



# OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

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## How to Associate and Renew a Business License

### Definitions:

Individual Account – means an account that must be created in eLicense Ohio for the person that will be responsible for business licenses/permits. An individual account may also hold a practicing license/permit that can be managed from their dashboard.

Business Account – means an account created for each business that holds a license or permit. A business account must be associated to an individual account, which permits the individual to manage the businesses associated to the account.

### Important Notes Before Getting Started:

- Complete your online application through the eLicense Ohio system at <https://elicense.ohio.gov/>.
- Before renewing a Business License or applying for a new Business License, it is necessary to set up an eLicense Ohio account for the individual responsible for the business's licenses. If you are creating an individual account, then go to Part 1.
- If you have already created an individual account for your practicing license/permit or you have already created an account to manage business licenses, skip Part 1 below. Be aware that although you can only have one individual account, you can create and manage multiple business accounts.

### Part 1: Creating an Individual Account on eLicense

You must have an eLicense Ohio login for yourself (as an individual) before you can apply for or renew a business license or apply for or renew a personal practicing license/permit. If you are already registered on eLicense Ohio, because you have an individual license, this part is done. Otherwise, the steps for creating a login vary based on if you already have an individual Ohio license or an in-process license application.

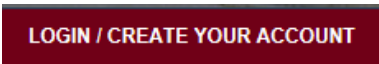
#### **Part 1 – Procedure 1: How to Create a New Individual Account:**

*Follow these steps if you do not have an existing Ohio license, have an existing Ohio license/ permit, but you have not yet created an individual account, or you need to create an account to manage a business license. Persons who have applied for and are in-process for an individual license/permit have already created an account and do not need to re-create an account.*

- I. Begin by creating an account: Go to the Ohio eLicense site: <https://elicense.ohio.gov>

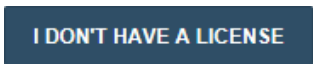


II. Click on – Login/Create Your Account



III. Once you click on Create Your Account, you will have two options:

1. If you never held a license or permit issued by the Cosmetology and Barber Board select -



IV. Complete the registration by entering the following information:

- First and Last Name
- SSN
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

A screenshot of a web registration form. The form includes fields for First Name, Middle Name, Last Name, Social Security Number, Date of Birth, Email, and Password. There are checkboxes for "I don't have a Social Security Number" and "I have a Social Security Number". Below the form are password requirements: "Password must contain: 1. More than 10 Characters, 2. Uppercase Letter, 3. Lowercase letter, 4. 1 Number, 5. 1 Special Character (e.g. @, #, %)", and a checkbox for "I have a Social Security Number". A "SUBMIT" button is at the bottom right.

OR

**Part 1 – Procedure 2: How to Create an Individual Account for an Existing License Holder or Applicant:**

*Follow these steps if you already have an individual Ohio license, or if you have an in-process individual license application.*

I. If you have held a license or permit issued by the Board prior to April 12, 2018, you are an existing licensee.

You will need to select



II. Complete the registration by entering the following information:

- SSN

- Security Code (which will be sent to you or can be obtained by clicking on **OBTAIN SECURITY CODE**.)
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

III. Click on **SUBMIT**.

**Part 2: Registering on eLicense as a Business**

Once you have an eLicense Ohio login for yourself (as an individual) the next step is to register the business on eLicense. As with an individual, the steps for registering a business vary based on if the business already has an Ohio license.

**Part 2, Procedure 1: How to Associate a Business Account for an Existing Salon or Shop License:**

*Follow these steps if your business or businesses have a license.*

- I. Login as the individual managing the business’s account through the eLicense Ohio system at <https://elicense.ohio.gov/>.

- II. On your dashboard, use the pull-down menu under the individual’s name in the upper right-hand corner of the dashboard and choose *Manage Business*.

- III. Choose *Add Existing Business*, and enter the security code. **The security code will be sent to the licensed business by email or by postal mail (if an email address is not on record with the Board).** If you do not have your security code, then click *Obtain Security Code*.

### Add Existing Business ▼

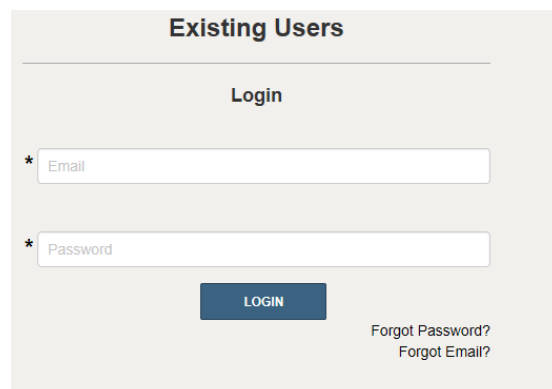
You can add an existing business if it has been previously registered. To do so, enter your security code and click 'Submit'. If you do not have your security code, click 'Obtain Security Code.'

- IV. Click *Submit* and wait for processing.
- V. Click *Return to Dashboard*. NOTE: after you create your first business account, step 5 is no longer required on subsequent business accounts.

**Once you have an eLicense individual account and an eLicense business account or accounts, you can apply for business licenses and renew licenses for the business.**

### Part 3: How to Renew a Business License

- I. Login as the individual managing the business's account through the eLicense Ohio system at <https://elicense.ohio.gov/>.



The screenshot shows a login form titled "Existing Users". Underneath the title is a "Login" section. It features two input fields: "Email" and "Password", both preceded by an asterisk (\*). Below these fields is a blue button labeled "LOGIN". To the right of the button, there are two links: "Forgot Password?" and "Forgot Email?".

- II. Navigate to your Business License(s) in the eLicense Ohio system. Business licenses you have added to your account for management will appear on your dashboard.
- III. Click on *Options* on the Business License.
- IV. Choose **Renew**.
- V. Follow the instructions to complete your application. If you have multiple businesses associated with your account, you can return to your dashboard and continue renewing these licenses. Your payment cart will keep a tally of the fees due.

VI. **Payment - you will be directed to the CART for payment.**

Select the application fee

**Click- Continue**

Select Payment Method

Please select a payment method.

- Credit Card
- Electronic Check

Enter payment information.

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