Online Licensing Portal :

- **Hospital**
- **Special Inpatient Care Facility (SICF)**

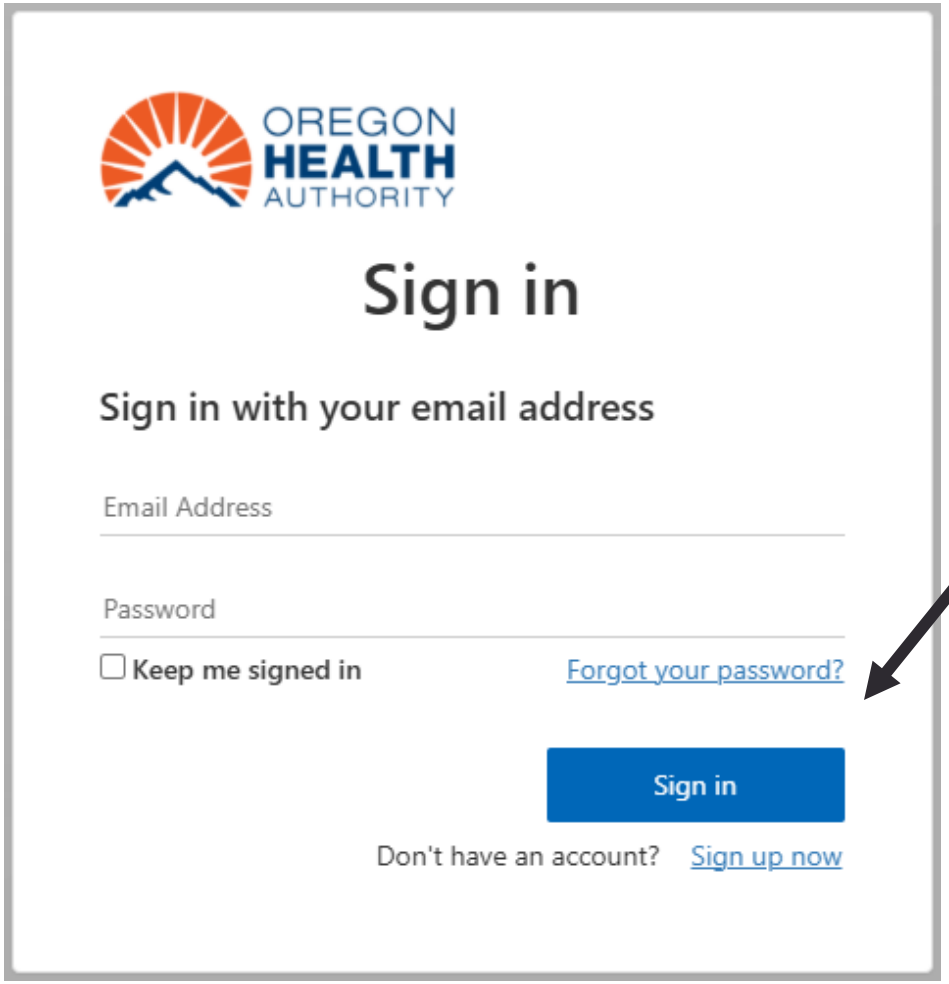
Claiming a license

Health Care Regulation & Quality Improvement Section

IHC Online Licensing Portal Website

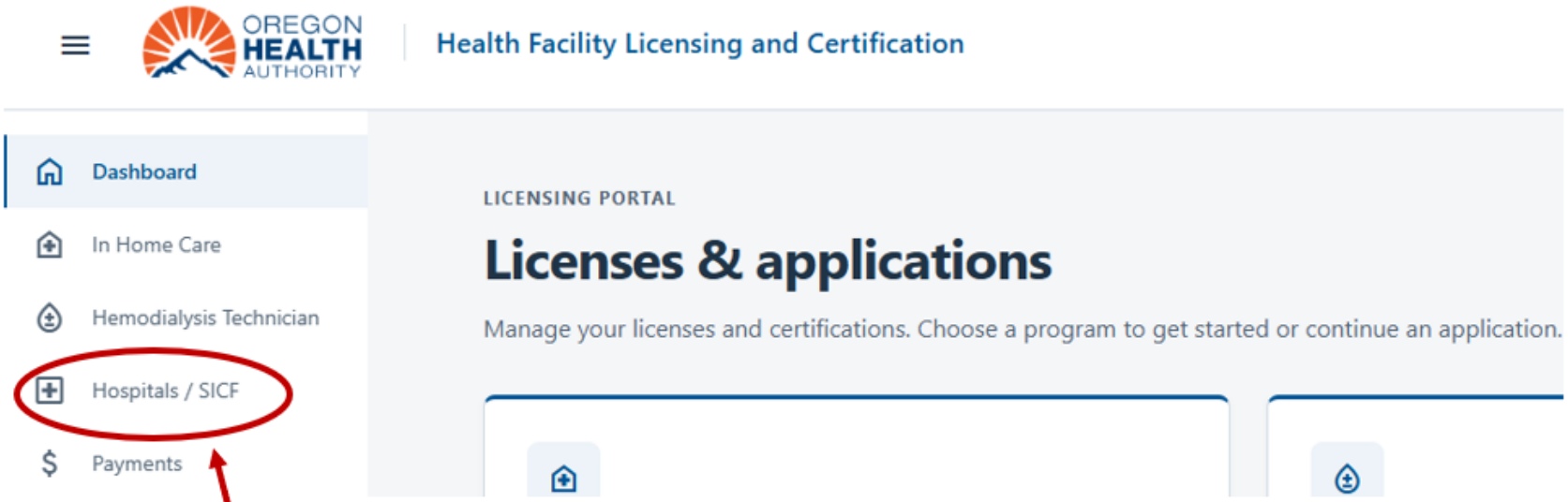
https://hflclicensing.oregon.gov

Claiming a license: Step 1



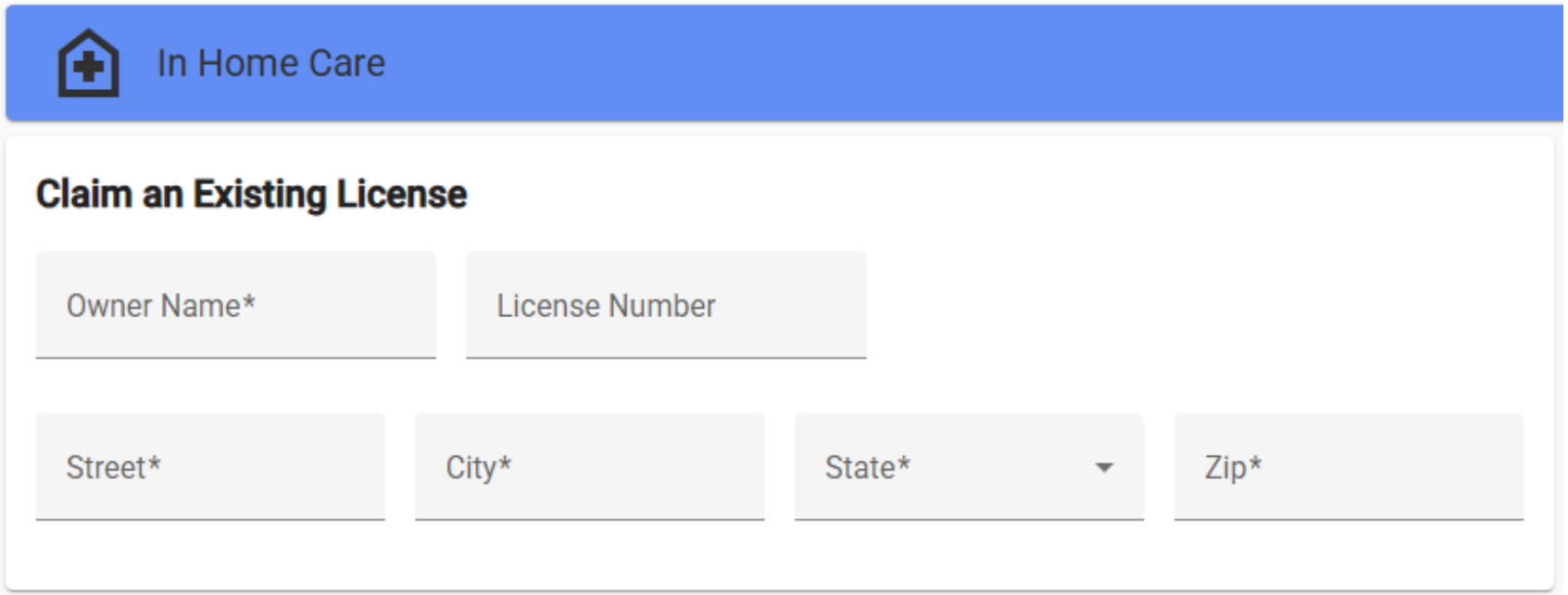
Sign in to your agency's online license account

Claiming a license: Step 2



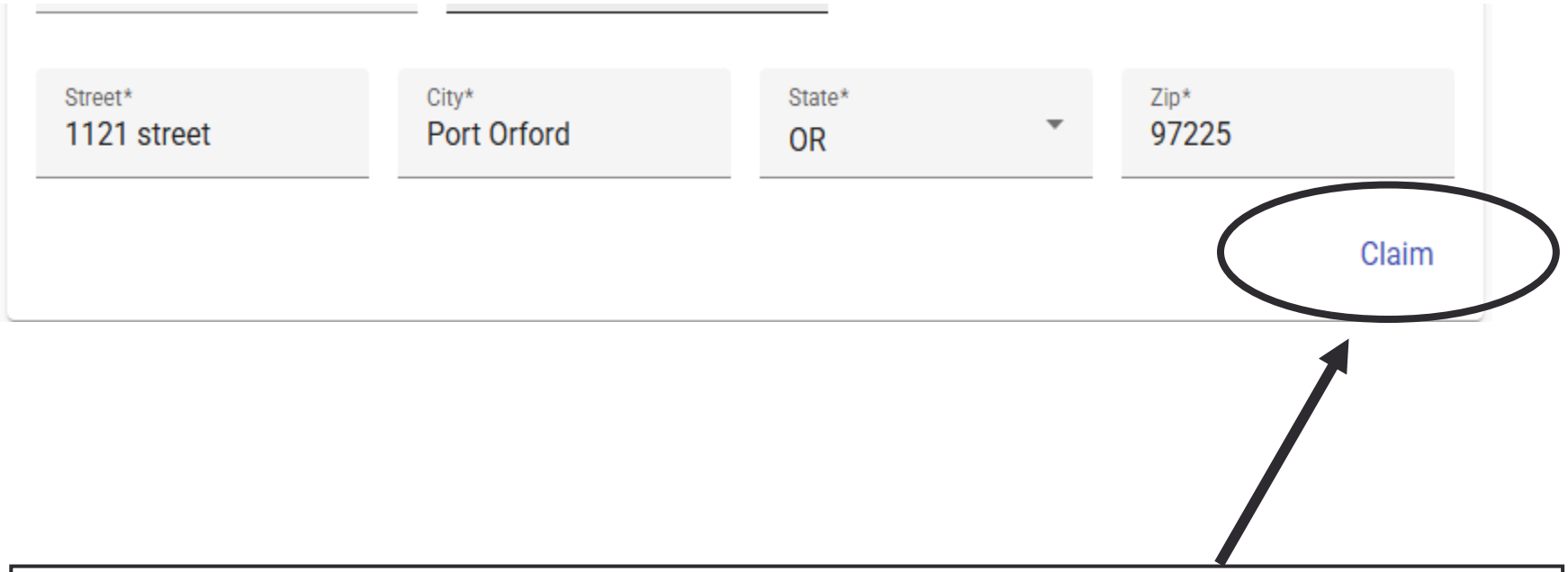
Choose "Hospital/SICF" from the dashboard options.

Claiming a license: Step 3



Enter the Owner Name, the License number (ex. 14-1000), physical address, city, state and zip

Claiming a license: Final Step



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?

- A HFLC 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 submit an online renewal application within 60 days of license expiration.

Where to get help with the online licensing portal

Contact the team at:

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

Online memos, quick guides, and informational videos:

- www.healthoregon.org/hflc