

NOTICE TO ALL CURRENT MESSAGE THERAPY LICENSE HOLDERS

The State Medical Board will be transitioning to a new online licensing and renewal platform beginning August 2015.

The new system is scheduled to go-live August 3rd. The system will operate in a secure web-based environment and is geared toward enhancing the licensure and renewal processes for all users. The system will provide confirmation of online fee and application submissions and will improve the ability of the Board to communicate with and guide you through the licensure and renewal process. Below is a quick reference guide to the registration and profile creation portions of the new system.

Registration Process: When accessing this site for the first time, current license holders should click the **Existing Licensee** button. Current license holders were mailed letters earlier this month with the information required to register and verify your existing licensure information. If you did not receive this letter, please contact the Medical Board at (614) 466-3934. As part of the system Registration you will be required to use an email and 10-character password.

To create an account for eLicense Ohio, please provide the following information:

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
SSN (last 4 digits)	<input type="text" value="SSN (last 4 digits)"/>
Security Code 	<input type="text" value="Security Code"/>
Email	<input type="text" value="Email"/>
Password	<input type="text" value="Password"/>
Verify Password	<input type="text" value="Verify Password"/>

Profile Creation: Once logged in applicants will be required to complete a User Profile which includes: Contact, Address, and Military background information.

The screenshot shows a 'My Profile' page with three sections, each marked with a green checkmark to indicate completion: 'Contact Information', 'Addresses', and 'Military Information'. Below these sections is a green button labeled 'Proceed to Dashboard'.

Dashboard (specific to each user): After completing the User Profile you can proceed to your unique Dashboard which allows users to: apply for licenses, renew licenses, and submit service requests such as address changes and license verifications.

The screenshot shows a 'Dashboard' page. On the left, there are two summary boxes: 'Notifications' with '0 Unread' and a 'View All' button, and 'Appointments' with '0 Upcoming'. On the right, there are four main action buttons: 'Licenses' (yellow), 'Renewals' (green), 'Service Requests' (blue), and 'Payments' (black), each with a red downward arrow icon.

The Board will make every effort to make this transition as smooth as possible. Additional updates will be available on the Board’s website at www.med.ohio.gov. If you have questions please email med.ct.mt@med.ohio.gov.