

Welcome to the new Ohio eLicense portal which can be accessed at <https://elicense.ohio.gov>.

In order to begin using the system, you must Register/Login.

To Register or Login to the portal, click the **Register/Login** button.



You are considered an existing user when logging into this system for the first time.

These are steps to complete registration as an existing licensee in the system.

After clicking the **Register/Login** button, the system will take you to a Login Screen.

From the Login Screen: Click on the Existing Licensee button to move forward with registration.

https://elicense.ohio.gov/BIZC_CommunitiesLogin

Ohio | eLicense

Home License Lookup Links FAQs Contact Us Register/Login

Login

All Massage Therapists, Physical Therapists, and Registered Sanitarians are required to register in the new system even if you previously used the Ohio eLicense Center (<https://license.ohio.gov/>).

Email

Password

Login

Remember me

[Reset Password](#) [Reset Username](#)

Don't have an account?

If you are accessing this site for the first time and have either previously held or applied for a professional license with the State of Ohio, click the **Existing Licensee** button.

If you are accessing this site for the first time and have never applied for or held a professional license with the State of Ohio, click the **New Applicant** button.

[Existing Licensee](#) [New Applicant](#)

Privacy Notice Ohio.gov

Below is clarification about the selections on the Login Screen

- 1. Existing Licensee :** If you are accessing this site for the first time and have either previously held or applied for a registered sanitarian license with the State of Ohio, click the **Existing Licensee** button.
- 2. New Applicant:** If you are accessing this site for the first time and have never applied for or held a registered sanitarian license with the State of Ohio, click the **New Applicant** button.
- 3. Login:** If you have successfully completed your registration and want to login to the system, click the **Login** button.

Next, from the Registration screen,

To create an account for eLicense Ohio, please provide the following information:

First Name

Last Name

SSN (last 4 digits)

Security Code

Email

Password

Verify Password

Password must be longer than 10 characters, contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character (eg. #!\$%&@).

Register

Step 1 Please enter your **First Name** as it appears on your letter from the Board.

Step 2 Please enter your **Last Name** as it appears on your letter from the Board.

Step 3 Please enter your **security code** provided in the letter from the Board. If you have misplaced your security code you can contact the Board office and we will gladly provide you with that information.

Step 4 Enter your **email address**.

Step 5 Enter a **password**. (Password must be longer than 10 characters, contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character (eg. #!\$%&@))

Step 6 **Verify your password**. Enter the same password used for **Step 5**.

Step 7 click on the **Register** button.

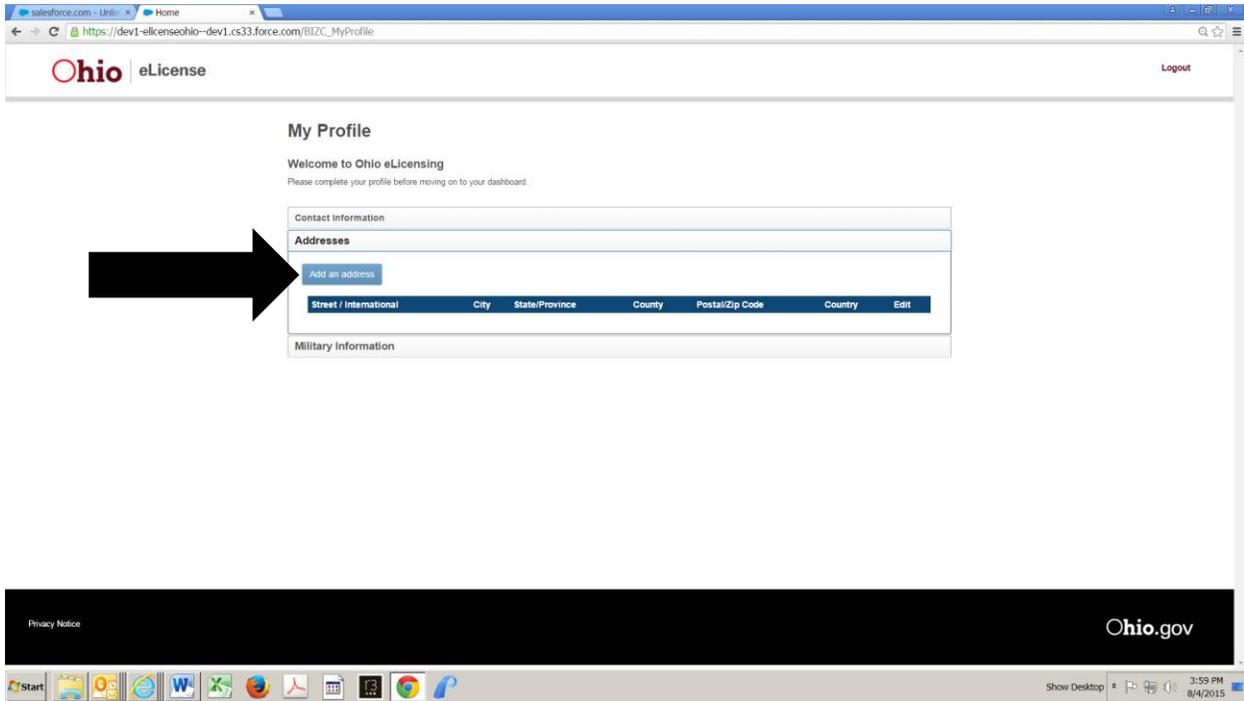
You will then be taken to “My Profile to update your **Contact information, Address, and Military Information**. You must save the information under each section.

Under the Contact Information tab, please be sure to enter your name, SSN, email address, phone number(s), Birthdate, and additional birth/ethnicity information. Once you have completed the information on this page please click Save.

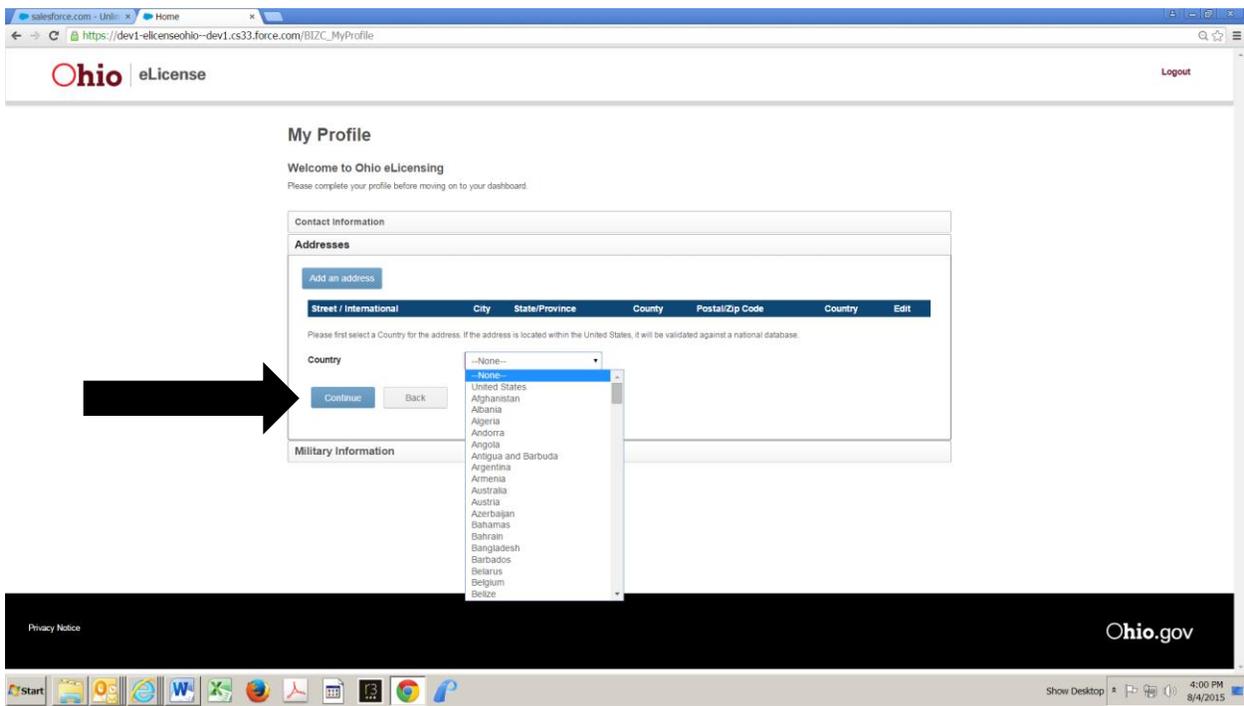
The Board is required to collect the social security numbers of all registrants and applicants pursuant to ORC 3123.50 for potential disclosure to state and local child support enforcement agencies.

Next you will be asked to enter your address information.

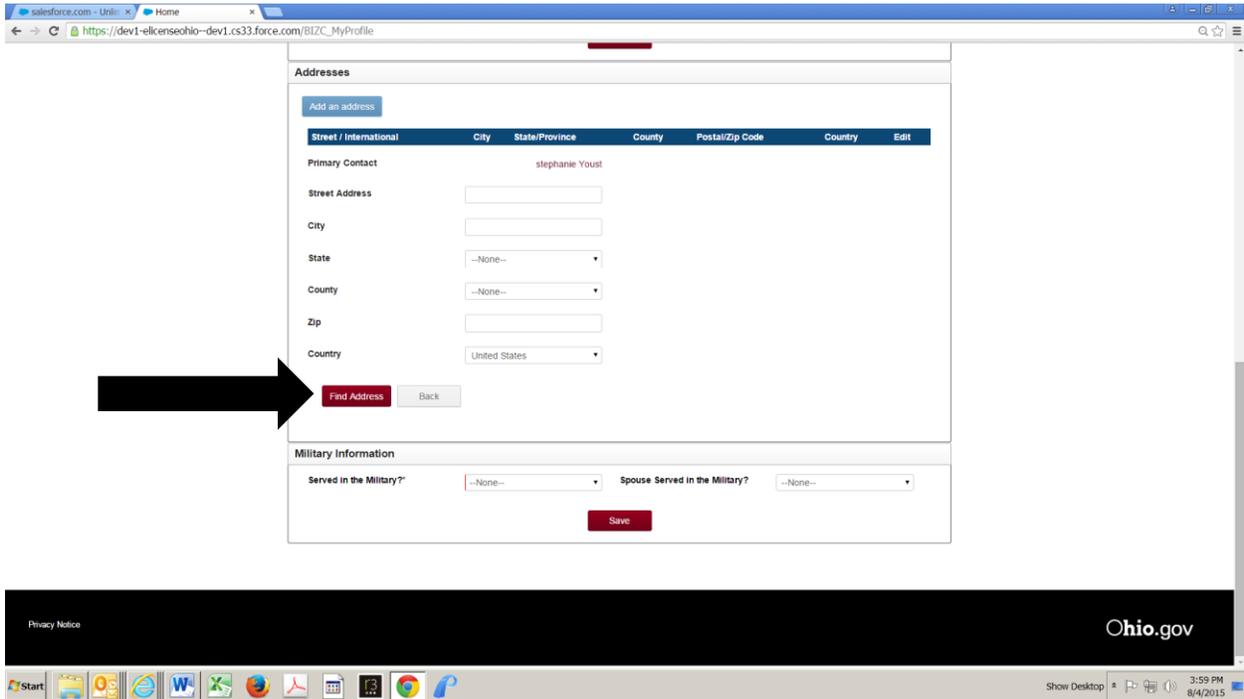
First, click Add an Address.



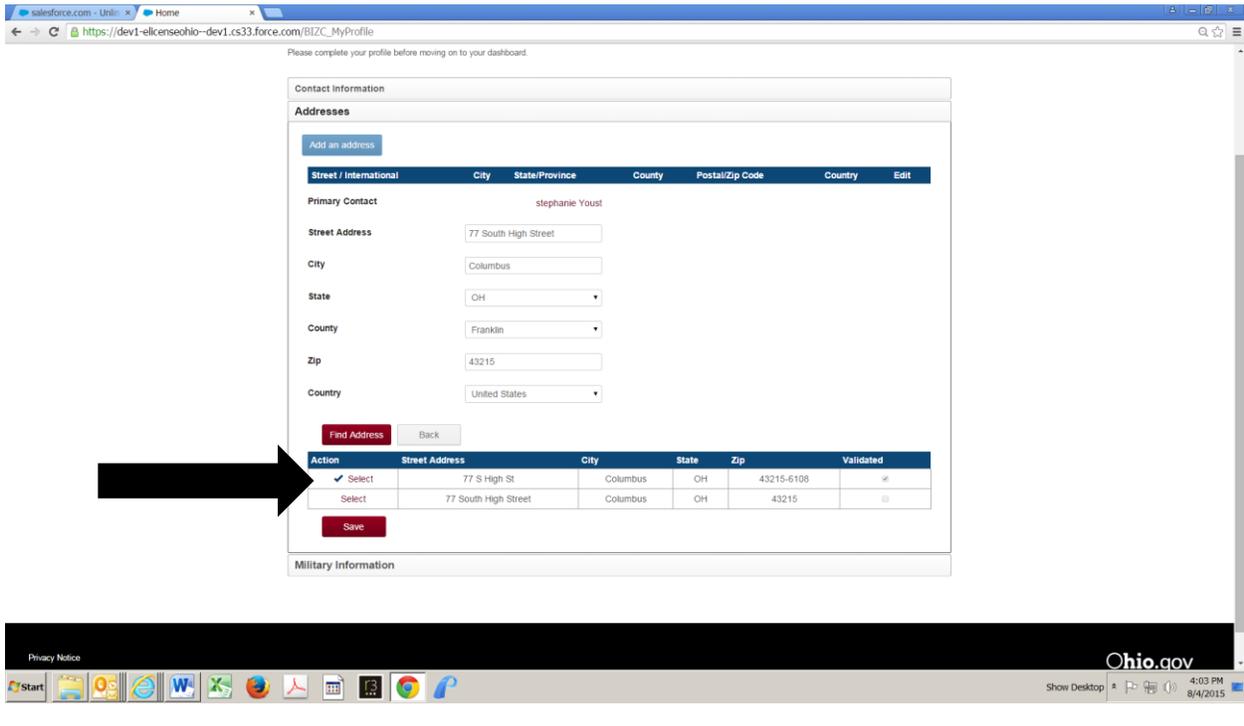
Next, select your country then click continue.



Finally, enter your address information. Once you have entered your address select Find Address.

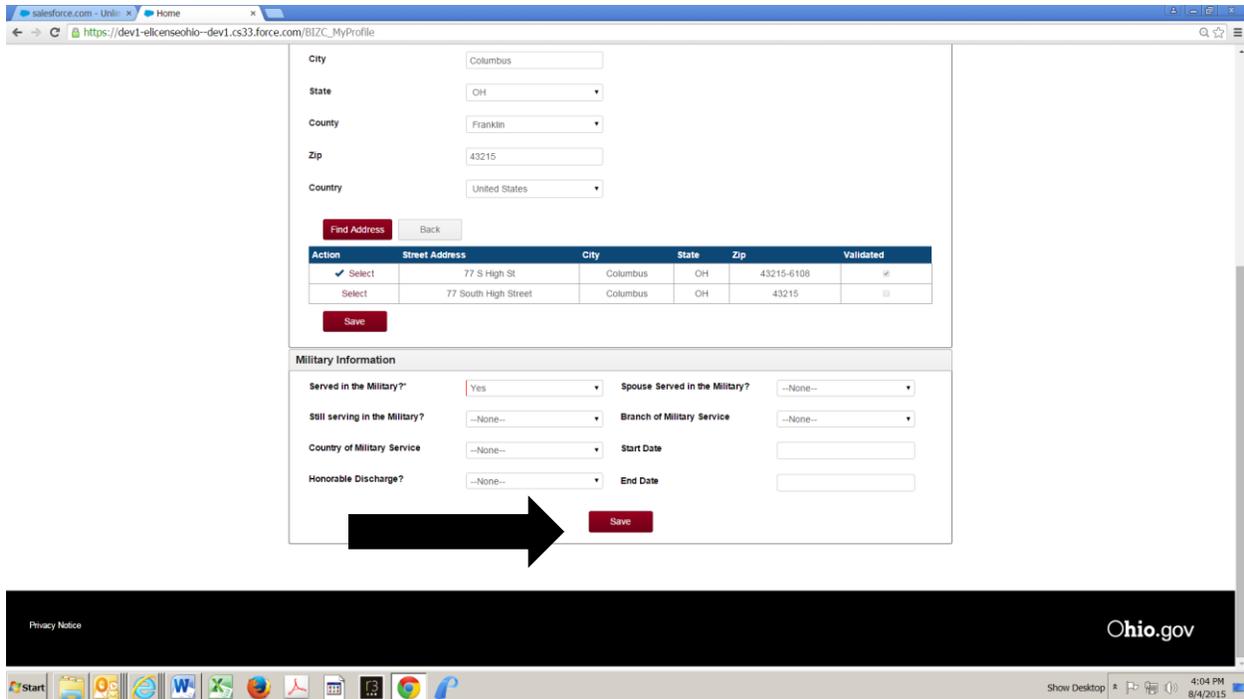


Click Select on the address that is validated with the checkmark and then, click Save. You can enter as many addresses as you would like.



If you served in the military or your spouse served in the military, you will be asked to complete the questions below. When you have finished click Save.

If you did not serve in the military, you can select no. When you have finished click Save.



After saving each Section a check mark will appear beside each section header. Next, click the “**Proceed to Dashboard**” button.

My Profile

Contact Information ✓

Addresses ✓

Military Information ✓

Proceed to Dashboard

From the Dashboard view:

Licensees and Applicants can begin using the system. Select the arrows to expand each section on the dashboard.

Dashboard



From this point forward, licensees will be using this system to do all license related activities. This system will be the main way you will be receiving information from this point forward. You can use your dashboard to view the status of your license, renew your license, reinstate your license, pay fees, and submit service requests. Please see the next page for an expanded dashboard view.

Expanded Dashboard view

Dashboard

 Licenses 

My Requests	My Information
Apply For/Continue Editing an Application Submit Additional Information Change License Address	View My Licenses View My License Applications

 Renewals 

My Requests	My Information
Submit a Renewal	View My Renewals

 Service Requests 

My Requests	My Information
Submit a Waiver of Continuing Education Requirements Submit a Name Change Submit a Wall Certificate Replacement Submit Verification to Another Entity Submit an Application Withdrawal Submit an Employer Change	View My Service Requests