Effective February 1, 2017, you will be able to renew your license online. This service is only applicable to those facilities renewing a license. If you need to purchase a new license, or are a new owner, please contact your designated inspector or call our office at 614-525-3160.

Please use the following steps to submit your payment for your renewal license:

1. Go to www.myfcph.org/epay to find directions and additional information
2. Select the following link that will direct you to the Ohio Department of Health’s payment portal: https://healthspace.com/Clients/Ohio/Online_Applications_OH_State.Live.nsf/Search.xsp (Payment Portal)
   
   The website page should directly open to the Payment Portion of the Portal. However, if it does not, please select “Payment”

3. On the payment page, you will need to enter your **Owner ID** into the designated box. Your ID can be found on your application directly below the total amount due (OwnerID). The owner ID will contain a mixture of numbers and letters. Example: GGUF-123ABC. Enter this ID and proceed to step 4.
4. In the “Fee Box”, please put the total amount that is due and then click on “Search”. The total amount due can be found on the cover letter or on your application. (Total Due: $<Amount>).

Example: Total Due $482.50
5. Once the fees are located, you will need to click on the box directly to the left of the word “Balance”. This will check all applicable fees, once the fees are checked, then click on the “Add” button. This will add all applicable fees to your cart.

You must pay both the state and local fees at the same time. Partial payments will not be permitted by the system. In addition, all outstanding fees (if applicable), will be required to be paid in full.

6. Once the fees have been added to your cart, click on “Pay”.

Rev 12/2016
7. After you select “Pay”, you will be directed to a payment screen where your credit card information and billing information can be entered. All fields labeled with an * are required. If you would like a receipt, please check the box next to “Email Receipt”.

8. After all information is entered, click on “Continue”. You will be able to verify your information prior to the final submission.