

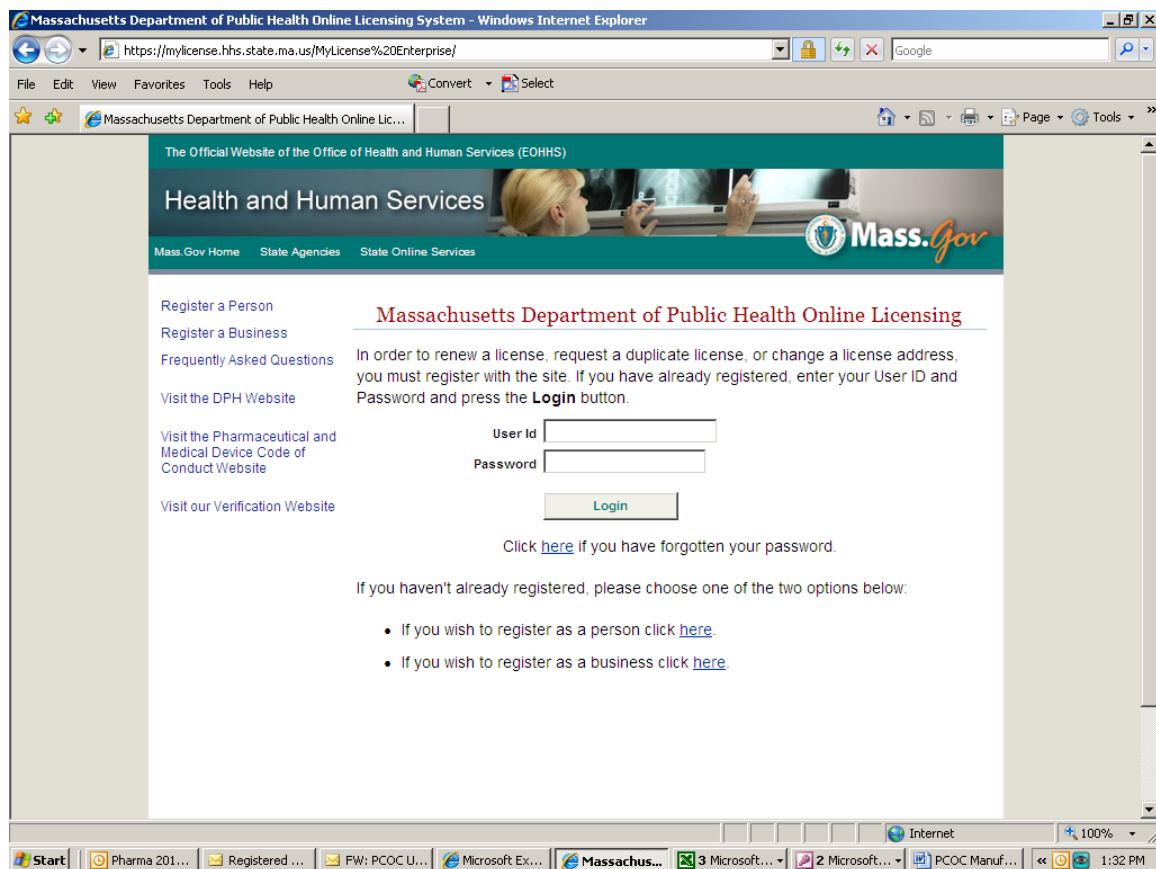
Online Licensing System Account Creation

User Manual for Licensees

This document displays screen shots and describes what a licensee should do to create an account and login using the Massachusetts Department of Public Health Online Licensing site. Please note: license and registration and licensee / registrant are used interchangeably on the site for those creating Pharmaceutical and Medical Device Code of Conduct registrations.

Here is the URL for the Massachusetts Online Licensing website:

<https://onlineservices.hhs.state.ma.us/MyLicense%20Enterprise/>



Registration and Login Pages

This is the first screen a licensee sees. If you already have a User ID and Password, enter them here to login. Otherwise, you may create a User ID and Password by selecting the Register a Business link in the upper left corner of the screen. There is also a link for Frequently Asked Questions and a link to the Code of Conduct main page on the DPH website.

If you have forgotten your User ID or Password, there is a link beneath the Login button to retrieve them by entering the correct answer to the secret question that was established during registration.

Massachusetts Department of Public Health Online Licensing System - Microsoft Internet Explorer

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Address <https://elic-web-test-1.hhs.state.ma.us/MyLicense%20Enterprise/PersonSearchResults.aspx?Facility=Y> Go Links

Google Search Bookmarks Check AutoFill Sign In

The Official Website of the Office of Health and Human Services (EOHHS)

Health and Human Services

Mass.Gov Home State Agencies State Online Services

Mass.gov

[Login Page](#)


Search for Existing Business/Facility Records

In order to renew a license, request a duplicate license, or change a license address, you must create a username and password and associate them to your business records. This form allows you to search for your existing business/facility records.

- If you are an individual and wish to register to maintain your personal/professional license records, click [here](#) to continue.
- You must complete the search process, even if you currently hold no business/facility licenses with the Division.

1. Enter your License number and Renewal ID in the fields below.
2. Press the **Search** button to search for your records.

NOTE: Your Renewal ID is printed on your Renewal Notice. If you do not have a Renewal ID, click [here](#) for a list of Board email addresses.

License Number 
e.g. WD0001

Renewal ID
e.g. 3401

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This is the first screen you see after selecting Register a Business. You should enter the unique License Number of the business (The “CC#####” number for pharmaceutical and medical device manufacturers) and the Renewal ID that was sent to your company’s registered contact, and then click the Search button.

If you do not know your Renewal ID, please send an email to pharmameddata@massmail.state.ma.us

Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://elic-web-test-1.hhs.state.ma.us/MyLicense%20Enterprise/Registration.aspx>

Google Search

The Official Website of the Office of Health and Human Services (EOHHS)

Health and Human Services

Mass.gov Home State Agencies State Online Services

Mass.gov

[Login Page](#)

Registration

We were able to find your record. Please review the information below and double check that the search returned *your* record.

- If the record below is yours, enter a username and password in the form below and press the **Register** button to create your record. Once logged into the e-Government application you will be able to maintain your records, request a duplicate license, and renew a license.
- If the information below is not yours, click [here](#) to search again. If your record can not be found, contact your licensing board.

NOTE: Required fields are marked with an asterisk (*).

Name

Name Prefix	<input type="text"/>	Birth Date	<input type="text" value="9/21/1945"/>
First Name	<input type="text" value="Chris"/>	Gender	<input type="text" value="Please select a Gender"/>
Middle Name	<input type="text" value="H"/>	Ethnicity	<input type="text" value="Select"/>
Last Name	<input type="text" value="Smith"/>	Citizenship	<input type="text" value="Select"/>

Done

Start

Inbox - Microsoft ...

Registration - ...

MyLicense Office ...

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Internet

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This is the first half of the screen that displays once a licensee has selected the Search button. If your record was found, this page displays the demographic information already in the database.

Registration - Microsoft Internet Explorer

Address: <https://ellic-web-test-1.hhs.state.ma.us/MyLicense%20Enterprise/Registration.aspx>

Personal Information:

Middle Name: Ethnicity:
 Last Name: Citizenship Status:
 Name Suffix:

Address:

Country: Phone:
 Line 1: Fax:
 Line 2: Email:
 City:
 State:
 Zip Code:

User ID:

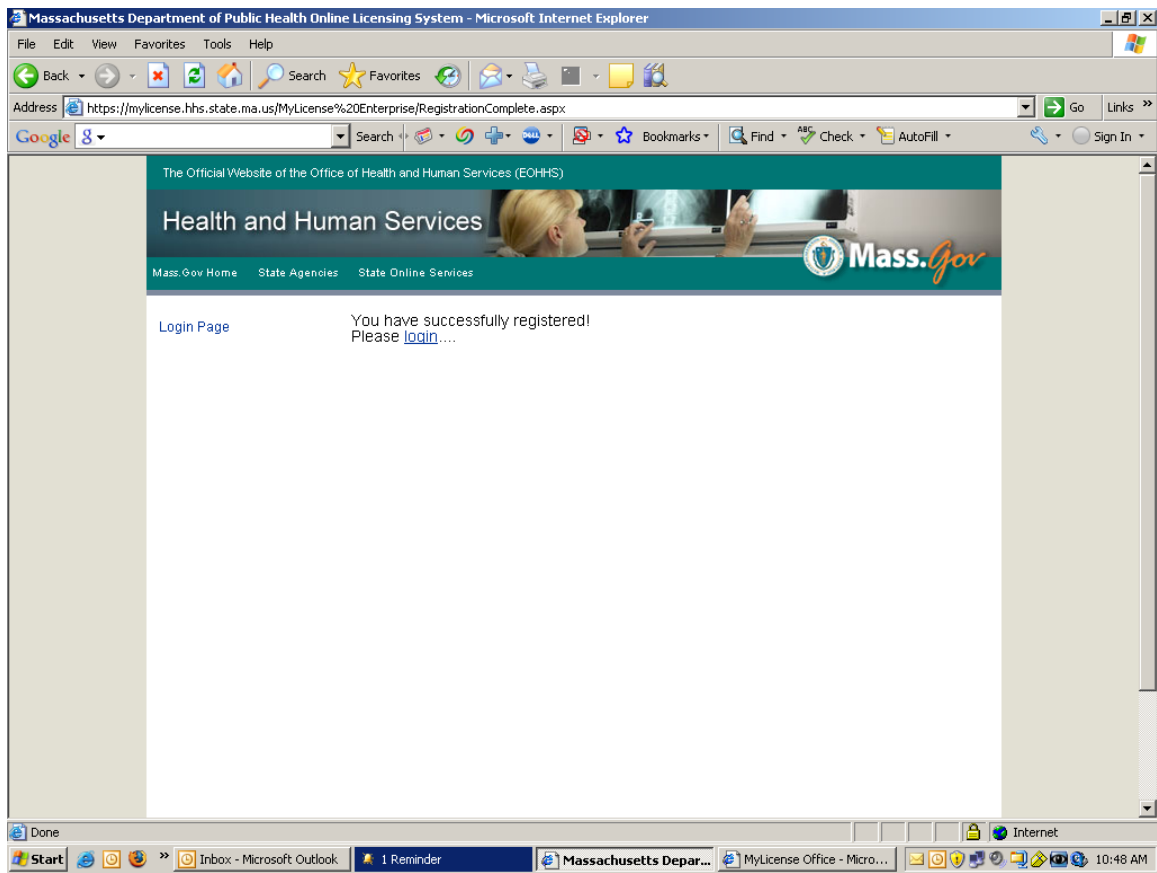
User ID*:
 Password*:
 Password Question*:
 Confirm Password*:
 Password Answer*:
 Register

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This is the second half of the previous screen.

You must enter a User ID, a Password (twice), and a Password question and answer. The question and answer are used on the main login screen to retrieve a forgotten password.



This screen appears upon successful registration of a new user. The licensee should select the Login Page link to begin using the application.



This is the first page a licensee sees after successfully logging in. The licensee may select from the five choices in the upper left corner of the screen.

All licenses, permits, and authorizations held by the licensee will display at the bottom of this page.