

Registering in the eLicense Portal as a New User

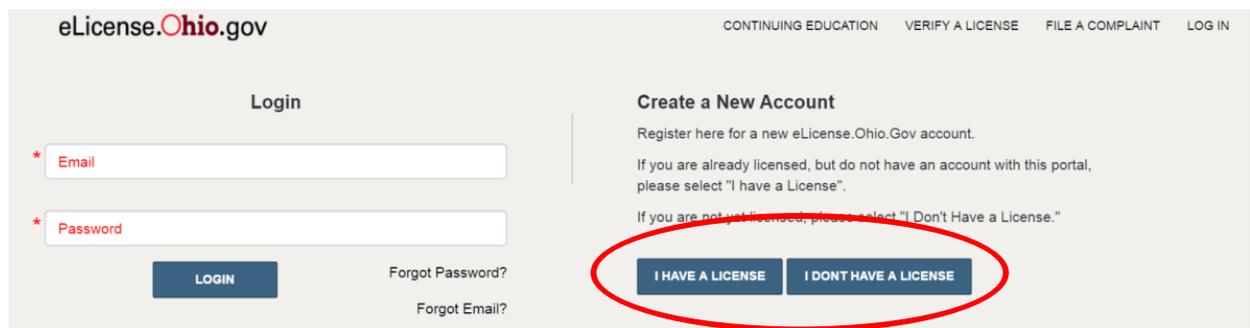
Summary

The following guide details the steps required to register as a new user in the eLicense Portal.

Note: For optimal browser experience, use Google Chrome.

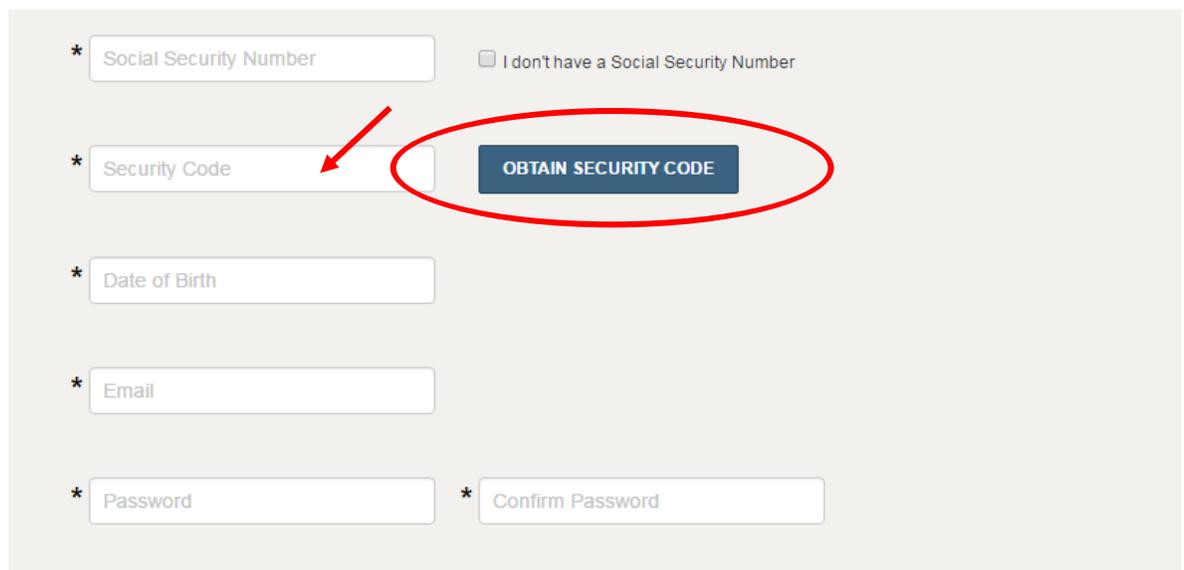
Registering in the eLicense Portal as a New User

1. Access the Portal at https://elicense.ohio.gov/OH_HomePage.
2. From the homepage, click either **I HAVE A LICENSE** or **I DON'T HAVE A LICENSE**. Existing license holders will register as a new user the first time they access the new portal.



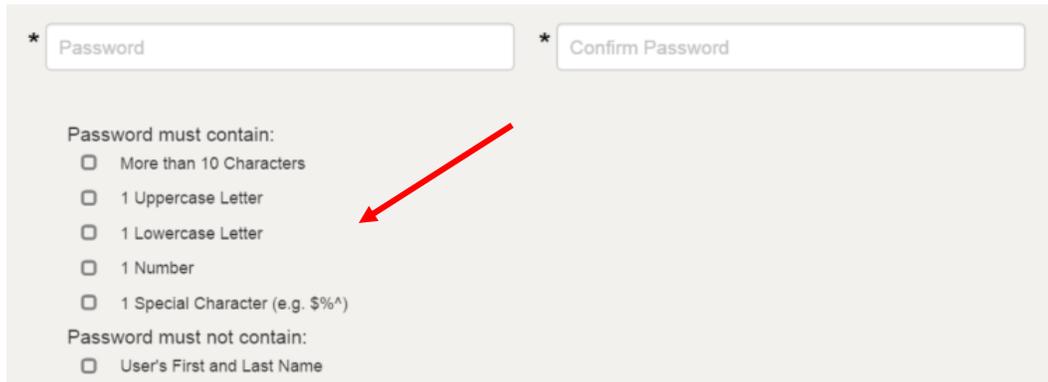
The screenshot shows the eLicense.Ohio.gov homepage. On the left is the 'Login' section with fields for 'Email' and 'Password', a 'LOGIN' button, and links for 'Forgot Password?' and 'Forgot Email?'. On the right is the 'Create a New Account' section with instructions and two buttons: 'I HAVE A LICENSE' and 'I DON'T HAVE A LICENSE'. These two buttons are circled in red.

3. From the New/Existing page, enter the required information in each field.
 - If you selected **I HAVE A LICENSE**, you will be prompted to enter the security code sent to you by your Board. If you do not have the security code, you can select **OBTAIN SECURITY CODE**.
 - You will enter the email address on record with the Board for your existing license.



The screenshot shows a registration form with the following fields: 'Social Security Number' (with a checkbox for 'I don't have a Social Security Number'), 'Security Code' (with a red arrow pointing to it and a circled 'OBTAIN SECURITY CODE' button), 'Date of Birth', 'Email', 'Password', and 'Confirm Password'.

4. Create and confirm a unique password according to the required information.



The screenshot shows a form with two input fields: "Password" and "Confirm Password", both marked with an asterisk. Below the fields is a list of requirements. A red arrow points to the "1 Lowercase Letter" requirement, which has a red square icon next to it, indicating it is not met.

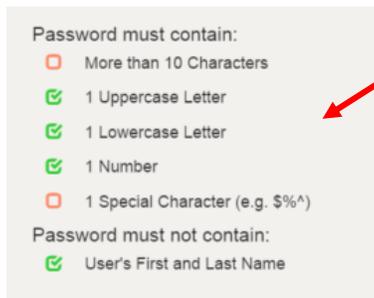
Password must contain:

- 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

Note: Each password requirement turns green when it's met. Red indicates the password does not meet the requirement listed.



This close-up shows the requirements with their status: "More than 10 Characters" (red square), "1 Uppercase Letter" (green checkmark), "1 Lowercase Letter" (green checkmark), "1 Number" (green checkmark), "1 Special Character (e.g. \$%^)" (red square), and "User's First and Last Name" (green checkmark). A red arrow points to the "1 Lowercase Letter" requirement.

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

5. Click **Submit**. This will take you into your Dashboard in the eLicense Portal. From your Dashboard you can view and manage your applications/licenses.