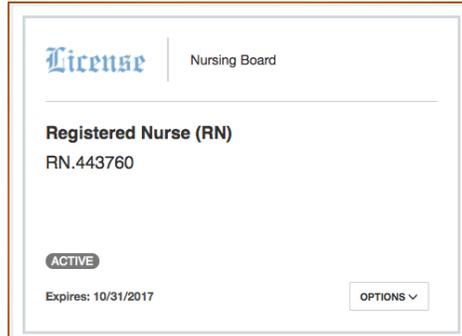


Submitting Additional Documentation Through the Online Portal

1. Log into the Ohio eLicense system and go to the Dashboard to view your credentials.



License | Nursing Board

Registered Nurse (RN)
RN.443760

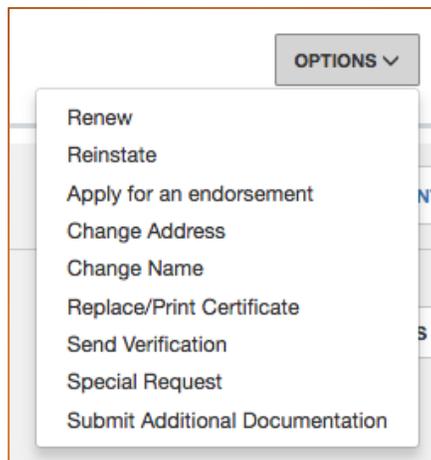
ACTIVE

Expires: 10/31/2017

OPTIONS ▾

CLICK "OPTIONS"

2. Select the "Options" button in the lower right-hand corner followed by "Submit Additional Documentation".

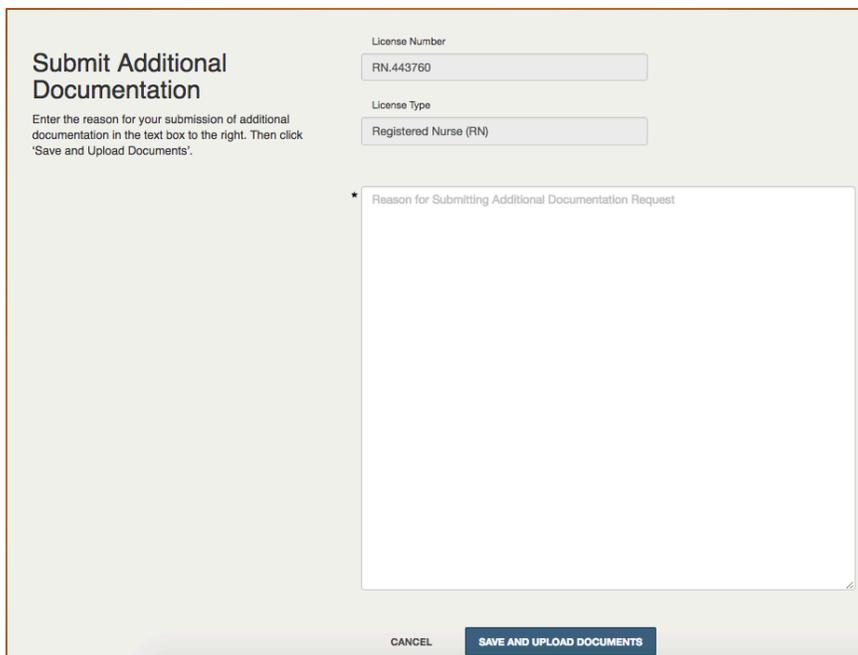


OPTIONS ▾

- Renew
- Reinstate
- Apply for an endorsement
- Change Address
- Change Name
- Replace/Print Certificate
- Send Verification
- Special Request
- Submit Additional Documentation

SELECT

3. Enter the reason for submitting the additional documentation, then CLICK "Save and Upload Documents".



Submit Additional Documentation

Enter the reason for your submission of additional documentation in the text box to the right. Then click 'Save and Upload Documents'.

License Number
RN.443760

License Type
Registered Nurse (RN)

* Reason for Submitting Additional Documentation Request

CANCEL SAVE AND UPLOAD DOCUMENTS

Add a brief reason for the submission(s).

Submitting Additional Documentation Through the Online Portal

4. Upload the documents. The file names must not exceed 80 characters in length and should be in .TXT, .DOC or .PDF formats. Files submitted in other formats may delay processing. CLICK the upload button to begin adding documents for submission.

Additional Documentation

Submission List for this service request

Please either upload an electronic copy of the documents by clicking the 'Upload' button, or Acknowledge that you or the appropriate third party will send the documents to the Board by clicking the 'Acknowledge' button. If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf).

Action	Title	Description	Acknowledge	Uploads	Complete
<input type="button" value="Upload"/>	Submit Additional Documentation	Please submit the necessary documentation to process this service request.			

CANCEL

Click "Upload" to Begin

5. CLICK "Choose File" to find the location on your computer where the file is stored and make a selection.

Action	Title	Description	Acknowledge	Uploads	Complete
<input type="button" value="Choose File"/>	Submit Additional Documentation	No file chosen			
<input type="button" value="Upload"/>	Submit Additional Documentation	Please submit the necessary documentation to process this service request.			

CANCEL

CLICK "Choose File"

6. Once the upload is complete, you will see a checkbox next to the file. You can then add another file for CLICKING the "Upload" button. When you are finished adding files, CLICK "SUBMIT" to complete the upload process. Board staff will process the information and contact you if additional information is needed.

Action	Title	Description	Acknowledge	Uploads	Complete
<input type="button" value="Upload"/>	Submit Additional Documentation	Please submit the necessary documentation to process this service request.		HTML5-Visual-Cheat-Sheet1.pdf <input type="checkbox"/>	<input checked="" type="checkbox"/>

CANCEL

Add Another

Click to Delete File

CLICK to Submit All Files