



## **eLicense Guide: Registering for a Business Account**

**Updated 1-11-2019**

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**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.**

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New eLicense Ohio users will need to register in the portal during their first visit, even if the user is not a licensed healthcare professional in the State of Ohio. If you are a healthcare professional (Nurse, Pharmacist, Doctor, etc.), please login using your current eLicense account and skip to Step B.

Paper applications are **no longer available** for any license type.

### **PART A: CREATING AN ACCOUNT**

Once you navigate to the main page, click on the button over the picture that says: **“LOG IN, CREATE YOUR ACCOUNT.”**



Select “**I DON’T HAVE A LICENSE**” and follow the instructions. Note: you will select this option even if the facility is currently licensed with the Board.



To create your contact account, you will need **your social security number and date of birth.**

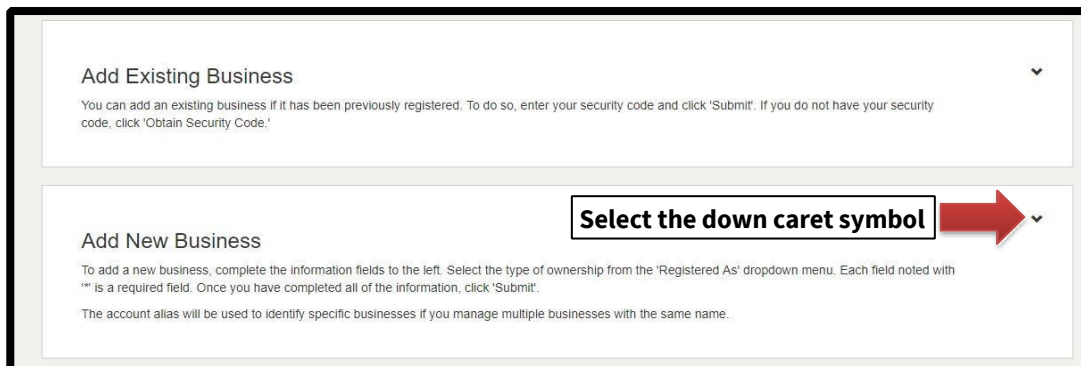
Once registered, you will be directed to the dashboard.

## **PART B: ADDING A NEW BUSINESS ACCOUNT**

Use the dropdown menu under the individual’s name in the upper right-hand corner of the dashboard and choose **MANAGE BUSINESS**.



Choose **ADD A NEW BUSINESS**



Enter the required information. Once you hit submit, the user setup has been completed. Then you will click on the button **RETURN TO DASHBOARD**.

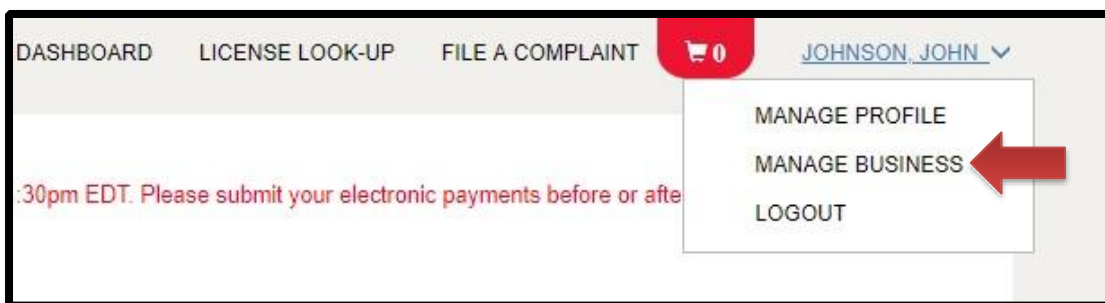


To apply for a new license, select '**APPLY FOR A NEW LICENSE**'.




### **PART C: ADDING AN EXISTING BUSINESS ACCOUNT**

Use the dropdown menu under the individual's name in the upper right-hand corner of the dashboard and choose **MANAGE BUSINESS**.





Select '**ADD EXISTING BUSINESS**' and Enter the Security Code provided to you by the Board of Pharmacy, then select '**SUBMIT**'.

**Note: To obtain security code you must have either the business FEIN number or the business e-mail account. If you have trouble obtaining the security code, please contact the help desk at 855-405-5514**

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.'






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.'

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If you have an existing Ohio license, your dashboard will display a tile for each license type. Here you can manage your license by clicking on the **OPTIONS button**. The license tile will also provide you with the status of your license application or renewal.

**SORT BY** ▾

	Board of Pharmacy <b>Terminal - Pain Management Clinic - Category 3</b> [Redacted], Board of Pharmacy DUBLIN PAIN CLINIC (Dublin Pain Clinic)	INACTIVE Expired	EXP DATE 3/31/2010	 <input type="button" value="OPTIONS ▾"/>
	Board of Pharmacy <b>Terminal - Clinic - Category 3</b> [Redacted], Board of Pharmacy DUBLIN PAIN CLINIC (Dublin Pain Clinic)	INACTIVE Closed	EXP DATE 12/31/2011	<input type="button" value="OPTIONS ▾"/>

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