



Applying for an Elevator Mechanic's License (Out-of-State Elevator Mechanic License Holder "Reciprocity")

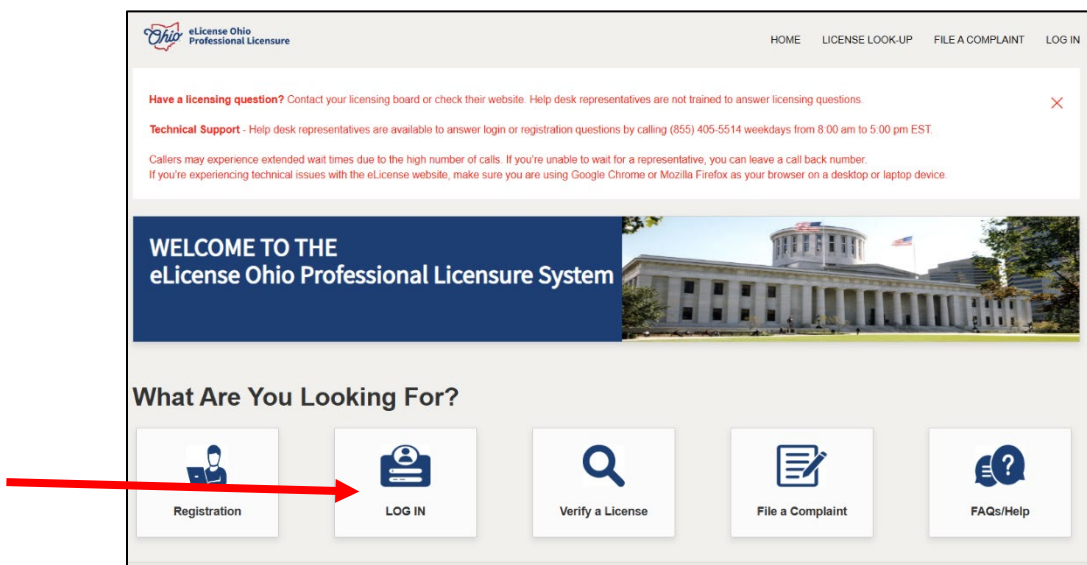
For information regarding license requirements, please visit the [Elevator Contractor and Elevator Mechanic License](#) page of the Ohio Department of Commerce's website.

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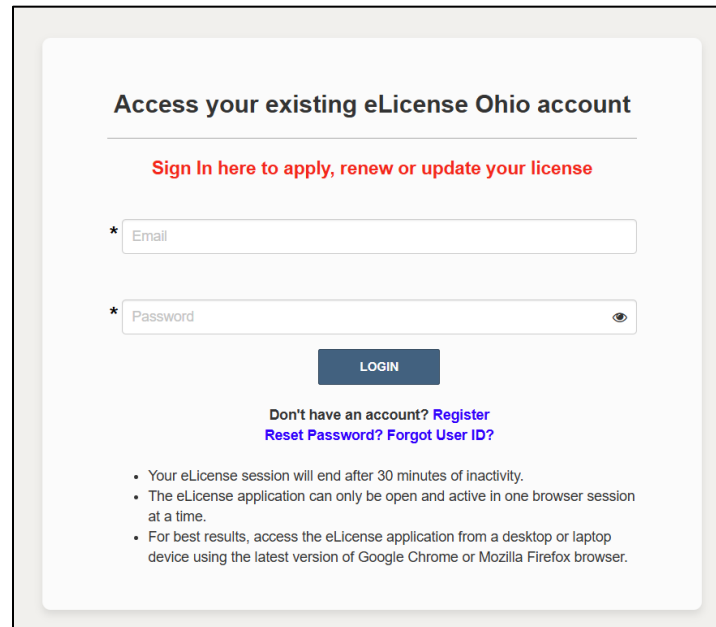
Logging in to the eLicense Portal

- 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**.



- If you already have an existing eLicense account:
 - Enter the email address associated with your eLicense account, and the password you created, in the appropriate fields, then click on **LOGIN**.
- If you do not have an existing eLicense account, go to the “[Creating an eLicense Account](#)” guidance.

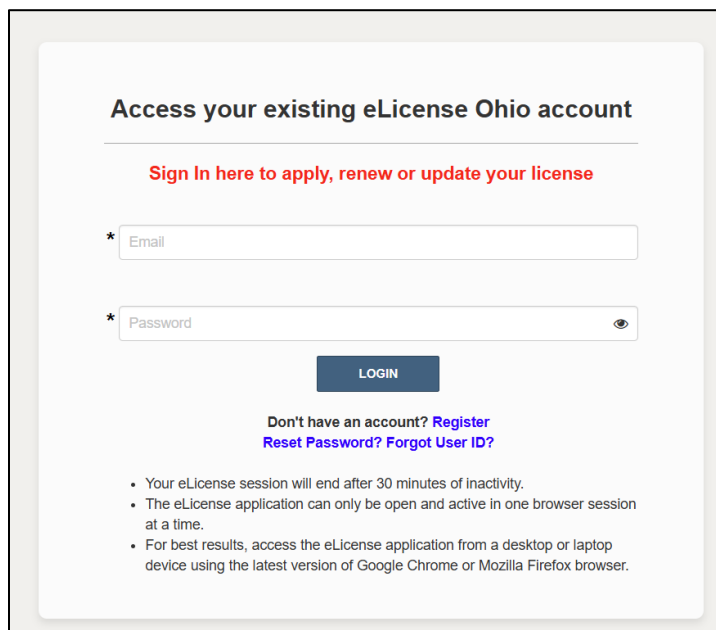
Note: If you have not logged in to the eLicense Portal for over a year, you may be required to reset your password for security purposes. Skip to “[Resetting Your Password](#)” for instructions.



The screenshot shows the login interface for the eLicense Ohio account. At the top, the heading "Access your existing eLicense Ohio account" is displayed. Below it, a red instruction reads "Sign In here to apply, renew or update your license". There are two input fields: "Email" and "Password", both marked with an asterisk. A blue "LOGIN" button is positioned below the password field. Underneath the button, there are links for "Don't have an account? Register", "Reset Password?", and "Forgot User ID?". At the bottom, a list of three bullet points provides additional information about session duration, browser compatibility, and recommended browsers.

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.



This is an identical screenshot of the eLicense Ohio login page as described above. It shows the login form with fields for email and password, a login button, and links for registration and password reset.

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

Applying for a License

- On your eLicense Dashboard, click on **+ APPLY FOR A NEW LICENSE** or the **+** icon in the “New License Applications” box, to start an application.

The screenshot shows the Ohio eLicense Dashboard. At the top, there is a navigation bar with links: UPDATE EMAIL, DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, and a shopping cart icon with '0' items. Below the navigation bar, a red banner reads 'TESTING ENVIRONMENT - NOT FOR PUBLIC USE'. The main heading is 'Welcome to your eLicense Dashboard'. Below this, there are two buttons: '+ APPLY FOR A NEW LICENSE' and 'MY HISTORY'. A red circle with the number '1' and an arrow points to the '+ APPLY FOR A NEW LICENSE' button. Below the buttons, a link reads 'Are you looking to apply for a new business license? First, add your business by clicking here before applying.' The section is titled 'New License Applications' with a subtext 'To edit or withdraw an application, please click on the Options button.' There is a 'SORT BY' dropdown menu. A text block explains the license application process. To the right of this text is a large box with a '+' icon. A red circle with the number '2' and an arrow points to this '+' icon. At the bottom of the page, there is a 'DONATE LIFE' logo and a footer with links: SUPPORT, REGISTRATION GUIDE, CONTACT, PRIVACY NOTICE, WWW.OHIO.GOV, and GENERAL TERMS.

- On the “License Selection” page, select the following from the drop down menus:
 - Board** - Div. of Industrial Compliance: Elevator
 - License** – Elevator Mechanic
 - Application Type** – Reciprocity
- Once you have selected the board, license and application type, the application instructions will populate. Please read the instructions thoroughly, then click on **SAVE AND CONTINUE**.

Personal Information

- On the “Personal Information” page, enter the required information or select the appropriate option in each field.
- Click on **+ Add Address** next to “License Public Address” to enter your address. If your mailing address is different from your public address, click on **+ Add Address** next to “License Mailing Address”.

- Click on the appropriate Geo Validated Street Address.
- Once you have selected an address, click on the check box under “Public,” then click on **SAVE AS PUBLIC**. Follow the same steps for the mailing address.

Select a public

Address Format

Geo Validated Address Options

Multiple addresses are available in the system for the provided search criteria, you can select one address from the options below.

Street Address	City	State	Zip Code	County	Validated
6606 Tussing Road	Reynoldsburg	OH	43068-4004	Franklin	✓
6606 Tussing Road	Reynoldsburg	OH	43068	Franklin	

Public Address

☐

6606
Tussing Rd
Reynoldsburg OH 43068-4004
Franklin
United
States

+ ADD ADDRESS SAVE AS PUBLIC

- Once you have completed the personal information page, click on **SAVE AND CONTINUE** at the bottom of the page.

Background

- On the “Background” page, click on **ADD LICENSE** to enter out-of-state elevator mechanic’s license information. Enter your license information in the required fields, then click on **SAVE**. You will need to click on **ADD LICENSE** for each out-of-state license you have.
- Once you have completed the “Background” page, click on **SAVE AND CONTINUE**.

New License Application

Personal Information Background Questions Attachments and Attestation Review + Submit

1 → ADD LICENSE

License Verification

You must complete the License Verification section if you hold an active professional license issued by a US state outside of Ohio. You must request verification of all your applicable licenses and certifications from the issuing state to be sent to the Ohio Department of Commerce's Division of Industrial Compliance: Elevator.

SAVE & FINISH LATER SAVE AND CONTINUE DOWNLOAD APPLICATION

Personal Information Background Questions Attachments and Attestation Review + Submit

License Verification

You must complete the License Verification section if you hold an active professional license issued by a US state outside of Ohio. You must request verification of all your applicable licenses and certifications from the issuing state to be sent to the Ohio Department of Commerce's Division of Industrial Compliance: Elevator.

2

License Number
License Type
Board Name
Status
Expiration Date
Country
--None--
State

3 → SAVE

Questions

- On the “Questions” page, answer all the questions. Additional questions may populate depending on your answer. Once you have answered all the questions, click on **SAVE AND CONTINUE**.

The screenshot shows the 'New License Application' page with a progress bar at the top indicating four steps: Personal Information, Questions, Attachments and Attestation, and Review + Submit. The 'Questions' step is active. Below the progress bar, the 'Questions' section asks the user to answer questions by selecting Yes/No. Two questions are visible: 'Do you currently work for or under an elevator contractor authorized to do business in the state of Ohio?' and 'Are you a member of your local elevator union?'. Both have 'No' selected. A red box highlights the question area, and a red arrow points to the 'SAVE AND CONTINUE' button at the bottom.

Attachments and Attestation

- On the “Attachments and Attestation” page, read the attestation(s) and upload the required documents. Once you have read the attestation(s), click on **ATTEST**. To add attachments, click on **ADD ATTACHMENT** and upload the appropriate documents (i.e., active engagement experience verification documentation, license verification and disciplinary history form, copy of out-of-state license(s), etc.) for each section. Click on **SAVE AND CONTINUE** once you have completed this page.

The screenshot shows the 'New License Application' page with a progress bar at the top indicating five steps: Personal Information, Background, Questions, Attachments and Attestation, and Review + Submit. The 'Attachments and Attestation' step is active. The page is divided into two columns. The left column contains instructions for uploading attachments. The right column contains four sections, each with an 'ATTEST' or 'ADD ATTACHMENT' button. Red arrows and numbers 1 through 4 point to these buttons: 1 points to the first 'ATTEST' button, 2 points to the first 'ADD ATTACHMENT' button, 3 points to the second 'ADD ATTACHMENT' button, and 4 points to the second 'ATTEST' button. At the bottom, there are three buttons: 'SAVE & FINISH LATER', 'SAVE AND CONTINUE', and 'DOWNLOAD APPLICATION'.

- In the event you missed any part of the application, you will be informed of the items that must be completed before you can submit your application.

New License Application

Personal Information Background Questions Attachments and Attestation Review + Submit

Application Review

We've reviewed your application and have found the following errors. Please correct these errors and review your application again.

Questions:
 ❗ Questions - Please answer all questions.

Attachments:
 ❗ Attachments - Please complete all attachments/ attestations.

Background:
 ❗ Employment History - You must have atleast one Employment History record

SAVE & FINISH LATER

Review and Submit

- Once you have completed the application in its entirety, read the final attestation and provide consent by selecting the box above “I accept,” then enter your first and last name as it appears on the application.
- Click on **Submit**.

New License Application

Personal Information Background Questions Attachments and Attestation Review + Submit

Application Review

Completed

Attestation

1

I affirm that the information provided on this application and any attachment(s) is true, correct, and complete. I acknowledge and understand that incorrect statements or omission of material facts may result in denial of this application. I further understand and authorize the Division of Industrial Compliance ("Division") and its agents to investigate the application and verify the statements contained herein. I hereby authorize any government agency, law enforcement agency, licensing board, school, corporation, organization, association or any person to provide the Division with any information necessary to investigate information I have provided and disclosed on this application.

Provide consent to the use of your electronic signature and enter your first name and last name as they appear on the application.

Consent to Electronic Signature

2

☒ I accept

Type your First Name and Last Name as they appear on the application to sign electronically.

3

Sorenge McDuck
(Sorenge McDuck)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERRWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

4

SAVE & FINISH LATER SUBMIT

Paying Fees

- After you have submitted your application, you will be taken to the “Items” page of the Cart, which will display the total amount owed for the application fee. Click the box next to “Select All,” then click on **CONTINUE** to proceed.
- On the “Checkout” page, click on **CONTINUE**.
- Next, select whether you will be paying by credit card or electronic check.

Scrooge McDuck's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. Payment processing can be delayed. Please allow 24 hours for the system to register your payment. If you want to return to your application, simply log out and log back in. To continue paying, select the appropriate board and any fee or fees you wish to pay, and then press the continue button. Click [here](#) for more information on eLicense Transaction Fee. Please Note: Due to system capacity constraints, you can only pay for a maximum of 12 fees at a time.

ITEMS > CHECKOUT > CONFIRMATION

Select a board:
Div. of Industrial Compliance: Elevator

☒ Select All

☒ License Fee for APP-000767500

Type	Created Date	Licensee Name	Total	Outstanding	Waived	State/Province	Reason for Submitting Service Request
Elevator Mechanic Application Fee	1/10/2024 12:29 PM	Scrooge McDuck	\$250.00	\$250.00			
eLicense System Transaction Fee	1/10/2024 12:29 PM	Scrooge McDuck	\$3.50	\$3.50	\$0.00		

Total Due: \$253.50 **CONTINUE**

Scrooge McDuck's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. Payment processing can be delayed. Please allow 24 hours for the system to register your payment. If you want to return to your application, simply log out and log back in. To continue paying, select the appropriate board and any fee or fees you wish to pay, and then press the continue button. Click [here](#) for more information on eLicense Transaction Fee. Please Note: Due to system capacity constraints, you can only pay for a maximum of 12 fees at a time.

ITEMS > CHECKOUT > CONFIRMATION

Total Amount: \$253.50
You will be redirected to a payment gateway to complete this transaction

BACK **CONTINUE**

IMPORTANT: Your name and billing address information (street number and zip code) must match what is on file with your bank EXACTLY or your payment will be declined for fraud protection reasons. If this happens, please contact your bank to verify your information on file.

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Ohio Department of Commerce

Department of Commerce Elevator Safety

Select Payment Method
Please select a payment method.

☐ Credit Card
☐ Electronic Check

Technical Support
If you need technical support for this online payment processing application, please send an email to ic@com.state.oh.us.

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- Once you are on the “Payment Information” page, enter the appropriate information and click on **CONTINUE** once completed.

Note: The payment and billing information should match the information associated with the credit card or bank account. A penalty fee of \$30.00 will be assessed for any check or other draft instrument used to pay the fee that is returned to the Division as unpaid.

- Review the payment information you entered to ensure it is correct, then click on **CONFIRM**.
- Once you have confirmed your payment, you will see the message below. Please do not click the browser back button, or any other button, while your payment is processing.

Cart
Your Cart

Cart #

Please wait while your payment is being processed. It may take a few minutes.

Do not click the browser back button and submit another payment. Doing so may result in multiple charges to your account.

Payment processing can be delayed. Please allow 24 hours for the system to register your payment. To confirm your payment was processed, check back at a later time and look for the receipt on the My History page.

If the receipt is not found please call the eLicense Ohio Help Desk at (855) 405-5514.

- Once your payment has finished processing, you will be taken to the “Payment Successful” page where you can print the receipt, email the receipt, return to eLicense or logout.

Cart
Scrooge McDuck's Cart

Cart #X-2024-01-10_12-29-21 [Print Receipt](#) [Email Receipt](#) [Return to eLicense](#) [Logout](#)

To continue with eLicense business please click the 'Return to eLicense' button. To close your eLicense session please click the 'Logout' button.

Items Checkout Confirmation

Your payment was successful.

Order Status	Successful
Applied Payment	\$253.50
Contact	Scrooge McDuck
Operator	Scrooge McDuck
Process Date	1/10/2024 12:38 PM

Type	Licensee Name	Total	Outstanding	Waived	Payment Amount
Elevator Mechanic Application Fee	Scrooge McDuck	\$250.00	\$0.00		\$250.00
eLicense System Transaction Fee	Scrooge McDuck	\$3.50	\$0.00	\$0.00	\$3.50

[Print Receipt](#) [Email Receipt](#) [Return to eLicense](#) [Logout](#)

- Once your application and payment have been received, you will receive the following emails from noreply@salesforce.com and/or elicense-noreply@das.ohio.gov:
 - Application and Payment Received
 - eLicense Ohio – Payment Confirmation and Receipt

Review Application Status

- Once your application has been submitted, you can check your application status by doing the following:
 - Go to your eLicense Dashboard.
 - On the application (APP) under “New License Applications,” click on **OPTIONS**, then click on **REVIEW CHECKLIST**.
- The status for experience verification documents, experience requirements, BCI background check fields, FBI background check fields and board approval fields will update when the application has been reviewed.

Welcome to your eLicense Dashboard

[APPLY FOR A NEW LICENSE](#) [MY HISTORY](#)

Are you looking to apply for a new business license? First, add your business by clicking here before applying.

New License Applications

To edit or withdraw an application, please click on the Options button.

SORT BY +

Div. of Industrial Compliance: Elevator	APP-000766955	Div. of Industrial Compliance: Elevator	SUBMITTED	EXP DATE	OPTIONS
	Elevator Mechanic	Div. of Industrial Compliance: Elevator			Withdraw Application Review Checklist Download Application Documentation

Div. of Industrial Compliance: Elevator

APP-000766956 | Div. of Industrial Compliance: Elevator

GENERATE FEE EXP DATE OPTIONS

Are you interested in registering to be an organ, eye, or tissue donor? One donor has the power to save up to eight lives and heal up to 75 more. It takes less than 2 minutes to register to be an organ donor at: <https://donatelife.ohio.gov/help-center/about-us>

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Current Application Status

Review Checklist

License Number	APP-000766955
Review Status	Pending
Type	Elevator Mechanic
Experience Verification Documents	
Experience Requirements	
BCI Background Check	Not Yet Received
Date Received (BCI)	
FBI Background Check	Not Yet Received
Date Received (FBI)	
Board Approval	
Date of Approval (Date)	

[DONE](#)

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Application Approval

- Once your application has been approved, you will receive the following email from noreply@salesforce.com and/or elicense-noreply@das.ohio.gov, which will include a PDF of your license:
 - Notification of Initial License Issuance

Download Wall Certificate

- If at any time, you misplace your license or need another copy of your license, you can obtain your license by doing the following:
 - Go to your eLicense Dashboard
 - On the license (EM) under “Your Licenses,” click on **OPTIONS**, then click on **DOWNLOAD WALL CERTIFICATE**.
 - Your license will populate and give you the option to download and save or print it.

