



SMBO Licensee Address Change Instructions

Please note: The Academy has heard from several licensees who do not have a business address. We are able to offer a mail forwarding service for Academy Members in these circumstances. Please contact us if you would like to set up this service.

The below instructions for updating licensee addresses have been provided by the State Medical Board of Ohio.

Change Address (NOTE: You cannot delete any addresses on file)

Portal User:

In order to submit an address change, please do the following:

1. Using a **GOOGLE CHROME browser**, visit our eLicense website at:
<https://eLicense.ohio.gov>
2. Click **“Log In/ Create Your Account”**
3. Under **“Existing Users”**, enter your email and password, then click **“Login”**
 - a. You may need to request a password reset to get started.
 - b. This link will be emailed from a No Reply account and may reach your Junk or Spam Folder.
 - c. If you do not recall/need to change your email address on file, please contact us at license@med.ohio.gov for assistance.
4. Under **“Your Licenses”**, click **“Options”** on your license(s)
5. Within the drop-down menu, click **“Change Address”**
 - a. Click the **“+Add Address”** button
 - b. Enter the new complete address
 - i. **Privacy option:** If you wish to keep your public address private, enter **“Private”** within the address box for your public address only.
 - ii. You must provide a full address for **Mailing Address**.
 - c. Click **Save**
 - d. A Geo Validated Address option window will provide the official USPS address.
 - i. Move mouse over street address option until hyperlink appears
 - ii. Once hyperlink appears select the address by clicking on it.
 - e. Click **Done**.
 - f. If you want to add another address, click the **“+Add Address”** button and repeat.
 - g. Under **Mailing Address** option, click the down arrow and select the address on file you want for the mailing address.
 - h. Under **Public Address** option, click the down arrow and select the address on file you want for the public address.
 - i. Click **Submit** to update addresses on file.

