

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

Health Care Regulation & Quality Improvement
Section

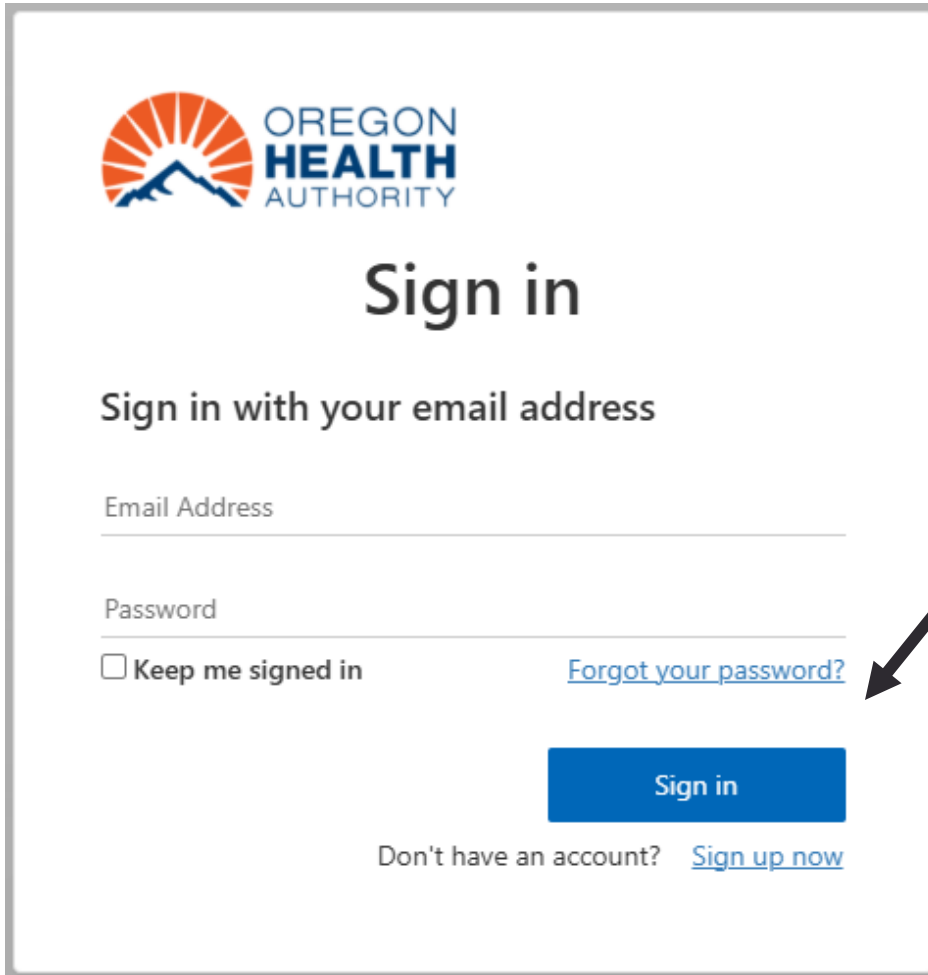
In-Home Care Program



IHC Online Licensure Portal Website

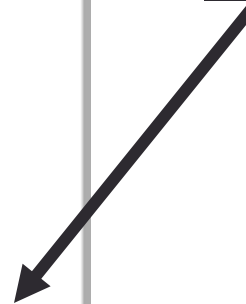
<https://hflclicensing.oregon.gov>

Claiming a license: Step 1

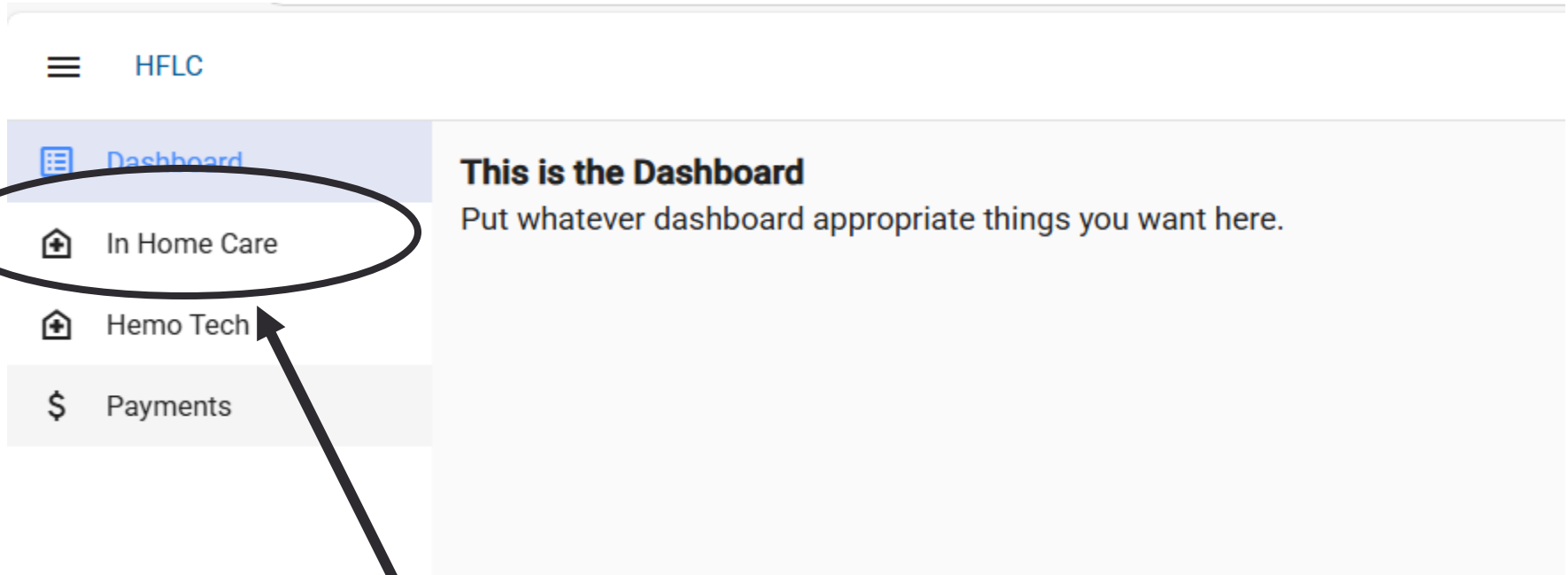


The screenshot shows the Oregon Health Authority sign-in page. At the top left is the logo, which consists of a stylized sun rising over mountains. To the right of the logo, the text reads "OREGON HEALTH AUTHORITY". Below the logo, the heading "Sign in" is centered. Underneath, it says "Sign in with 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

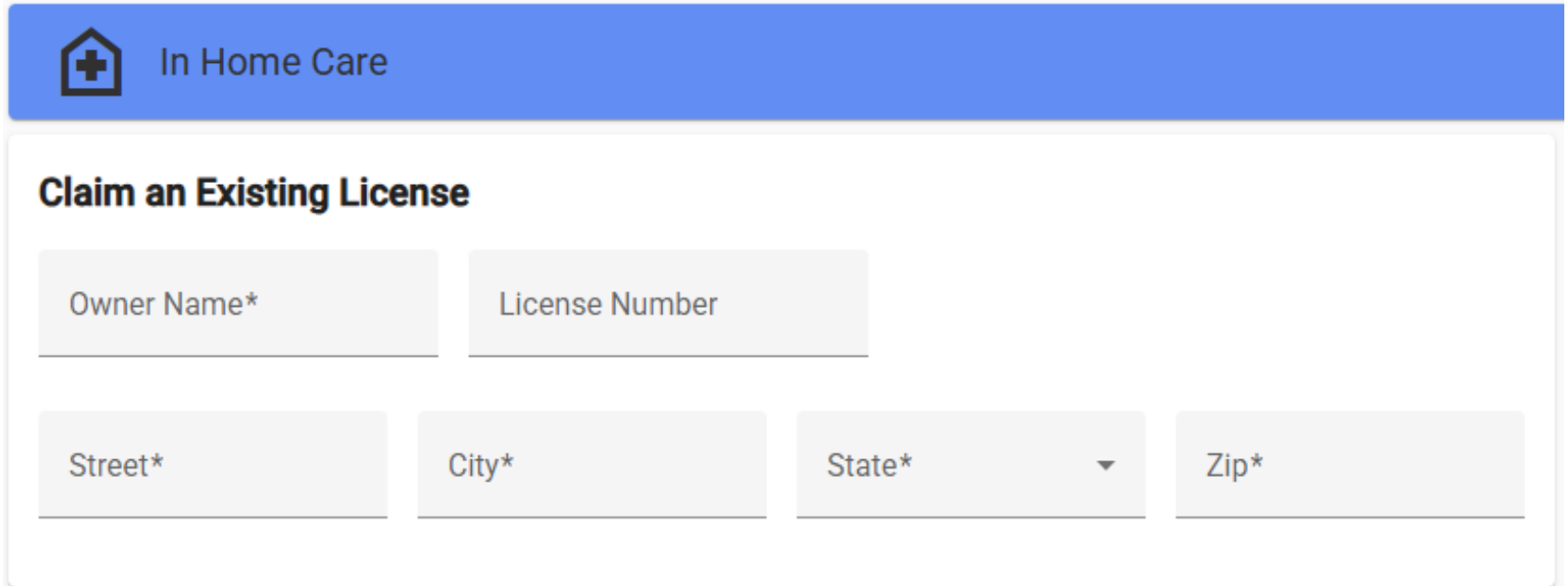


Claiming a license: Step 2



Choose “In Home Care” from the dashboard options.

Claiming a license: Step 3



In Home Care


Claim an Existing License

Owner Name* License Number

Street* City* State* Zip*

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 (option 3)

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.