

In-Home Care (IHC) Online Licensure Portal – Claiming a license

Health Care Regulation & Quality Improvement
Section

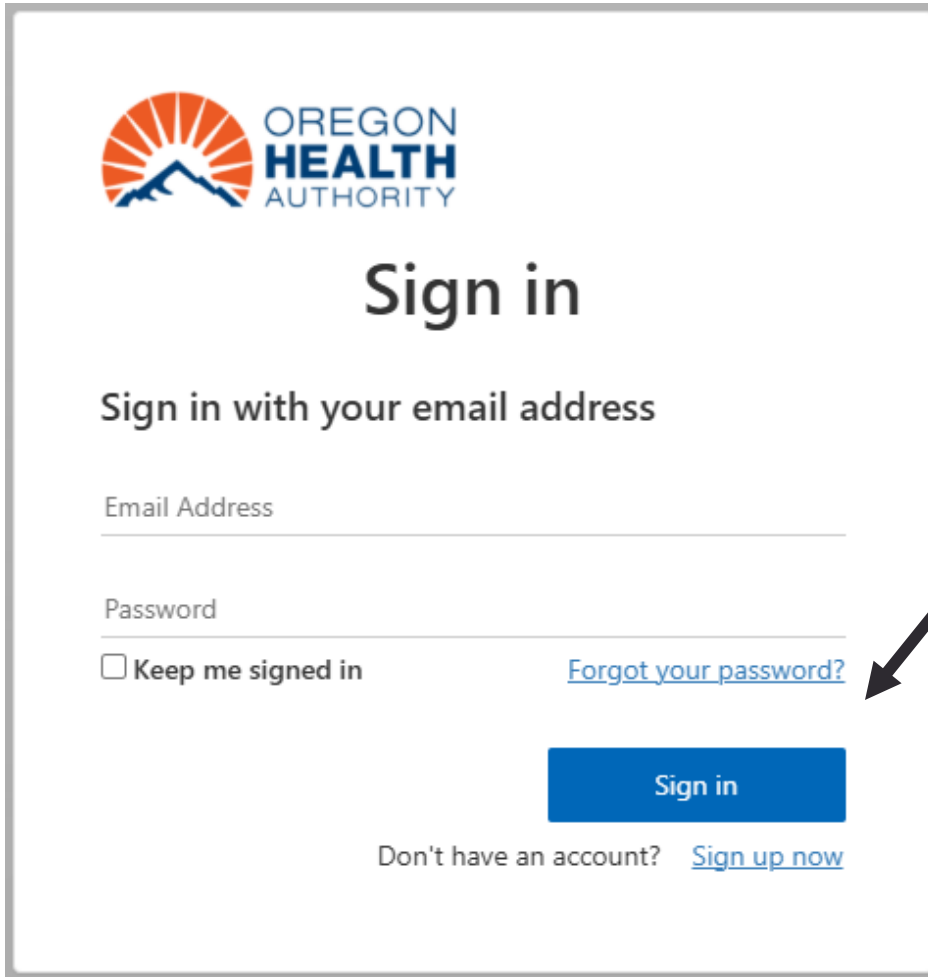
In-Home Care Program



IHC Online Licensure Portal Website

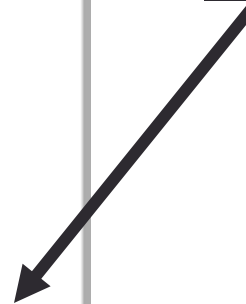
www.hflclicensing.oregon.gov

Claiming a license: Step 1

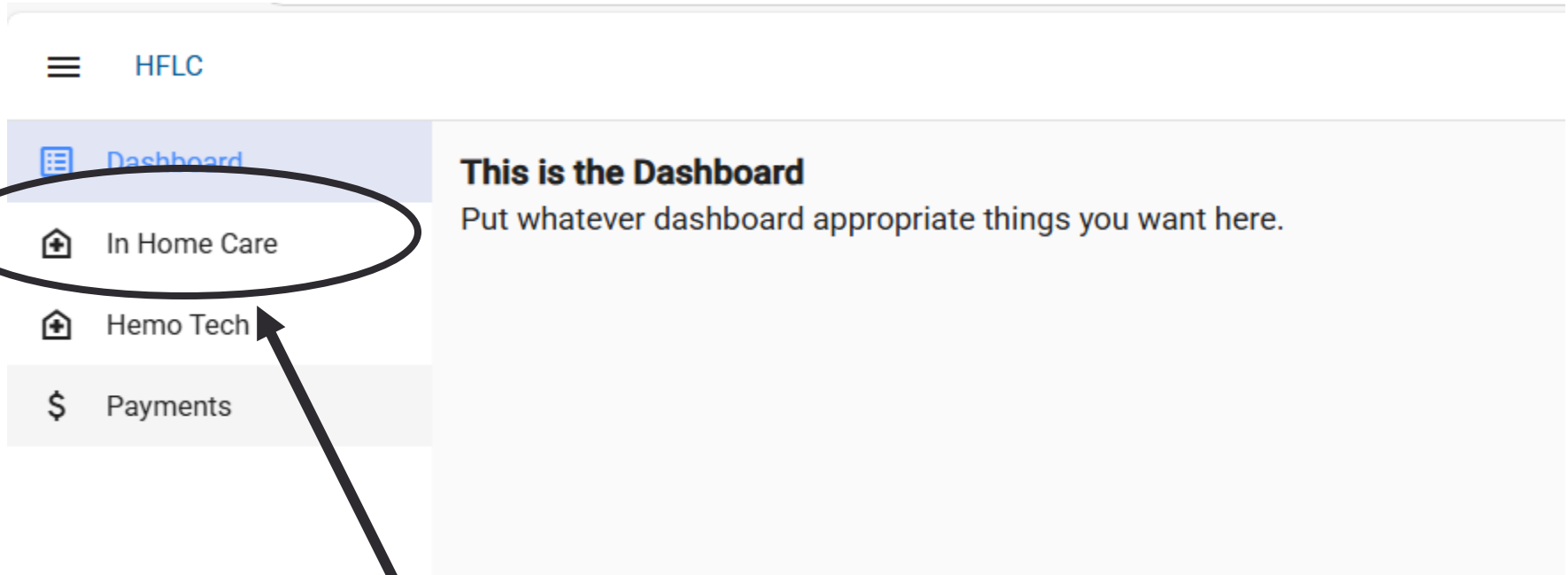


The screenshot shows the Oregon Health Authority sign-in page. At the top left is the logo, which consists of a stylized sun rising over mountains, with the text "OREGON HEALTH AUTHORITY" to its right. Below the logo, the text "Sign in" is centered in a large, bold font. Underneath, it says "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field, there is a checkbox labeled "Keep me signed in" and a blue link "Forgot your password?". A blue "Sign in" button is positioned below these elements. At the bottom, it says "Don't have an account? [Sign up now](#)".

Sign in to your agency's online license account

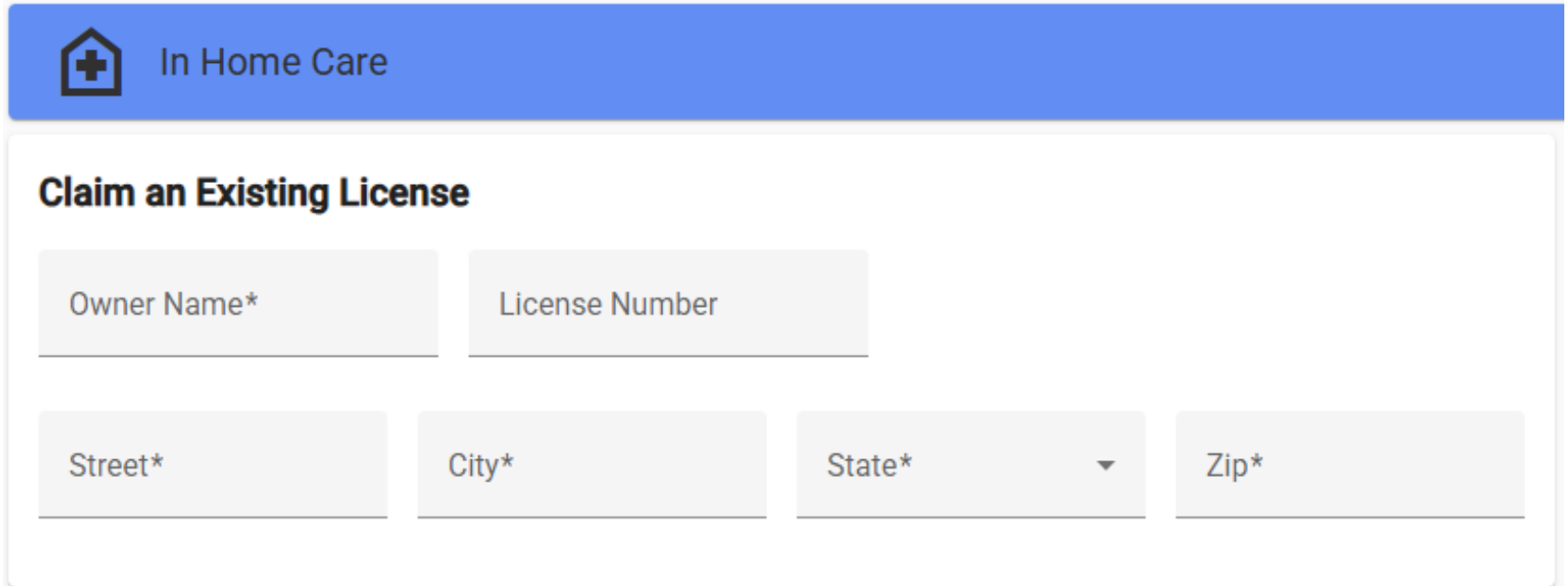


Claiming a license: Step 2



Choose “In Home Care” from the dashboard options.


Claiming a license: Step 3



The screenshot shows a web interface for 'In Home Care'. At the top is a blue header with a house icon containing a plus sign and the text 'In Home Care'. Below the header is a white box titled 'Claim an Existing License'. Inside this box are six input fields arranged in two rows. The first row contains 'Owner Name*' and 'License Number'. The second row contains 'Street*', 'City*', 'State*' (with a dropdown arrow), and 'Zip*'. A large black arrow on the left side of the slide points from the text box below to the 'Owner Name*' field.

Enter the Owner Name, the License number (ex. 15-1000), physical address, city, state and zip

Claiming a license: Final Step



A screenshot of a web form for claiming a license. The form contains four input fields: 'Street*' with the value '1121 street', 'City*' with the value 'Port Orford', 'State*' with a dropdown menu showing 'OR', and 'Zip*' with the value '97225'. In the bottom right corner of the form, there is a blue link labeled 'Claim'. This link is circled with a black oval, and a black arrow points from a text box below to the 'Claim' link.

Once the information has been entered, a link titled “Claim” will appear in the bottom right-hand corner. Press the link.

What happens after you claim a license?

- An IHC staff member will be notified and will approve or deny the request to claim.
- Approval and denial of claims notifications are sent via email.
- Once approved, an agency can make any licensure changes and renew its license within 60 days of licensure expiration.
- Online payments are now accepted through the online licensing system.

Where to get help with the online licensing portal

Contact the team at:

- mailbox.inhomecare@odhsoha.oregon.gov; or
- 971-673-0540

Online memos:

- www.healthoregon.org/hflc

Live, Online Learning Sessions:

- Every Monday from 10:00 am to 11:00 am starting on 5/19/2025.
- See memo titled “IHC Online Licensure Portal” for link, meeting ID and passcode information.