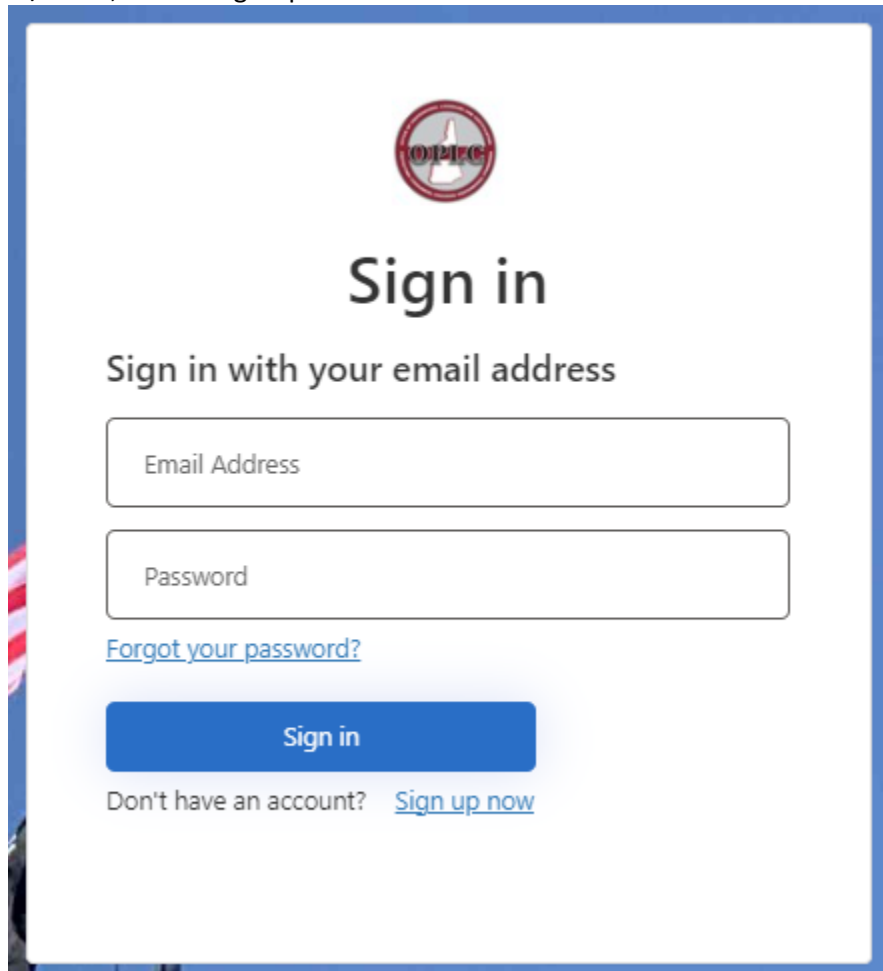


Customer Portal Account Creation & Log-in

Upon arriving at the new Customer Portal, you will need to follow the instructions below to create a new user account and link your existing license record(s) to this account.

- Navigate to the portal (link is on the OPLC website)
- In the box/menu, select “Sign Up Now”

A screenshot of the OPLC Sign in page. At the top center is the OPLC logo, which is a red circle containing a white silhouette of a person. Below the logo, the text "Sign in" is displayed in a large, bold, black font. Underneath that, the instruction "Sign in with your email address" is shown in a smaller black font. There are two white input fields with rounded corners: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a blue hyperlink that says "Forgot your password?". A prominent blue button with the text "Sign in" in white is centered below the links. At the bottom of the form area, the text "Don't have an account?" is followed by a blue hyperlink that says "Sign up now".

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- [Sign Up Now](#)

- Follow the prompts on the new page
 - Enter an email address
 - Must be a valid address
 - This will be the address permanently associate with a licensee’s ML1 and license account
 - Click “Send verification code” button
 - Navigate to your email box to retrieve the code
 - Enter the code in the “Verification Code” box
 - Create & verify a password
 - Add First & Last Name

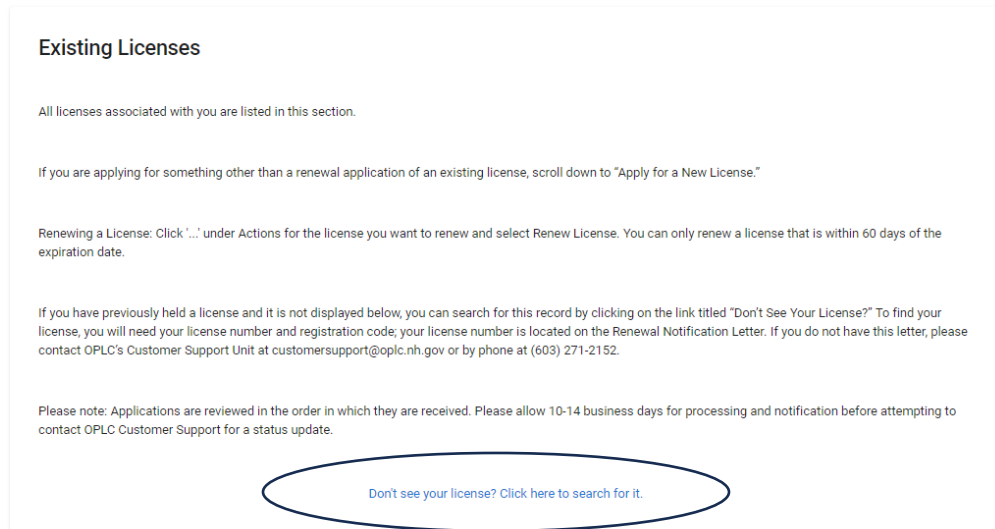
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Verification code has been sent to your inbox. Please copy it to the input box below.
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- Once logged in, a first-time user will need to click the link “Don’t see you license? Click here to search for it” to link their account to their license record.



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- Users will need their license number and registration code to continue and find their record
- **Important Item for Consideration:** Avoid using copy and paste in these fields; please type values directly into them. Spaces and other characters will prevent a record from linking correctly.

- This will pull over all license records associated with the person/entity

If you have previously held a license and it is not displayed below, you can search for this record by clicking on the link titled "Don't See Your License?" To find your license, you will need your license number and registration code; your license number is located on the Renewal Notification Letter. If you do not have this letter, please contact OPLC's Customer Support Unit at customersupport@oplc.nh.gov or by phone at (603) 271-2152.

Please note: Applications are reviewed in the order in which they are received. Please allow 10-14 business days for processing and notification before attempting to contact OPLC Customer Support for a status update.

Type	License Number	Status	Expiration	Actions
Approved Ed RN or LPN NA Educator	01291	Active		...
Licensed Practical Nurse	013132-22	Inactive	6/7/2008	...
Licensed Nursing Assistant	019903-24	Inactive	6/7/2005	...
Temporary RN	03184650	Expired	1/30/2004	...
Temporary LPN	04083151	Null and Void	7/28/2004	...
Registered Nurse	056557-21	Active	6/7/2024	...
Not Licensed - REGISTRY ONLY	11NAR27343	Withdrawn	1/12/2011	...

This is where a licensee will go to renew a license

- Ex:
- Note: any actions needed or available to a license record will be accessible by clicking on the ellipses in the "Actions" column.