

How to Associate a License to Your Online Profile

To associate a License to your Online Profile you will need to have created an online profile. If you have not created an online profile, please see the “How to Create an Online Profile” document or video on the DOPL main page, <https://dopl.idaho.gov/onlineservices/>

1. Once you have logged into your online profile, select the “More” tab. From this tab, you will see the “Start Here” panel.

Click on the “Associate an Existing License or Registration”:

The screenshot shows the DOPL Online Services user interface. At the top, there is a dark blue header with the DOPL logo on the left, the text "Online Services" in the center, and a date "07-Feb-2025" on the right along with a help icon and a user profile icon. Below the header, the user is greeted with "Hello OGLB" and their email "testall@test.com" and phone number "+1 (111) 111-1111". On the right, it says "Welcome, Hello OGLB" and provides a "Manage My Profile" link with a red notification dot. A "More..." link is visible below the greeting. A search bar contains the text "What are you looking for?". The main content area is divided into several panels. The "Start Here" panel is highlighted with a red arrow and contains the text "Welcome to DOPL Online Services." and a link "Associate an Existing License, Registration, or Permit". Other panels include "License/Registration Actions" (with links for "Apply for a License/Registration/Certification" and "Upload a Document"), "Building/Trades Permit Actions" (with links for "Apply for a Building/Trade Permit/Plan Review" and "Upload a Document"), "Non-Licensing Registration" (with links for "Register as a Course Developer", "Register a CPA Candidate", "Register a MFT Candidate", and "Register an Accounting Firm"), "Submissions" (with links for "Search Submissions" and "Search Orders"), "Messages" (with links for "View Messages" and "Manage Email Subscriptions"), and "Letters" (with a link for "View Letters").

2. Verification Letters will be sent to all OLGB Licensees on November 4th. They may take up to 10 business days to arrive in the mail. If you have not received the letter yet, we recommend waiting until it arrives in the mail or calling 208-334-3233 so we can email you the letter before attempting to associate your license with your online account.

Enter your license number and the Letter ID found in your Verification Letter and click “Next” once complete;

< [Hello OGLB](#)

Account Verification

Hello OGLB

Account

Verification

How would you like to verify?

I want to provide verification information.

I have received a verification letter.

Provide permit number (unlicensed only).

License Number *

Letter ID *

Cancel < Previous **Next** >

3. Then click “Submit” to be taken to the confirmation page and click “OK” to go back to the main account page. You will see new tabs available at the top, click “Summary” and you will see the license you successfully associated.

Account **Confirm Submission**

Confirm Submission

By clicking submit I affirm that I am the legal owner of this license/registration.

Cancel **Submit**