

RENEWING TWO LICENSES?

PLEASE FOLLOW THIS PROCEDURE.

1. After you log in (see general instructions in letter and online), you will see a screen listing both licenses. Example:

Action	License #	Description	Supervisor
<input type="button" value="Renew"/>	LO. 123	Licensed Orthotist	
<input type="button" value="Renew"/>	LPED. 321	Licensed Pedorthist	

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2. Click "renew" for the first license listed, follow the full Q&A until you get to the last question under "Oaths," which reads: "5. Thank you for your information. Do you want to renew your license at this time?"
3. Choose "YES," click "next", go through the REVIEW protocol, if all information good click "I agree," but then close your browser window before entering credit card information, log-in again, and complete the full Q&A for license #2. When you get to the "Do you want to renew" question this time, choose "Yes," and proceed to the payment screen.
4. Send an email to bopp@opp.ohio.gov, subject "2 to Renew", make sure your name and license numbers are in the body of the message (no other text necessary), and we will make sure both licenses are updated.
5. Contact the office if you experience any problems or have any questions. Thank you for your cooperation and assistance.