

How to Register and Claim your License in the Real Estate & Professional Licensing eLicense LPI Portal

IMPORTANT: TO COMPLETE THIS PROCESS, YOU WILL NEED:

- Details regarding your current license (current license number & expiration date)
- An OH|ID and your OH|ID log in credentials
 - An OH|ID provides a secure, self-service digital identity platform for both Ohio residents and state workforce members, you *may have already created one* if you have renewed your driver's license or license plates online or interacted with other State of Ohio online services.

If you do not have the necessary license info or OH|ID credentials, steps 1-5 of this document will guide you through completing these preliminary steps.

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Current licensees, logging into the eLicense LPI portal for the first time, must complete this step prior to accessing the portal:

- Visit the historic eLicense Center database, at [eLicense Online](#) to look up details of your current license.
- Search using only your first and last name only, hit **Submit**

License CENTER

Ohio Department of Commerce
Division of Real Estate eLicense Center

HOME ONLINE SERVICES ▾

Search for a License

Search Criteria

Note: Hover over the field text to display any help
** Indicates a value is required.

License Number:

Business Name/DBA:

First Name:

Last Name:

Address:

Maiden Name:

City:

State:

Zip:

County:

Submit Clear Form

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- Once you have found your record, **write down the following information:**
 - Your **license number:** including any prefix or punctuation Example SAL.2010009100
 - Your upcoming **Expiration Date**
- **NOTE: If you have an older 6-digit license number, you will delete any preceding zeros when entering your information in LPI. Example: for SAL.0000456456, use SAL.456456**

License	License Type	First Issuance	Last License Issued	Effective Date	Expiration Date
SAL.2010009100	Real Estate Salesperson	05/11/1997	07/07/2023	01/22/2025	01/21/2028

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- 3 Navigate to <https://lpi.license.ohio.gov> and click the **Login to LPI** button. If you **do not have an OHID**, proceed to step 4. If you **have an OHID**, use your OHID to log in and **skip to step 5**.



- 4 If you don't have an OHID, click **Create Account** to create an OHID and then access the eLicense LPI Portal. You will be redirected to OHID to complete the registration. Follow all steps to successfully set up your OHID account including establishing **Two-Step Authentication**.

Two screenshots of the OHID (Ohio's Digital Identity) registration process. The left screenshot shows the 'Create account' button highlighted with a red box. The right screenshot shows the 'Two-step verification' screen with 'Text message' selected, also highlighted with a red box. A red arrow points from the 'Text message' option in the right screenshot to the 'OHID' input field in the left screenshot.

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- 5 Once you are logged in to eLicense, you will complete your enrollment by verifying your personal information. Fill in all required fields to register for the eLicense LPI portal. This information will create your eLicense Portal user account and appear on your applications and licenses. Required fields are marked with an *. Once complete, hit **Next**.

The screenshot shows a 'User Login Registration' form. At the top, it says 'Please ensure the full name provided is accurate. This is the name that will be placed on all approved licenses.' The form contains several fields: a 'Salutation' dropdown menu with '--None--' selected; 'First Name' (Sally), 'Middle Name' (empty), and 'Last Name' (Simpson) text boxes; a 'Suffix' dropdown menu; a 'Date of Birth' date picker set to 'Jan 1, 2001'; 'Social Security Number' and 'Please confirm your Social Security Number' fields, both masked with asterisks; a checkbox for 'I don't have a Social Security Number'; an 'Email' field with 'sallysimpson.salesforce@gmail.com'; a checkbox for 'This is my work email'; a 'Phone' field with '999999999' and a checkbox for 'This is a mobile phone.'; and an 'Other Phone' field with a checkbox for 'This is a mobile phone.'. A red box highlights the 'Next' button at the bottom right. Red arrows point to the 'First Name', 'Last Name', 'Social Security Number', 'Confirm Social Security Number', 'Email', and 'Phone' fields.

User Login Registration

Please ensure the full name provided is accurate. This is the name that will be placed on all approved licenses.

Salutation
--None--

* First Name
Sally

Middle Name

* Last Name
Simpson

Suffix ⓘ

* Date of Birth
Jan 1, 2001

* Social Security Number

* Please confirm your Social Security Number

☐ I don't have a Social Security Number

* Email
sallysimpson.salesforce@gmail.com

☐ This is my work email

* Phone
999999999 ☐ This is a mobile phone.

Other Phone ☐ This is a mobile phone.

Next

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- 6 Once registered, you will be taken to the **eLicense Dashboard**. Because it's your first time logging into eLicense, you will not see any licenses on your dashboard, but from here, there are two places you can select to **Claim your License(s)**.

The screenshot displays the eLicense Dashboard interface. At the top, a dark blue navigation bar contains the following links: [Dashboard](#), [Apply for New License](#), [Claim License](#) (highlighted with a red box), and [More](#) with a dropdown arrow. Below this bar, a secondary navigation bar shows [My Licenses](#) (underlined), [My Applications](#), and [More Actions](#). The main content area is titled 'My Licenses' and includes the following text: 'Easily submit your license application online by selecting **Apply for New License** and completing the required form. Once submitted, your application will be received and reviewed by the appropriate licensing agency.' Below this text is a blue button labeled 'Apply for New License'. Further down, it states: 'If you have an existing license, it will be listed below.' followed by a bullet point: '• If any of your existing licenses do not appear below, click the "Claim License" button to claim your license(s).' Below this text is another blue button labeled 'Claim License' (highlighted with a red box). At the bottom of the main content area, there are two more bullet points: '• To sort your license records, select **Sort By** and choose an option.' and '• To review the full details of a license, initiate a renewal, or submit a service request to your licensing agency, click the **View** button to the right of the license in the list below.' The footer of the page is a dark blue bar with the following links: [Support](#), [Privacy Notice](#), [WWW.OHIO.GOV](#), [General Terms](#), and [FAQ](#).

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- 7 Next, you will be taken to the **Claim a License** screen.
- The question “Do you have other licenses/permits not shown above that you need access to?” defaults to **Yes**.
 - If you are a current licensee, and your license is not listed, keep **Yes** selected and click the **Next** button
 - If you are a new applicant, and do not have a license, select **No** and click the **Next** button.

Dashboard Apply for New License **Claim License** More ▾

Claim License

If you are a current license or permit holder and your certificate is not displayed below, continue with the "Yes" selected and click "Next". You will be prompted to enter your license or permit number. Repeat for each of your certificates.

Once all license or permits have been selected, select "No" below, then click "Next" to exit.

0 of 0 items

Name ▾	Type ▾	Agency Name ▾
No items to display.		

Do you have other licenses/permits not shown above that you need access to?

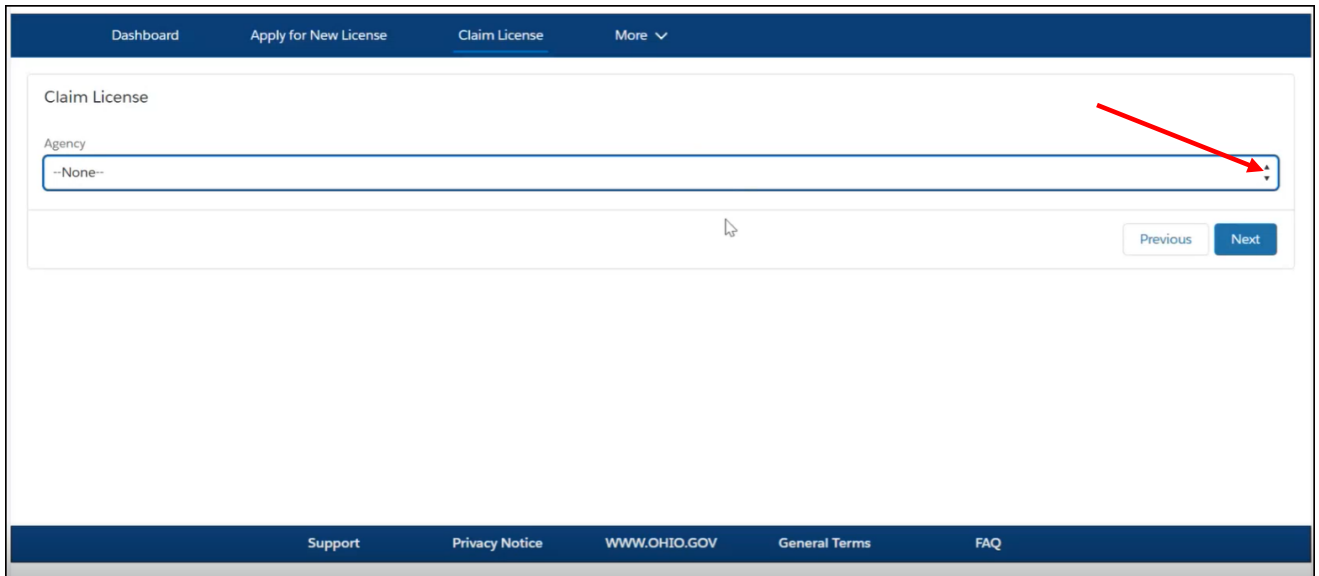
☒ Yes ☐ No

Next

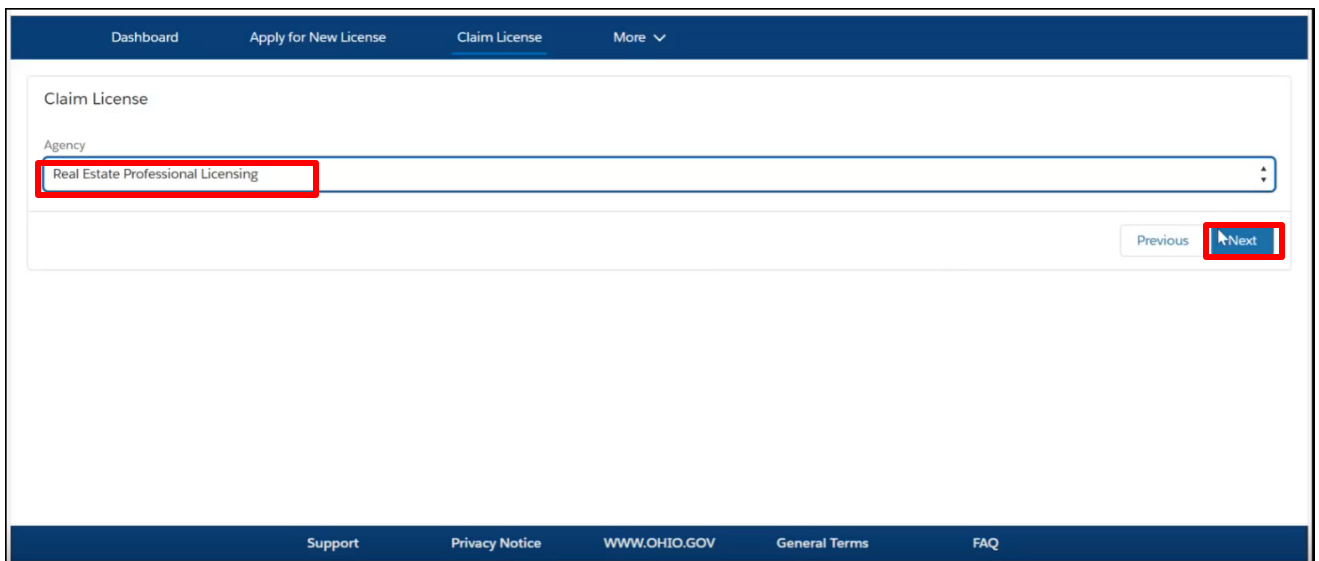
Support Privacy Notice WWW.OHIO.GOV General Terms FAQ

How to Register and Claim your License in the Real Estate & Professional Licensing eLicense LPI Portal

- 8 Next, you will select your Agency type from the drop down. Choose **Real Estate Professional Licensing** and click the **Next** button
- If you are a new applicant, and do not have a license, select **No** and click the **Next** button.



The screenshot shows the 'Claim License' page in the eLicense LPI Portal. The top navigation bar includes 'Dashboard', 'Apply for New License', 'Claim License' (which is underlined), and 'More'. The main content area is titled 'Claim License' and contains an 'Agency' dropdown menu currently set to '--None--'. A red arrow points to the dropdown arrow on the right side of the menu. Below the dropdown are 'Previous' and 'Next' buttons. The footer contains links for 'Support', 'Privacy Notice', 'WWW.OHIO.GOV', 'General Terms', and 'FAQ'.



The screenshot shows the 'Claim License' page with the 'Agency' dropdown menu now set to 'Real Estate Professional Licensing'. This option is highlighted with a red rectangle. The 'Next' button is also highlighted with a red rectangle. The rest of the page, including the navigation bar and footer, remains the same as in the previous screenshot.

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- 9 Enter the **License Number and expiration date details** collected from the historic database (refer to Step 1) and click **Next** to add your license(s) to your eLicense LPI Portal account.

Dashboard Apply for New License Claim License More ▾

Claim License

Please enter your License/Permit details here

NOTE: Make sure you include any dashes (-) on your printed certificate. Example: 12345-AB-67

License/Permit Number

Expiration Date

Previous Next

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- 10 Your current license should appear. Click the **checkbox to claim and confirm** the license you want to associate to your Portal account.

Dashboard Apply for New License Claim License More ▾

Claim License

Please select and confirm your license/credential.

1 of 1 item • 1 item selected

☒ Name	Type	Agency Name
☒ BRKA	Broker	Real Estate Professional Licensing

If you are applying for Real Estate - Please have your information available when you call the Help Desk (i.e. License Number, Effective Date, Expiration Date) to help reduce hold and call times; the Help Desk will not be able to assist you without this information. If you do not have this information, please visit the old license lookup page or contact Real Estate at (614) 466-4100. Thank you!

If your certificate is not available, please contact the help desk at (855) 405-5514 weekdays from 8:00 am to 5:00 pm EST.

Previous Next

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- 11** The question “Do you have other licenses/permits not shown above that you need access to?” will appear below the selected license. If all licenses have been claimed select **No** and **Next** and then select **Finish**. If you have additional licenses to claim, select yes and **review step 12**.

Dashboard Apply for New License Claim License More ▾

Claim License

If you are a current license or permit holder and your certificate is not displayed below, continue with the 'Yes' selected and click 'Next'. You will be prompted to enter your license or permit number. Repeat for each of your certificates.

Once all license or permits have been selected, select 'No' below, then click 'Next' to exit.

1 of 1 item

Name ▾	Type ▾	Agency Name ▾
BRKA	Broker	Real Estate Professional Licensing

Do you have other licenses/permits not shown above that you need access to?

☐ Yes

☒ No

Next

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Dashboard Apply for New License Claim License More ▾

Claim License

You are about to exit the Claim a License process.

To finish: Click **Finish** to submit your request and return to the main portal. You can view all your claimed licenses or permits on the **My Licenses** page.

To go back: Click **Previous** to return to the last step and continue searching for or claiming a license.

Previous Finish

- 12 Individual Licenses:** Follow steps 1-9 in this job aid to claim additional license(s) to your Portal account. REPL License types are listed below:

Salesperson, Broker, Brokerage Firm, Appraiser, VSA, Continuing Education Provider, Federal AMC, Home Inspector, Cemetery, FRE Dealer, FRE Salesperson, AMC

- 13 Business License and Authorized Representatives:**

- Users who complete the business license or claim the license first will automatically be affiliated as an **Authorized Representative**.
- Individuals who are Principal Broker will be made an **Authorized Representative**.

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- 14 You will return to the eLicense LPI Dashboard. And the license you claimed will now show up at the bottom of your dashboard. From here, you can view and make changes to your existing license, apply for a new license or manage any future license and permitting needs.

Dashboard Apply for New License Claim License More ▾

My Licenses My Applications More Actions

My Licenses

Easily submit your license application online by selecting **Apply for New License** and completing the required form. Once submitted, your application will be received and reviewed by the appropriate licensing agency.

[Apply for New License](#)

If you have an existing license, it will be listed below.

- If any of your existing licenses do not appear below, click the "Claim License" button to claim your license(s).

[Claim License](#)

- To sort your license records, select **Sort By** and choose an option.
- To review the full details of a license, initiate a renewal, or submit a service request to your licensing agency, click the **View** button to the right of the license in the list below.

[Sort By](#)

Agency	License Type	Account Name	Status	License Number	Expiration Date	
Real Estate Professional Licensing	Salesperson	AA Orange	Active	SAL2	01/01/2028	View

- For help creating an OHID, a step-by-step guide can be found here: [How to Create an OHID](#) or you can call the OHID Help Desk at 614-644-OHID (8am-5pm, M-F)
- For technical support on registration, logging in or navigating our website, please check the [Common Questions](#) page first or reach out to our Help Desk at 855-405-5514 (8am-5pm, M-F)