

How to Create Your User Account in Ohio eLicense 3.0 System

- If you have not used the Ohio eLicense system after July 1, 2016, you are a “**new user**” and must register in order to create your user account. Please note: If you renewed, reactivated, reinstated, applied to be licensed or certified, or changed your name or address after July 1, 2016, you are an “existing user” and this Guide does not apply to you.
- To create a user account, go to the Ohio eLicense homepage <https://elicense.ohio.gov>
- You must use a newer version of Google Chrome, Safari or Firefox web browsers. Internet Explorer users, must use IE 11 or Edge. The Google Chrome web browser is recommended for best results.
- Click on the **LOGIN/CREATE YOUR ACCOUNT** box/button in the middle of the screen.



New Users Must Complete a One-Time Registration Process to Create a User Account

To begin the registration process, choose one of two options and click on one box (see screen shot below).

eLicense.Ohio.gov

New Users

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

The current release of eLicense Ohio is for use by:

- Architects Board and Landscape Architects Board (All license types)
- Chemical Dependency Professionals Board (All license types)
- Dental Board (All license types)
- Medical Board (See link below for list of license types)
- Nursing Board (All license types)
- Occupational Therapy, Physical Therapy and Athletic Trainers Board (All license types)
- Orthotics, Prosthetics, and Pedorthics (All license types)
- 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**

I HAVE A LICENSE

Select this option if you are licensed/certified by the Nursing Board or have applied for a license/certificate in the past.

Since you previously applied or have been licensed/certified, your records are already in the new system, but they must be paired with your new user account.

After clicking on “**I Have a License**” enter your Social Security Number, Security Code, Date of Birth, Email Address and Password. Those renewing this year should have or will receive the Security Code in the renewal notice mailing sent to the last address you provided to the Board. If you do not have the Security Code, instructions are included below on how to obtain it.

I DON'T HAVE A LICENSE

Select this if you have never been licensed or certified by the Nursing Board and have never applied for a license/certificate. No Security Code is required.

If You Do Not Already Have Your Security Code, Click “Obtain Security Code”

- If you already have your Security Code from the postal mailing sent by the Board, skip this step
- If you do not have your Security Code, you may be able to obtain it by email by following these instructions
- Click on **OBTAIN SECURITY CODE**

eLicense.Ohio.gov HOME LICENSE LOOK-UP FILE A COMPLAINT LOG IN

Existing License

Register here for a new eLicense.Ohio.Gov account associated with your existing Ohio professional licenses. In the event you do not have the required security code, click the 'Obtain Security Code' button. Your social security number is required for accurate identification under federal and state child support enforcement.

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

* Security Code **OBTAIN SECURITY CODE**

* Date of Birth

Please be aware that if you are obtaining your Security Code by following these steps through email, it will be sent to the email address you previously provided the Board, which may not be your current email address.

eLicense.Ohio.gov

Forgot Security Code

Email Social Security Number

SUBMIT

SUPPORT REGISTRATION GUIDE CONTACT PRIVACY NOTICE WWW.OHIO.GOV

- If you have multiple email accounts and are not sure which one you used with the Board previously, select “SSN” and enter your social security number. The Security Code will be emailed to the address on record. You can check all of your email accounts for a message from the system.

- If you enter your social security number, the system will email your Security Code to the email address you previously provided the Board, which may be the email address you provided when you renewed in 2015.

- If you provide a new email address, the system will email your Security Code to the email address you previously provided the Board, which may be the email address you provided when you renewed in 2015.

- If you provide an email address and the system returns an *error* it means it was not the email address on record with the Board or you did not previously provide that email address. Check spam or junk mail filters and allow for a delay in email delivery.

If you cannot obtain your Security Code directly from the Ohio eLicense system and get “error” messages, please call 855-405-5514 (State Computer Service Center) for assistance. Due to the large volume of calls and emails during renewal you may experience a longer than normal delay in receiving a response.

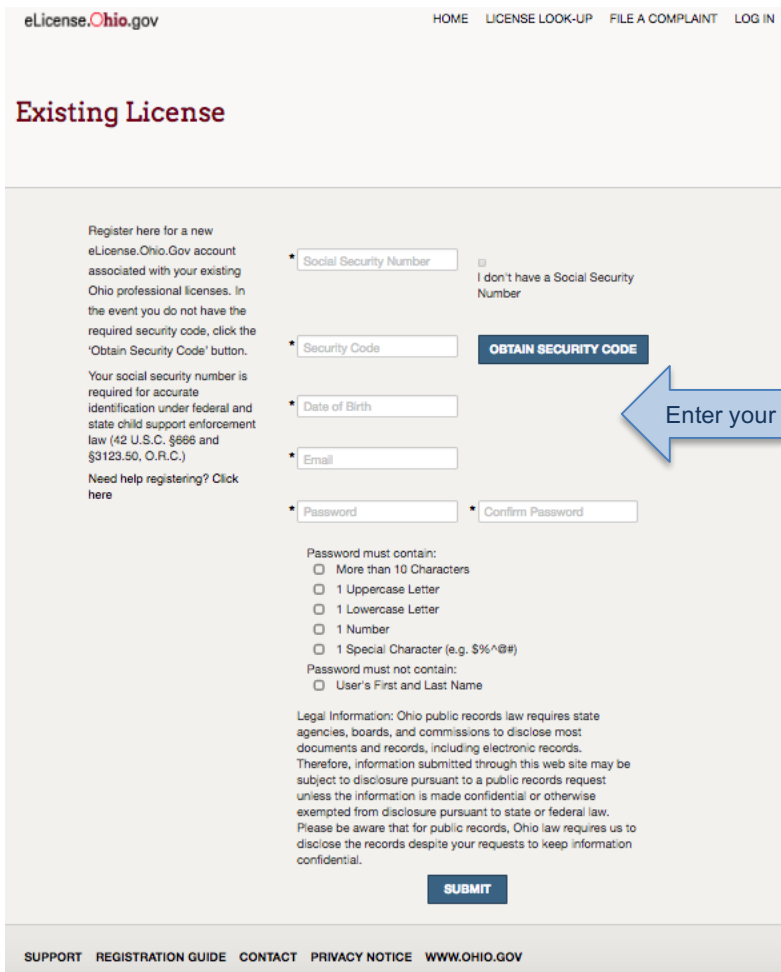


Completing the Registration Process

Once that you have your Security Code click on



Complete all required fields including the Security Code and an Email address. If you are providing the Board with a new email address we recommend using an account that you will continue to have access to such as Gmail, Yahoo, Hotmail etc. **Using work or school email accounts is not recommended.**



Enter your Date of Birth as xx/xx/xxxx

Follow the remaining prompts to complete the registration process. Be sure to keep your email address up to date so the Board can send information, notices and reminders about your licensure.

For assistance registering or logging in to the system, please call State’s Computer Service Center (CSC) at 855-405-5514.