



QUICK REFERENCE GUIDE: UPDATING PRIMARY CONTACT & DISPENSARY EMAIL


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To update your e-mail address, you must access the portal using the eLicense system at <https://elicense.ohio.gov/>

After logging in, you will be directed to your eLicense Dashboard.

Select the caret beside your name, then **'MANAGE BUSINESS'**



Select the pencil  icon beside the business in which you wish to update.

Update all applicable information and select **'SAVE'**

Once you select **'SAVE'** your e-mail address has been updated.