

Portal Registration Guide: Previous applicants, Current and Previous License Holders

NOTE:

- This guide is for individuals who previously applied for, held or hold a license with the State of Ohio.
- For optimal browser experience, use [Google Chrome](#).

Steps to Logging In

1. Navigate to the Ohio eLicense homepage by clicking on the link: <https://elicense.ohio.gov>
2. Click on the LOGIN/CREATE YOUR ACCOUNT button on the middle of the screen:



Login/Account Creation Page

- 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.

A screenshot of the login and account creation page. The page is divided into two main sections: "New Users" on the left and "Existing Users" on the right. The "New Users" section contains a list of various professional boards and a "Create a New Account" section with two buttons: "I HAVE A LICENSE" and "I DON'T HAVE A LICENSE". The "Existing Users" section contains a "Login" form with fields for "Email" and "Password", a "LOGIN" button, and links for "Forgot Password?", "Forgot Email?", and "Need help logging in? Click here". A red arrow points from the top right towards the "I HAVE A LICENSE" button.

How to Create a New Account for those that have either previously held or applied for a license with the State of Ohio:

- Fill out the information within the boxes provided, please note all fields with an *asterisk are required.
- If you do not have the required Security Code, click the **OBTAIN SECURITY CODE** button
 - In order to obtain your security code, you must supply either the email address or social security number that is on file with your Board in order to have a security code emailed to you.
 - If you receive an error stating that your information cannot be found, you must contact your Board by phone.
 - If the system is able to find a match with either your social security number or email address, you will receive an email with your security code.
- Once you have filled out this form and created a password for your account, click on the **SUBMIT** button. **NOTE:** After you click the Submit button, you will be transferred to your Dashboard.

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 law (42 U.S.C. §666 and §3123.50, O.R.C.)

[Need help registering? Click here](#)

* I don't have a Social Security Number

* **OBTAIN SECURITY CODE**

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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