

How to Renew or Apply for a Firm Certificate of Authorization

Please read these instructions carefully!

All applications are completed through the eLicense online portal at <https://elicense.ohio.gov/>. Paper applications are no longer available.

Before renewing a firm license or applying for a new firm license, it is necessary to set up an account for the architect or landscape architect in responsible control.

Note: If an account has already exists for the individual in responsible control, it is not necessary to complete steps 1 & 2. Use the login in the upper right hand corner of the eLicense home page.

How to Create a New Individual Account

- 1) After opening the portal at <https://elicense.ohio.gov/>, select *Login/Create Your Account*, then *Create a New Account*. Choose *I Have a License*. Do not choose *Verify License*.
- 2) You will be asked to enter your date of birth, social security number and security code. This required information is already in the eLicense system, and also serves to distinguish you from others with the same name, as nearly one million licensees will soon be in the portal.

How to Complete a Firm Application

Before you start the application, obtain these two documents, as you will be required to upload them:

- Verification of the Ohio Secretary of State registration
- Firm Ownership Spreadsheet

Obtain the Secretary of State verification at <https://www.sos.state.oh.us/SOS/Businesses.aspx> . Choose Business Search, then search by the business name. Click on the entity number. Print the results, and save as a PDF.

Download the Firm Ownership Spreadsheet at <http://www.arc.ohio.gov/FormsandApplications.aspx>
Complete all required information. Save for uploading to eLicense as an Excel spreadsheet or PDF.

- 3) Login to the individual's account.

4) For existing firms:

There will be two license cards on the dashboard. One is the personal license, and one is for the firm.

Click on *Options* on the Firm license card, then *Renew*.

If it says the license can't be renewed (because it is Expired), choose *Apply for a New License*. Follow the instructions.

To create a new firm:

There will be one license card on the dashboard, the personal license for the individual in responsible control.

Using the pull down menu under the individual's name in the upper right hand corner of the dashboard, choose *Manage Business*. Enter the required information to create an account for the Firm.

Choose *Apply for a New License*. Follow the instructions. You will be asked to upload the Secretary of State verification and List of Firm Owners during the process.

- 5) Payment is made via electronic check (ACH) or credit card. Mailed-in paper checks cannot be accepted.

If you are unable to login, create an account, complete the application process, or otherwise need assistance, please contact the Board Office for assistance at 614-466-2316 between 7:30 am and 4:30 pm.