

MVR eLicense Easy Steps

Create a Profile – EVERYONE must do this one time, the first time they enter the portal.

1. Go to the eLicense Ohio system at <https://elicense.ohio.gov/>. Or you can get there from our website by clicking the “Registration” link.
2. Select *Login / Create Your Account*.
3. Under **New Users**, choose **Don't Have a License**. EVERYONE must make those selections the first time they enter the portal.
4. You will be asked to enter your personal information including your date of birth and social security number. This is required information.

You will be asked to enter an e-mail and password. Your e-mail address will be your login name in eLicense Ohio.

So now go out of the system and log in with your email and password!

Connect Your Profile to an Existing Business

1. Login as the individual managing the business’s account through the eLicense Ohio system at <https://elicense.ohio.gov/>. Or from the link on our website.
2. Use the pull-down menu under the individual’s name in the upper right-hand corner of the dashboard and choose *Manage Business*.
3. Choose *Add Existing Business*, and enter the security code. This was mailed to you from our office. If you do not have your security code, then click *Obtain Security Code*, or email obmvr@crb.state.oh.us
4. Click *Submit* and wait for processing.
5. 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.