



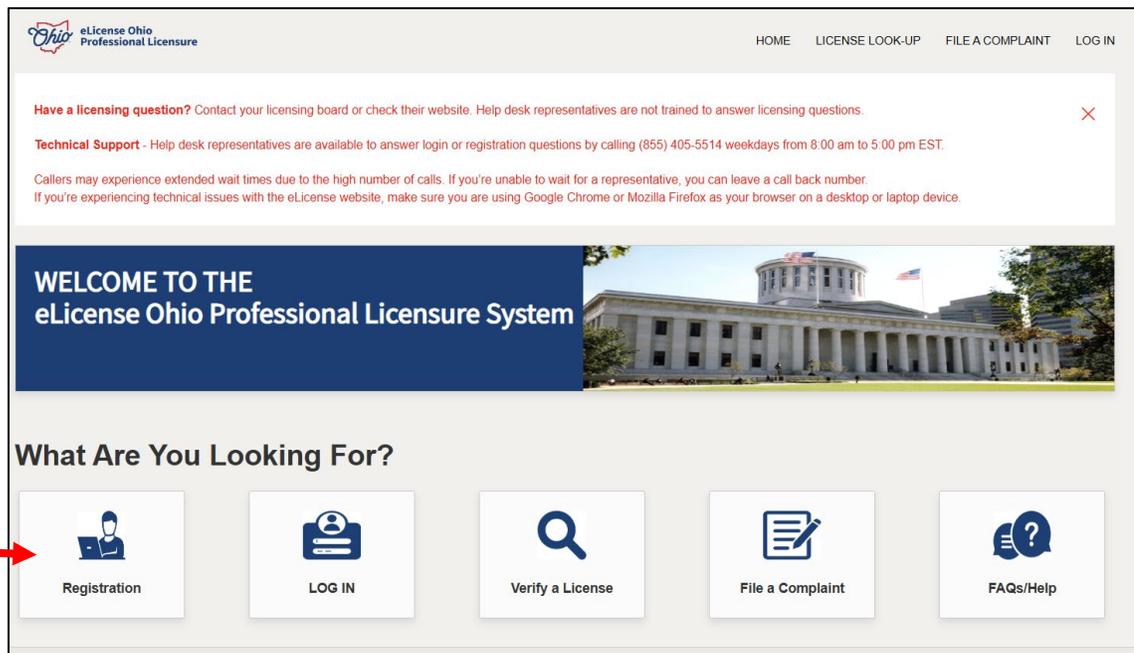
Instructions for Creating an Individual eLicense User Account

Table of Contents

- [Creating an Individual eLicense User Account](#)
- [Logging in to the eLicense Portal](#)
- [Resetting Your Password](#)

Creating an Individual eLicense User Account

- Open an internet browser window (the State of Ohio recommends you use Google Chrome or Mozilla Firefox when visiting the eLicense Portal) on your device.
- Go to the eLicense Portal (<https://elicense.ohio.gov/>), then click on **Registration**.



- Under “Registering for?” click on **License/Certificate**.

New Users to the eLicense Ohio Professional Licensure Portal

Create a New eLicense.Ohio.Gov Account

Before you apply for or renew a license, you must first create a new account on eLicense.Ohio.Gov. Please carefully review the options below before proceeding with your account creation. For further details, refer to the [registration guide](#).

If you already have an eLicense account, please navigate to the [Log In](#) section to access your account.

Registering for?

License / Certificate

Click here to register if you have never held a License/Certificate in Ohio.

Casino Control Commission New Applicants

Click here to register as Casino Control Commission New Applicants.

Education Institutions

Click here to upload transcripts or program completion documents on behalf of an educational institute. *****This registration option is NOT for Individuals applying for a license.*****

Register using Security Code

Click here to register if you have an eLicense Security code.

- You will be taken to the “First time Registration” page, where you will need to follow the instructions to create a new account. Make sure the e-mail address you choose for the account is active and one to which you have access.
 - When setting your password, please make sure there is a green checkmark beside all of the password requirements.

First time Registration

Create a registration for the first time in eLicense Ohio.

Your social security number is required for accurate identification under federal and state child support enforcement law (42 U.S.C. §666 and §123.50, O.R.C.)

Need help Registering? Click here

Password Specifications:
 Passwords must be at least 10 characters long.
 Passwords cannot be longer than 50 characters.
 Password must contain:
 1 uppercase letter (A-Z)
 1 lowercase letter (a-z)
 1 number
 1 special character (.,!*\$%&_~#@!<>?)
 Passwords expire after 1 year.
 Password must NOT contain your First Name, Last Name, User Name or be from the last 15 previous passwords.

* First Name

* Last Name

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

* Date of Birth

* Email

* Password

Middle Name

* Confirm Email

* Confirm Password

Password must contain:

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

Password must not contain:

- User's First and/or Last Name

I'm not a robot

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.

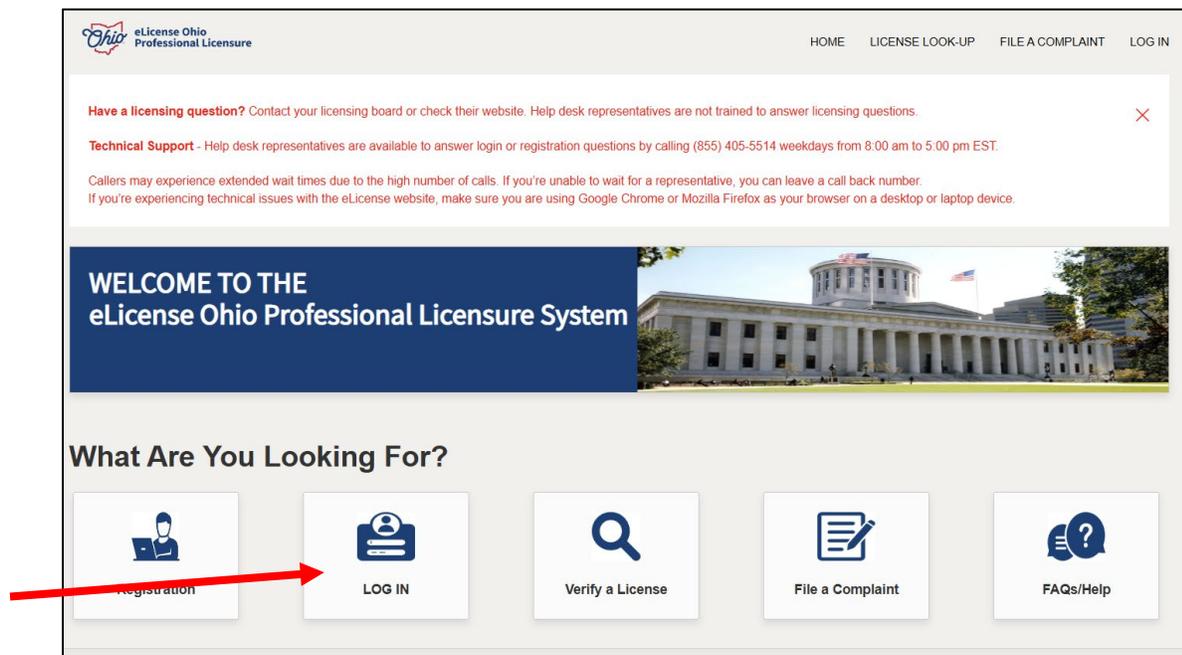
SUBMIT

- Once you have created your own individual user account, go back to the login page and enter your e-mail address and your password for your newly created user account.

Logging in to the eLicense Portal

If you need to log in to the eLicense Portal at a later time:

- Open an internet browser window (the State of Ohio recommends you use Google Chrome or Mozilla Firefox when visiting the eLicense Portal) on your device.
- Go to the eLicense Portal (<https://elicense.ohio.gov/>), then click on “**Log In.**”



- Enter the e-mail address that your existing account is under in the first box with “Email” in it. Then enter your password for your eLicense account. Click on **LOGIN.**

Access your existing eLicense Ohio account

Sign In here to apply, renew or update your license

*

*

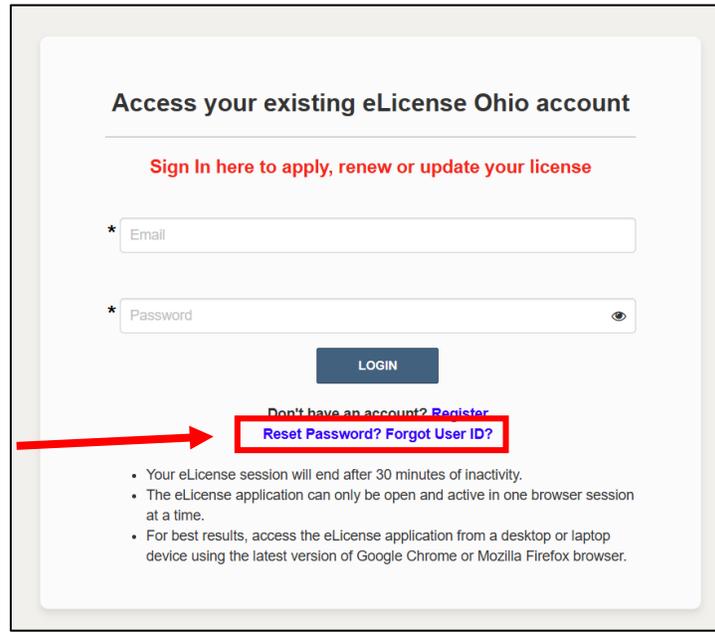
LOGIN

[Don't have an account? Register](#)
[Reset Password? Forgot User ID?](#)

- Your eLicense session will end after 30 minutes of inactivity.
- The eLicense application can only be open and active in one browser session at a time.
- For best results, access the eLicense application from a desktop or laptop device using the latest version of Google Chrome or Mozilla Firefox browser.

Resetting Your Password

- If it has been over a year since you last logged in, or you do not remember your password or the email address associated with your eLicense account, click on **Reset Password?** or **Forgot User ID?** Follow the applicable instructions to reset your password or to retrieve your login email address.



Access your existing eLicense Ohio account

Sign In here to apply, renew or update your license

* Email

* Password

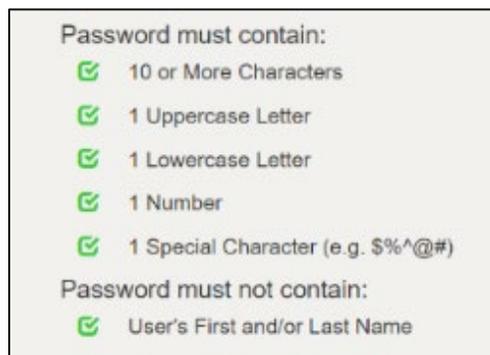
LOGIN

Don't have an account? [Register](#)

Reset Password? Forgot User ID?

- Your eLicense session will end after 30 minutes of inactivity.
- The eLicense application can only be open and active in one browser session at a time.
- For best results, access the eLicense application from a desktop or laptop device using the latest version of Google Chrome or Mozilla Firefox browser.

Note: When resetting your password, please make sure there is a green checkmark beside all of the password requirements.



Password must contain:

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

Password must not contain:

- ✓ User's First and/or Last Name