

# Annual OPR Profile Update

This 4 step process will ensure the data in your Ohio Professional Registry (OPR) profile is secure and accurate. This mandatory update will only be required **once a year**. It is important to keep your information updated at all times, and you can do so throughout the year in the Account tab of your profile.



Start by signing in to your Ohio Professional Registry (OPR) profile with your Ohio Professional Identification Number (OPIN) or email address and your current password. **You can no longer use a username to sign-in to your profile.**

## 1

### Email Validation

Enter your preferred email address. This is your first opportunity to update the email address in your OPR profile. A code will be sent to this address to verify this email account belongs to you.

## 2

### Enter Validation Code

Retrieve the validation code that was sent to your email address. Enter this code to complete the validation process.

## 3

### Update Personal Information

Update your personal information including contact information and demographics.

## 4

### Create Secure Password

Create a new secure password to sign-in to your OPR profile in the future. The new secure password must meet the minimum requirements. The new secure password requirements include: at least 8 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 symbol, and at least 1 number.



### Annual OPR Profile Update Complete

This annual update process is completed. You can update your information at any time by navigating to the Account tab in your OPR profile.