

State of New Hampshire Office of Professional Licensure & Certification

> 7 Eagle Square, Concord NH 03301 Phone: 603-271-2152

HOW TO LOG INTO YOUR ACCOUNT

1. Go to Https://forms.nh.gov/license/Login.aspx

• Enter your User Id and Password

| 0 | New Hampshire Online Licensing | |
|-------------------|--|--|
| | New Hampshire Online Licensing | |
| Create an Account | | |
| Reset Password | If you have specific questions regarding the licensing process contact your licensing agency. If you have a problem using this web site send an email by clicking on the Contact Us link below. This mail is monitored during normal business hours. | |
| Retrieve User ID | | |
| BUSINESS ACCOUNT | User Id: | |
| Create an Account | | |
| | Password: | |
| Reset Password | Password: | |

2. If you do not know your User Id and Password:

- Go to the applicable section (PERSON or BUSINESS ACCOUNT) of the Menu (pictured above)
- Select "Retrieve User ID"
- Enter the requested information as indicated
- Select "Search" to retrieve your User Id and reset your password.
 - You should be brought to the page: "Step 2: Create your User ID and Password"
 - o If the User Id field is blank, then create one and complete the section as indicated.

| Menu Login Page | Search for your Record | |
|--------------------|---|--|
| | Read all instructions before beginning the registration process. You must complete this search process even if you do not have an existing license in New Hampshire. | If you do not know your |
| | Existing NH License : | registration code, contact |
| | Enter your last name, license number and registration code from your renewal notice in the fields below. Click the search button to retrieve your current person record. | Customer Support: |
| | Never Held a NH License: | |
| | Enter your last name. Enter a zero in the License number field and a zero in the registration code field. | customersupport@oplc.nh.gov Please include your name, |
| | Retrieve User ID:, | profession, and license number |
| | Enter your last name, license number and registration code in the fields below. This will display your current User ID and question information. You can also change your password here. | |
| | Last Name: | (603) 271-2152 |
| | License Number: | |
| | Registration Code: | |
| | Search | |

3. Log in with the newly created User Id and Password.