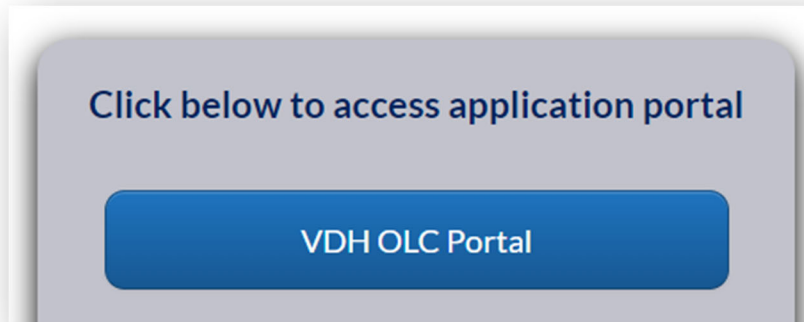


## Requesting User Access as an Applicant for Licensure

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:



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



3. On the Login screen, click on "Request Access":

**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH

Username

Password

**Log in**

[Forgot your password?](#) [Request Access](#)

4. Provide your email address on the next screen and then click "Next":

**VDH** VIRGINIA DEPARTMENT OF HEALTH Home Login

User Access Request

Email

**Next**

5. Provide your name, title, and phone number and then click “Next”:

VDH VIRGINIA DEPARTMENT OF HEALTH Home Login

User Information

\* First Name

\* Last Name

\* Title

\* Phone Number

Previous 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.**

VDH VIRGINIA DEPARTMENT OF HEALTH Home Login

Facility/Agency Information

\* Legal Name of Facility/Agency

\* Type of Facility

\* Facility/Agency Physical Address

\* City/Town

\* Zip Code

\* County/Independent City

\* Fictitious Name ("doing business as" or "DBA") of Facility/Agency

State

\* Telephone Number

\* Fax Number

Additional Comments

Previous Submit

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.

State/DC	Zip Code
Telephone Number	Fax Number
(540) 658-9266	(540) 658-9133
Additional Authorized Users	
<input type="text"/>	
<input type="button" value="Previous"/>	<input type="button" value="Submit"/>