

<u>eLICENSE GUIDE: UPDATING EMPLOYER INFORMATION</u></u>

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'

L	Board of Pharmacy Pharmacist Board of Pharmacy	ACTIVE	EXP DATE 9/15/2019	
	Board of Pharmacy Pharmacy Intern Board of Pharmacy	INACTIVE	EXP DAT 9/15/1988	Renew Reinstate Apply for an endorsement Change Address Change Name Duplicate Wall Certificate License Inactivation 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	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 02
	Wholesale Distributors begin with 01
Out of State Employer	Туре 000000001
Unlicensed/Non-Pharmacy Employer	Type 000000002
Unemployed or Retired	Туре 000000003

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.



77 South High Street, 17th Floor, Columbus, Ohio 43215