



QUICK REFERENCE GUIDE: UPDATING DISPENSARY EMPLOYEE EMAIL

Updated 9-27-2018

To update your e-mail address, you must access the portal using the eLicense system at <https://elicense.ohio.gov/>

After logging in, you will be directed to your eLicense Dashboard.

Select the caret beside your name, then **'MANAGE PROFILE'**

Ohio eLicense Ohio Professional Licensure DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT 0 COLLINS, RACHAEL

Welcome to your eLicense Dashboard

+ APPLY FOR A NEW LICENSE MY HISTORY

Select **'EDIT THIS INFORMATION'**

Personal Information

To add or revise your personal information, click the EDIT THIS INFORMATION link. Once you have made the desired updates, click the SAVE button. Note that fields with (*) are required.

Please be advised, should you change your email address this will also become your user ID. On future attempts to log into the eLicense portal the new email address will need to be entered into the Email field under the Existing User Login section.

EDIT THIS INFORMATION
RESET YOUR PASSWORD

Enter your new e-mail address under **'Email'** and then select **'SAVE'**

The image shows a user profile form with the following fields and values:

- Email:** rachthompson18@yahoo.com (highlighted with a red box)
- Phone:** (614) 466-7614, Alt. Phone Number, Fax
- Birth Date:** 1/1/1111
- Birth City:** (empty)
- Birth State or Province:** --None--
- Birth Country:** United States
- Gender:** --None--
- Ethnicity:** --None--
- Aliases:** (empty)

At the bottom, there are two buttons: "CANCEL" and "SAVE". A red arrow points to the "SAVE" button.

Once you select 'SAVE' your e-mail address has been updated.

If you need help logging in, registering, creating an account, or have any other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, Monday-Friday, 8:00am to 5:00pm.