide.

77 S. High Street, 17<sup>th</sup> Floor Columbus, OH 43215 U.S.A. Phone: 614 | 466 4143 Fax: 614 | 752 4836



#### 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.

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	Social Security Number     Security Code     Date of Birth	I don't have a Social Security Number OBTAIN SECURITY CODE

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

### PART B: REQUESTING A DUPLICATE WALL CERTIFICATE

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

From your license tile, select options, then select **DUPLICATE WALL CERTIFICATE**.

Welco	me to your eLicense	Dashboard		
+ APPLY FOR A NE	W LICENSE MY HISTORY			
Your Lic	by for a new business license? First, add your business by clickin enses update your license, please click on the Options button. Applicat		bottom of the dashboard pa	ge.
<u>u</u>	Board of Pharmacy Pharmacist 012345678   Board of Pharmacy	ACTIVE	EXP DATE 9/15/2018	
<u>U</u>	Board of Pharmacy Pharmacy Intern - Graduate 06000010   Board of Pharmacy	ACTIVE	EXP DATE 9/15/2018 Renew Peinstat	OPTIONS V
	Board of Pharmacy Terminal - Non-Resident Pharmacy - Category 2 0240000003   Board of Pharmacy	ACTIVE	3/31/20/9 Change Duplicat License Manage Send Lic	

Next, fill out all required fields and select **PAY NOW**.

Wall Certificate Request			
Replace Certificate         Select the number of wall certificates to be replaced and provide the reason for the replacement request. Once completed, click Pay Now.	License Number   0600010   License Type   Pharmacy Intern - Graduate   Number of Certificates Requested   *   Reason For Submitting Service Request   *   Lost/damaged		

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.

Board of Pharmacy	•			
Select All				
Service Request Fee for 0272000003				
Туре	Licensee Name	Amount	Amount Outstanding	Waived Amount
PRX - SR - Terminal - License Downgrade Fee	Happy Facility	\$160.00	\$160.00	

The payment methods are valid credit card types include Visa, MasterCard, Discover, American Express, or electronic check.

gov.

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.** 

Cart #X-2018-04-19_09	9-45-25		Print Receipt Email Receipt Done
A copy of your receip	pt has been emailed to: g+1@y	ahoo.com	
Items Checkout Co	onfirmation		
Your payment was succes	ssful. A copy of the receipt has be	en emailed to g+1@yahoo.com.	
Order Status Applied Payment Contact Operator Process Date	Successful \$160.00 4/19/2018 9:50 PM		
Fees Type		Licensee Name	Amount
PRX - SR - Terminal	- License Downgrade Fee	Happy Facility	\$160.00
			Print Receipt Email Receipt Done

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