

Registration through the Portal

Summary

Welcome to the State of Ohio's electronic licensing system. You can research continuing education information, verify a license, and file a complaint. To use the system to apply for or manage a license, you have to be a registered user of the system.

Note:

- For optimal browser experience, use Google Chrome.
- Users may register through the Portal with their existing license or as a new user.

Steps

1. Navigate to the Ohio eLicense homepage.

<https://elicense.ohio.gov>

2. Begin with the login screen.

eLicense.Ohio.gov

HOME CONTINUING EDUCATION VERIFY A LICENSE FILE A COMPLAINT LOG IN

Login

*

*

LOGIN

Forgot Password?
Forgot Email?

Welcome to the future home of Professional Licensure for the State of Ohio

The current release of eLicense Ohio is for use by:

- Medical Board (See link below for list of license types)
- Nursing Board (All license types)
- Occupational Therapy, Physical Therapy and Athletic Trainers Board (Physical Therapists only)
- Sanitarian Board (All license types)

Click [here](#) for a complete list of license types that are in eLicense Ohio.

Other professionals and those searching for information on **other license types** should go to <https://license.ohio.gov> for their licensure needs.

Create a New Account

Register here for a new eLicense.Ohio.Gov account.

If you currently have a license or previously applied for a license or certificate in Ohio and do not have a login through this portal, please select "I Have a License".

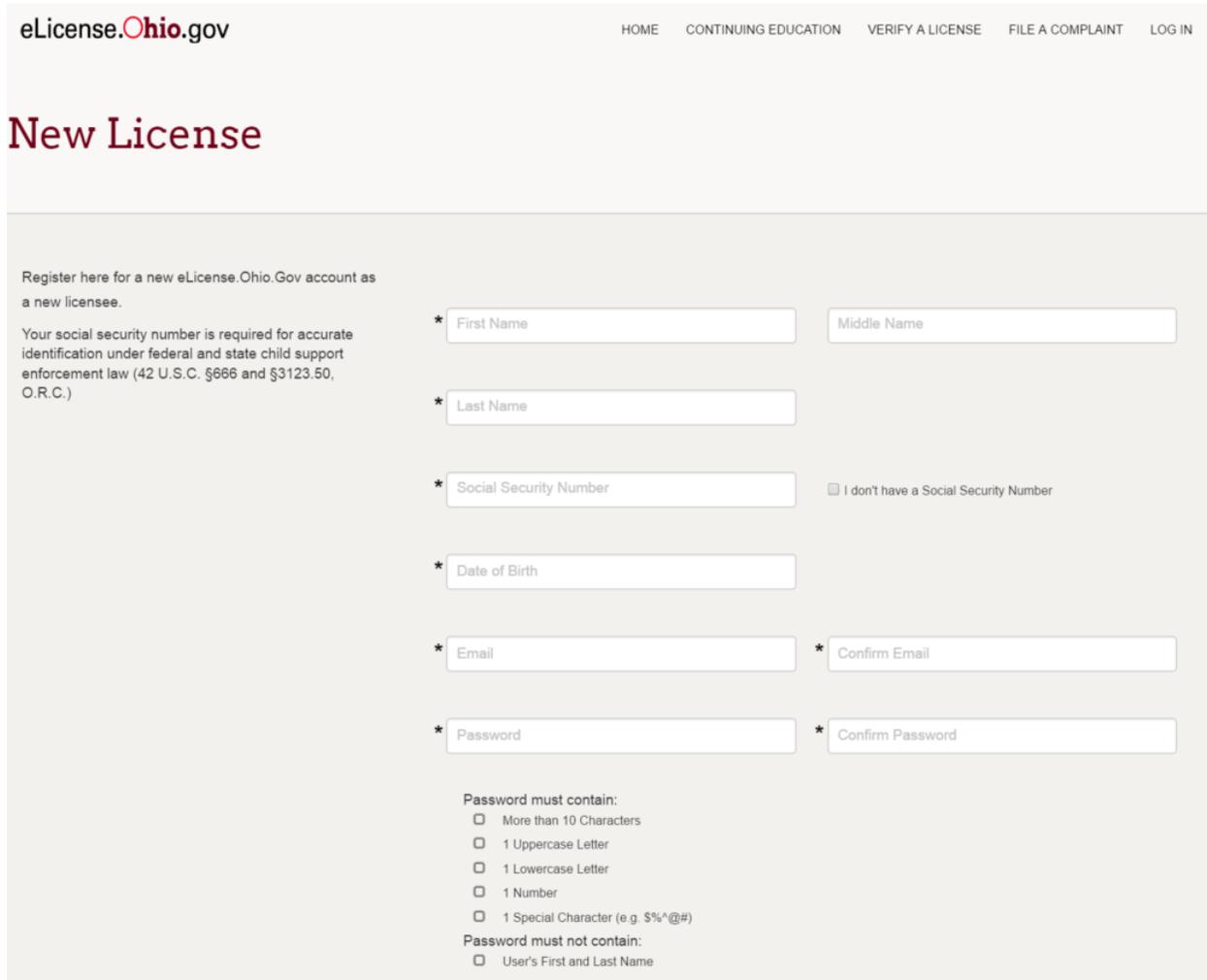
If you currently do not have a license or have not previously applied for a license or certificate in Ohio, please select "I Don't Have a License".

I HAVE A LICENSE I DON'T HAVE A LICENSE

Below is a clarification about the selections on the Login Screen:

- **I HAVE A LICENSE:** If you are accessing this site for the first time and have either previously held or applied for a license with the State of Ohio, click the **I HAVE A LICENSE** button.
- **I DON'T HAVE A LICENSE:** If you are accessing this site for the first time and have never applied for or held a license with the State of Ohio, click the **I DON'T HAVE A LICENSE** button
- **LOGIN:** If you have successfully completed your registration and want to login to the system, click the.

3. On the New License page, you will be required to enter your information to register as a new user. Each field with the star (*) is required.



eLicense.Ohio.gov

HOME CONTINUING EDUCATION VERIFY A LICENSE FILE A COMPLAINT LOG IN

New License

Register here for a new eLicense.Ohio.Gov account as a new licensee.

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.)

* First Name Middle Name

* Last Name

* Social Security Number I don't have a Social Security Number

* Date of Birth

* Email * Confirm Email

* Password * Confirm Password

Password must contain:

- More than 10 Characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. \$%^@#)

Password must not contain:

- User's First and Last Name

- Your 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.
- If you clicked the I HAVE A LICENSE button, there will be a field for a security code located below the field for your social security number. This code will have been sent to you by your Board.
- If you are an existing user and encounter an error when entering your email address, you will need to contact your Board for further instructions.

4. Password Creation

- You will be required to create a unique password with specific requirements.

Password

* [Password Field] * [Confirm Password Field]

Password must contain:

- More than 10 Characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. \$%^@#)

Password must not contain:

- User's First and Last Name

Legal Information: Ohio public records law requires state agencies, boards, and commissions to disclose most documents and records, including electronic records. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request unless the information is made confidential or otherwise exempted from disclosure pursuant to state or federal law. Please be aware that for public records, Ohio law requires us to disclose the records despite your requests to keep information confidential.

SUBMIT

- For each password requirement that is met, the required checkbox will turn green.
- Once each password requirement is met, click the SUBMIT button.
- Once you click submit, you will be prompted to either edit or confirm your Social Security Number.

SSN Confirmation

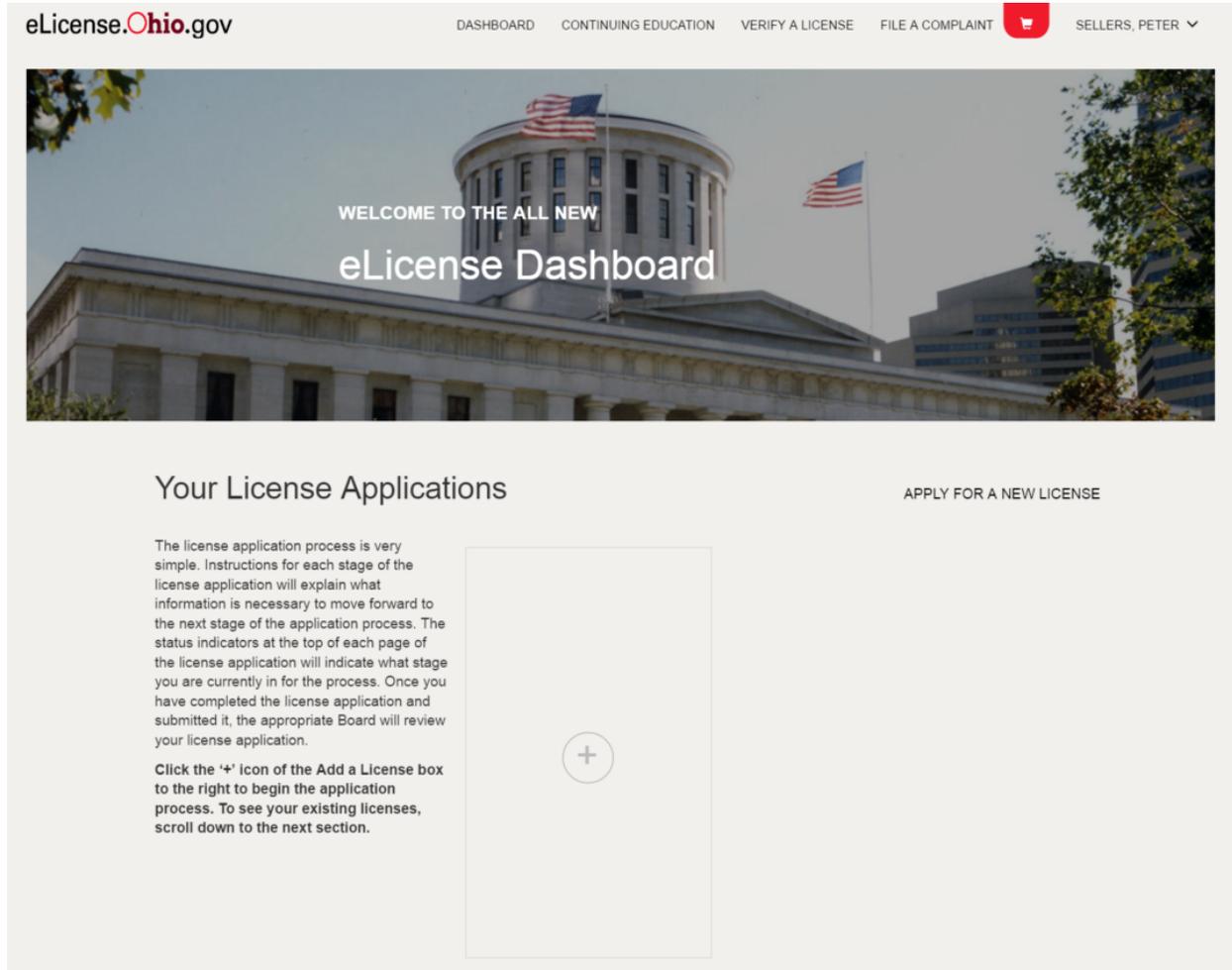
Please verify the Social Security Number entered 129-73-7830. If this is correct hit 'Confirm' to complete your registration, otherwise hit 'Edit' to make a change.

EDIT **CONFIRM**

- Once you click CONFIRM, you will be automatically transported to our Dashboard.

5. Dashboard

- From here, you can apply for a new license, verify a license, research continuing education, and file a complaint.



- To add additional information to your profile, including addresses and military service information, hover over your name in the upper right-hand corner of your dashboard.



6. Personal Information Page

- To edit or revise your personal information on your profile, click the EDIT THIS INFORMATION link on the left-side of Personal Information section.

Personal Information

To add or revise your personal information, click the EDIT THIS INFORMATION link. Once you have made the desired updates, click the SAVE button. Note that fields with (*) are required.

[EDIT THIS INFORMATION](#) 

[RESET YOUR PASSWORD](#)

| | | |
|------------------------|-------------------------|---------------|
| First Name | Middle Name | Last Name |
| Peter | | Sellers |
| Suffix | Maiden Name | |
| Title | | |
| Email | | |
| psellers1@gmail.com | | |
| Phone Number | Alternate Phone Number | Fax |
| Social Security Number | | |
| ****7839 | | |
| Birth Date | | |
| ██████ | | |
| ██████ | Birth State or Province | Birth Country |
| | | United States |
| Gender | | |
| Ethnicity | | |
| Aliases | | |

- Revise or add detail to any of the desired fields and click SAVE to update your personal information.

Birth Date *

00/00/0000

Birth City *

Birth State / Prov *

--None--

Birth Country *

United States

Gender *

--None--

Ethnicity *

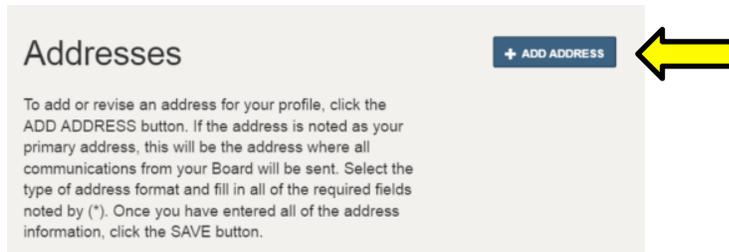
--None--

Aliases

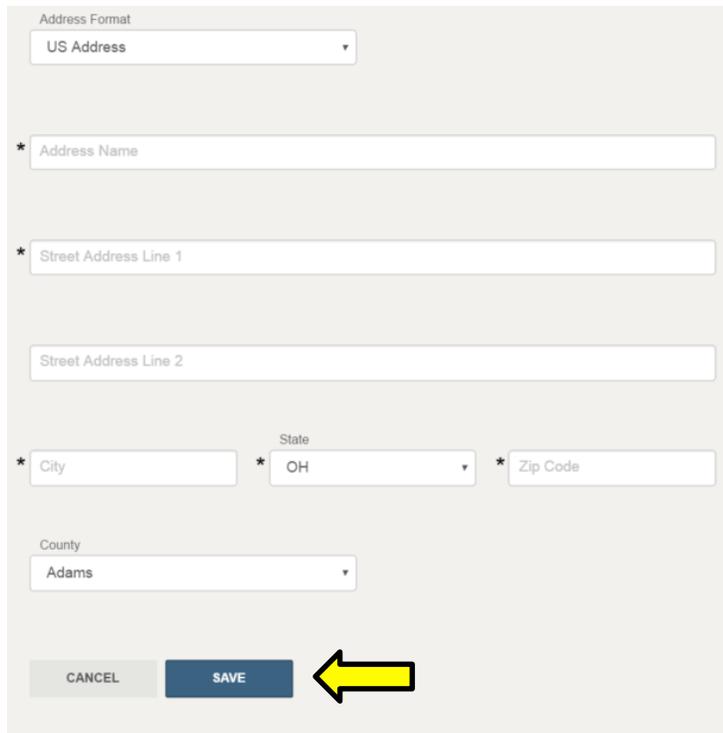
CANCEL SAVE 

7. Addresses

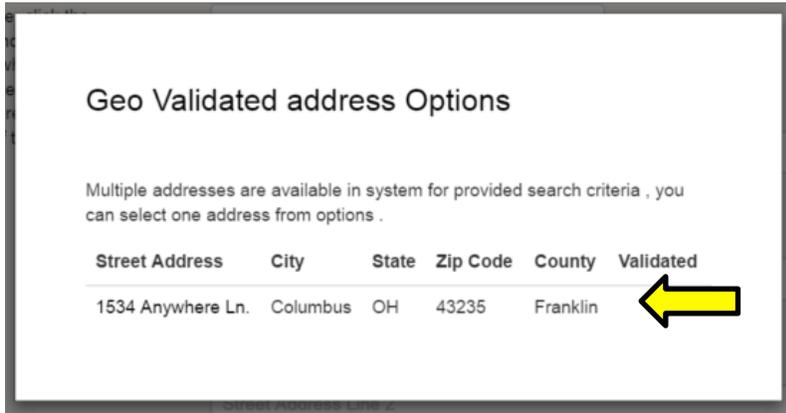
- To add an address to your profile, click the ADD ADDRESS button in the Addresses section.



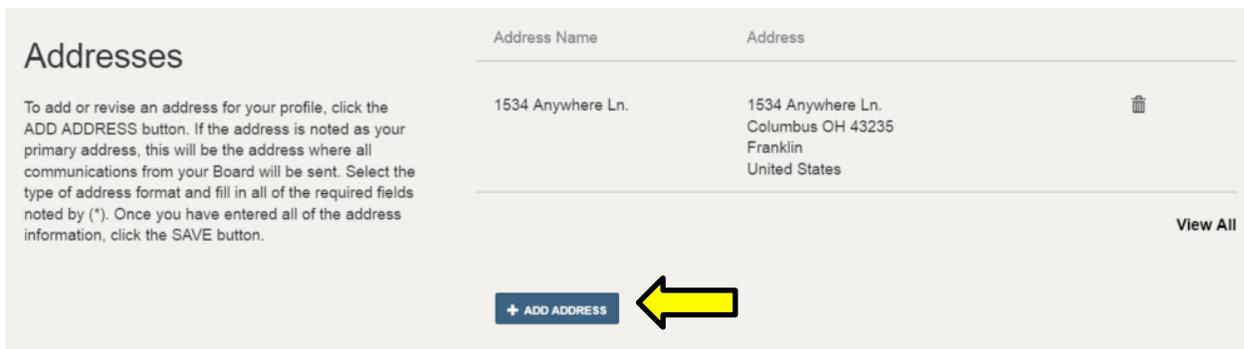
- Select the address format from the dropdown list and enter the address information in each field. Once finished, click SAVE.



- After you click SAVE, you will be prompted to select a Geo Validated address. You may still select an address if it's not validated.



- The address you select will show on your personal information page. You may repeat this process by clicking ADD ADDRESS to add additional addresses.



8. Military Information

- To add military information on your profile, click the EDIT THIS INFORMATION link on the left-side of Personal Information section.

Military Information

[EDIT THIS INFORMATION](#)

Served In Military * --None--

Spouse Served In Military * --None--

Still Serving In Military --None--

Branch of Military Service --None--

Country of Military Service --None--

Start Date

Honorable Discharge --None--

End Date

CANCEL SAVE

- Enter the necessary information in each field and click the SAVE button.

This is the end of the process.