



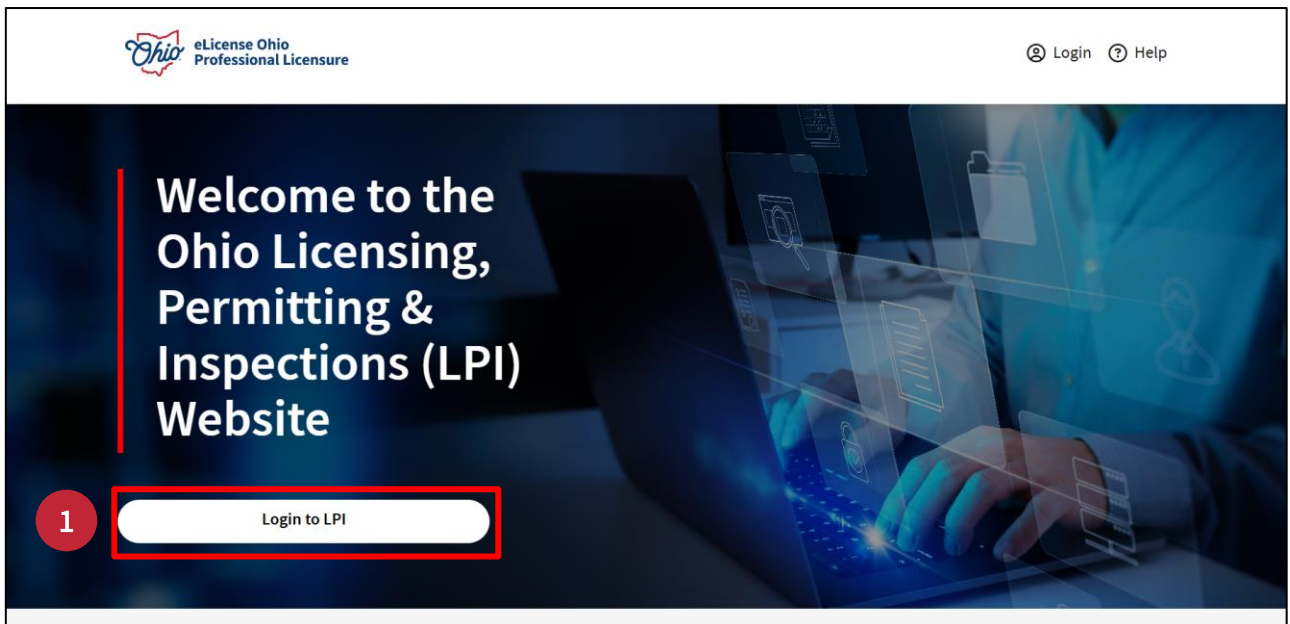
**Department of
Administrative
Services**

Accessing eLicense LPI Portal

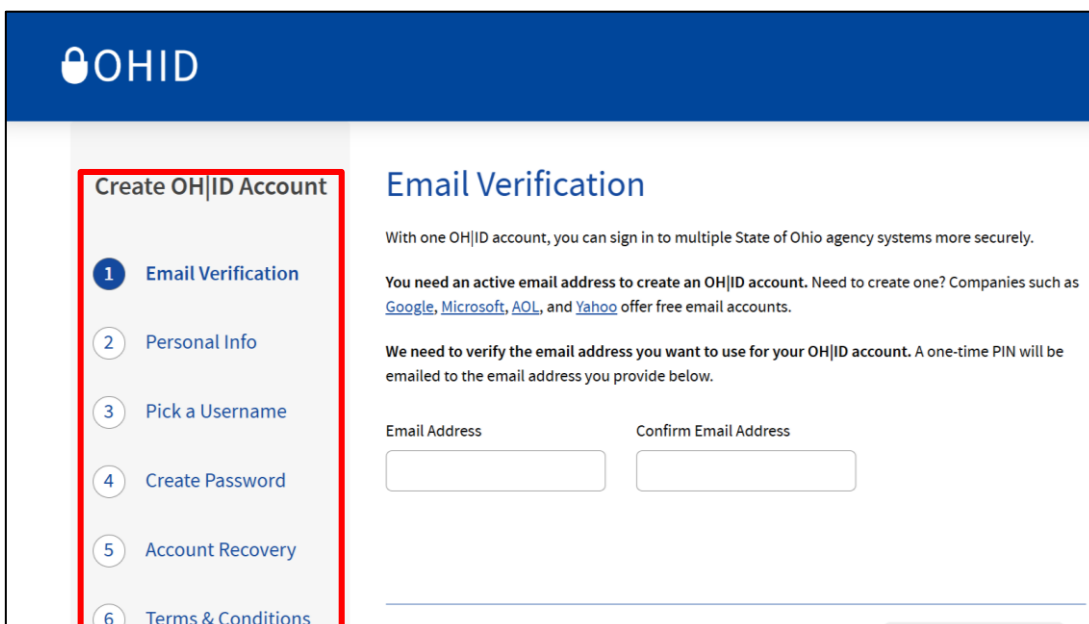
Accessing eLicense LPI Portal and Locating Current Licenses (1 of 8)

Applicants and licensees must have a Citizen OHID to access the eLicense LPI Portal. Follow these steps to access the eLicense LPI Portal:

- 1 Navigate to <https://lpi.license.ohio.gov> and click the **Login to LPI** button, then use your OHID to log in.

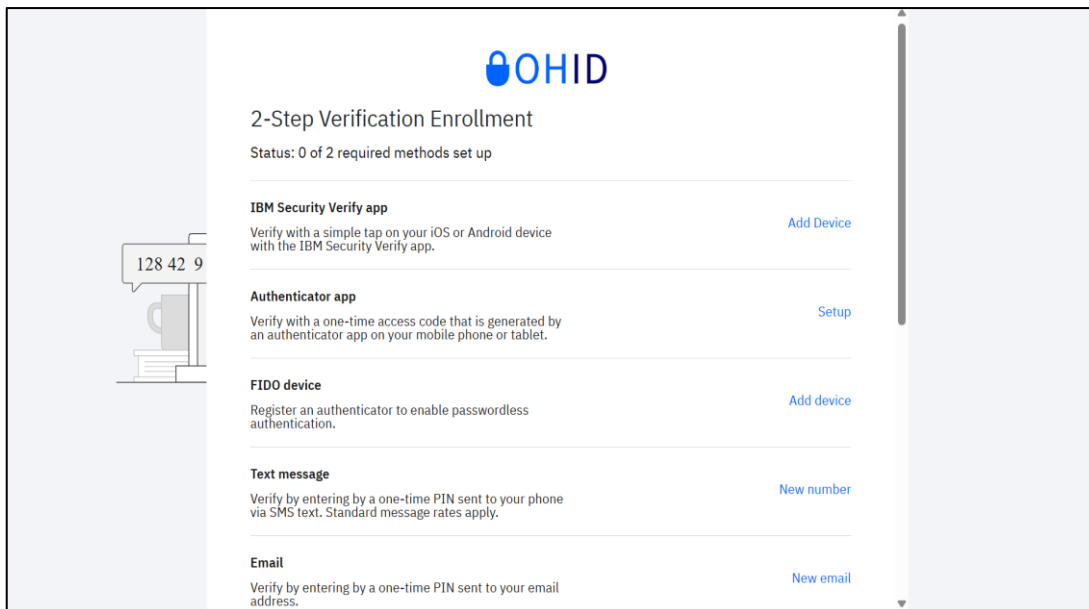


- 2 If you don't have an OHID, click **Create Account** to access the eLicense LPI Portal.
- 3 If you are creating an account, you will be redirected to OHID to complete the registration. Follow all steps to successfully set up your OHID account.
 - **Note:** If you are using an Ohio.gov email account, you will need to create a separate OHID account with a different email address.



Accessing eLicense LPI Portal and Locating Current Licenses (2 of 8)

- 4 After creating your OHID, return to <https://lpi.license.ohio.gov> and enter your OHID credentials to log in.
- 5 Once you log in, you will be prompted to set up **two step verification method** to enhance account security. You can choose from the following options: IBM Security Verify app, Authenticator app, FIDO device, Text message, Email and Phone call.



Accessing eLicense LPI Portal and Locating Current Licenses (3 of 8)

- 6 After completing the verification enrollment, proceed to fill in all required fields to register for the eLicense LPI portal. This step confirms your personal information, which will be used to create your Portal user account and appear on your applications and licenses.

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
9999999999 This is a mobile phone.

Other Phone This is a mobile phone.

Next

Accessing eLicense LPI Portal and Locating Current Licenses (4 of 8)

- 7 Complete the required fields marked with a red asterisk (*) which includes:
- *First Name
 - *Last Name
 - *Date of Birth
 - *Social Security Number
 - *Email
 - *Phone Number

7

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
9999999999 This is a mobile phone.

Other Phone This is a mobile phone.

8 [Next](#)

If you enter a cell phone number in the **Phone** field, make sure to check the box labeled 'This is a mobile phone'.

- 8 Click the **Next** button to continue with the registration process.

Accessing eLicense LPI Portal and Locating Current Licenses (5 of 8)

- 9 A new **User Login Registration** page will appear, asking whether you have existing licenses or certificates. The question “**Do you have other credentials 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.

Ohio
eLicense Ohio Professional Licensure

...com Log Out

User Login Registration

If you are a new applicant and do not have any credentials to connect to, select 'No' below, then click 'Finish'.

If you are a current credential holder and your credential is not displayed below, continue with the 'Yes' selected and click 'Finish'. You will be prompted to enter your credential number. Repeat for each of your credentials.

Once all credentials have been selected, select 'No' below, then click 'Finish'.

0 of 0 items • 0 items selected

| <input type="checkbox"/> | Name | Type | Agency ... |
|--------------------------|------|------|------------|
| No items to display. | | | |

Do you have other credentials not shown above that you need access to?

Yes
 No

Previous **Next** 9

Note:

If you do not claim your license during registration, your licenses will not populate within the dashboard. If this occurs, you will have to claim your license utilizing the portal.

Accessing eLicense LPI Portal and Locating Current Licenses (6 of 8)

- 10** This step confirms which Agency you are applying to or where your license is held.

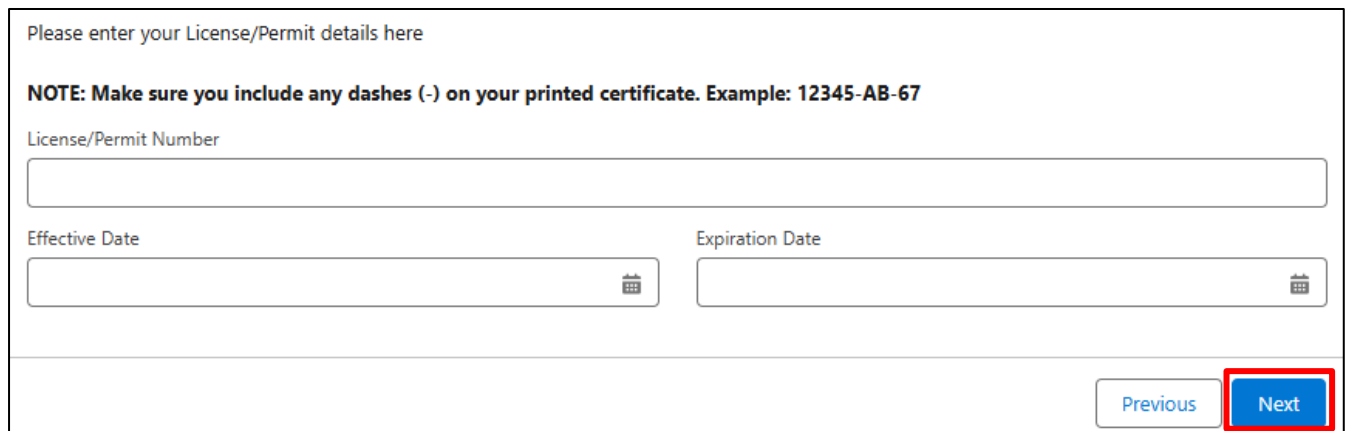
Select **Real Estate Professional Licensing** from the Agency dropdown and click the **Next** button.



The screenshot shows the eLicense Ohio Professional Licensure portal. At the top, there is a logo for Ohio with the text "Ohio" in a blue script font and "eLicense Ohio Professional Licensure" below it. To the right of the logo, there is a user email address "@gmail.com" and a "Log Out" link. Below the logo, there is a form with a dropdown menu labeled "Agency" that is currently set to "Real Estate Professional Licensing". A red box highlights the dropdown menu and the "Next" button below it. The "Previous" button is also visible.

- 11** Enter the **License Number** (i.e. SAL.12345) and details, then click **Next** to add your licenses to your eLicense LPI Portal account.

Note: Dates entered should be the most recent.



The screenshot shows a form titled "Please enter your License/Permit details here". Below the title, there is a **NOTE: Make sure you include any dashes (-) on your printed certificate. Example: 12345-AB-67**. The form has three main input fields: "License/Permit Number", "Effective Date", and "Expiration Date". The "Effective Date" and "Expiration Date" fields have calendar icons next to them. At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red box.

Accessing eLicense LPI Portal and Locating Current Licenses (7 of 8)

12 Next, your current license should appear. Click the **checkboxes to claim** and confirm the license you want to associate to your Portal account. Click the **Next** button to proceed to the eLicense LPI Portal.

- Once redirected , select **No** if all licenses have been claimed and proceed to finish.

Please select and confirm your license/permit

1 of 1 item • 1 item selected

| <input checked="" type="checkbox"/> | Name | Type | Agency Name |
|-------------------------------------|----------------|-------------|------------------------------------|
| <input checked="" type="checkbox"/> | SAL.2001002653 | Salesperson | Real Estate Professional Licensing |

If your license/permit is not available, please contact the help desk at csc@ohio.gov or at (855)-405-5514.

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13 **Individual License:** Follow steps 1 - 12 in this job aid to claim additional licenses to your Portal account. Please see below for a list of REPL license types:

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

14 **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 a Principal Broker will be made an **Authorized Representative**

Accessing eLicense LPI Portal and Locating Current Licenses (8 of 8)



Need more help?

If you need further help with creating an OHID or completing the MFA process, please visit the following site to access the **Common Questions** section of the LPI eLicense website: <https://lpi.license.ohio.gov/help-center/common-questions>