

eLicense Center Course/Class Entry System Tutorial

Go to <https://elicense3-secure.com.ohio.gov/>, and click login.

License CENTER

[Login](#)

ONLINE SERVICES

Continuing Education
Class Search

License Lookup & Download
Lookup a License
Generate Roster(s)
Download Roster(s)

Welcome to the Ohio Department of Commerce Online Licensing web site.

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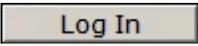
This secure server encrypts all information that you transmit to us while using our site using Secure Sockets Layer - SSL.

This includes your user name, password, billing information, credit card number, expiration date and all renewal information.

This site requires the use of **COOKIES** and **JAVASCRIPT** enabled.

digicert
Secure Trusted
Click to Verify
SSL Certificate

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Enter User ID and Password into appropriate fields and click .

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→ User ID

→ Password

[Log In](#)

[Forgot Password](#) [Forgot User ID](#)

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After you log in you need to click on the link on the left hand side of your screen under Continuing Education that says Course/Class Entry.



Test Education
[My Account](#)
[LogOut](#)

Invoice Summary
 0 item:
 \$0.00

ONLINE SERVICES

Activities

Continuing Education
[Course/Class Entry](#) ←

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[Lookup a License](#)
[Generate Roster\(s\)](#)
[Download Roster\(s\)](#)

Account
[Change Address](#)

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The page will refresh and you will see your Course List.

REPL
TEST

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 0 item:
 \$0.00

ONLINE SERVICES

Activities

Continuing Education
[Course/Class Entry](#)

License Lookup & Download
[Lookup a License](#)
[Generate Roster\(s\)](#)
[Download Roster\(s\)](#)

Account
[Change Address](#)

Continuing Education Provider Entry

Course List

	Number	Name	Hours	Board
	Z99200106E 12	How to Enter a Roster Into the eLicense Center	3.00	REPL

Click on the magnifying glass  of the course that you wish to upload entries.

REPL
TEST

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ONLINE SERVICES

Activities

Continuing Education

[Course/Class Entry](#)

[Class Search](#)

License Lookup & Download

[Lookup a License](#)

[Generate Roster\(s\)](#)

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Account

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	Number	Name	Hours	Board
	Z99200106E 12	How to Enter a Roster Into the eLicense Center	3.00	REPL

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The Course Information will appear.

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Test Education
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\$0.00

ONLINE SERVICES

Activities

Continuing Education

[Course/Class Entry](#)

[Class Search](#)

License Lookup & Download

[Lookup a License](#)

[Generate Roster\(s\)](#)

[Download Roster\(s\)](#)

Account

[Change Address](#)

Continuing Education Provider Entry

Course List

	Number	Name	Hours	Board
	Z99200106E 12	How to Enter a Roster Into the eLicense Center	3.00	REPL

Course Information

	Date	Time	Instructor	Location	Attendees
	06/20/2012	09:00	Thomas Moore	77 S High St. Columbus, OH 43215	2

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Next, click on the  icon to the left of the date that the course was held.

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[Class Search](#)

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[Generate Roster\(s\)](#)
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Account

[Change Address](#)

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	06/20/2012	09:00	Thomas Moore	77 S High St. Columbus, OH 43215	<u>2</u>



A new screen will pop up that will have in the middle “* Enter number of students you wish to add that attended the course:”

Students ✕

Current Attendees

	Formatted Credential	Name	Hours	CE Course	Course Date	
	SAL.0000308482	Kevin R Lynch	3.00	How to Enter a Roster Into the	06/20/2012	▲ ▼

➔ * Enter number of students you wish to add that attended the course:

Enter the number of attendee that you wish to enter (maximum 20) and click

Continue

Students ✖

Current Attendees

	Formatted Credential	Name	Hours	CE Course	Course Date	
	SAL.0000308482	Kevin R Lynch	3.00	How to Enter a Roster Into the	06/20/2012	▲ ▼

* Enter number of students you wish to add that attended the course:

You will then see a series of text boxes that you can enter in the correctly formatted license number into.

Students ✕

Current Attendees

	Formatted Credential	Name	Hours	CE Course	Course Date	
	SAL.0000308482	Kevin R Lynch	3.00	How to Enter a Roster Into the	06/20/2012	▲ ▼

Enter the required information and click Validate Entries.

valid	Formatted Credential	Name
	<input style="width: 90%;" type="text"/>	

Note that a correctly formatted license number will look like this:

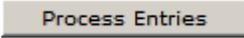
For a salesperson: SAL.XXXXXXXXXX or SAL.0000XXXXXX
 For a broker: BRK.XXXXXXXXXX or BRK.0000XXXXXX
 Where the 'X' represents their license number

valid	Formatted Credential	Name
	<input style="width: 90%;" type="text" value="SAL.2012001465"/>	

Once you have completed that click .

If your entries are good they will display the individuals name and have a green check mark next to them. If not, then you will have to correct the license number and Re-Validate Entries.

valid	Formatted Credential	Name
 remove	SAL.2012001465	John Q Public

Once you see that all the entries have a green check mark click  and it will load them into our system.