Requesting User Access as an Applicant for Licensure

1. Visit the portal by either visiting this link (https://vita-vdh.my.site.com/olcportal/s/) or clicking on the portal button on the Office of Licensure and Certification’s website:

   ![Portal Login Button]

2. In the upper right hand corner, click on “Login”: 

   ![Login Button]
3. On the Login screen, click on “Request Access”:

![Login Screen]

4. Provide your email address on the next screen and then click “Next”:
5. Provide your name, title, and phone number and then click “Next”:

6. On the next screen, you need to identify your facility by completing every field mark with a red asterisk (*).
   - **DO NOT** pick any names that may appear in the dropdown list; these are existing licensed facilities/agencies.
   - The Fictitious Name field is what will be displayed on your license. If your facility/agency does not have a Fictitious Name (“doing business as” or “DBA”), re-enter your facility/agency’s legal name in that field. **DO NOT put “NA”, “N/A”, “None,” or other similar responses.**
7. You may also provide information about other persons who can request user access to make changes to your facility’s account and then click “Submit.” They will still have to request their own user access account, but this helps us process those requests when they come in.