

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



Sign in

Sign in with your email address

Email Address

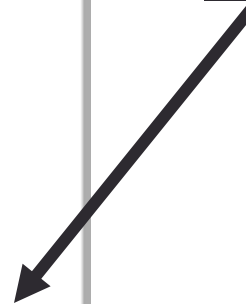
Password

☐ Keep me signed in [Forgot your password?](#)

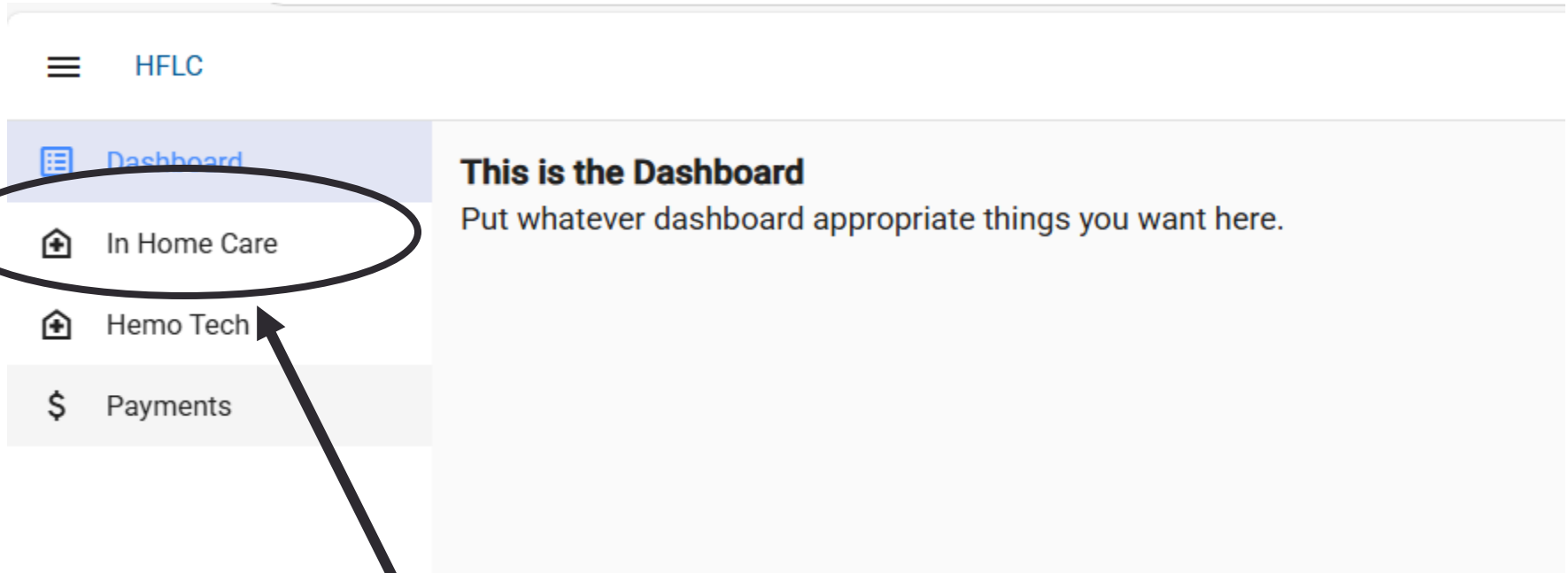
Sign in

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*

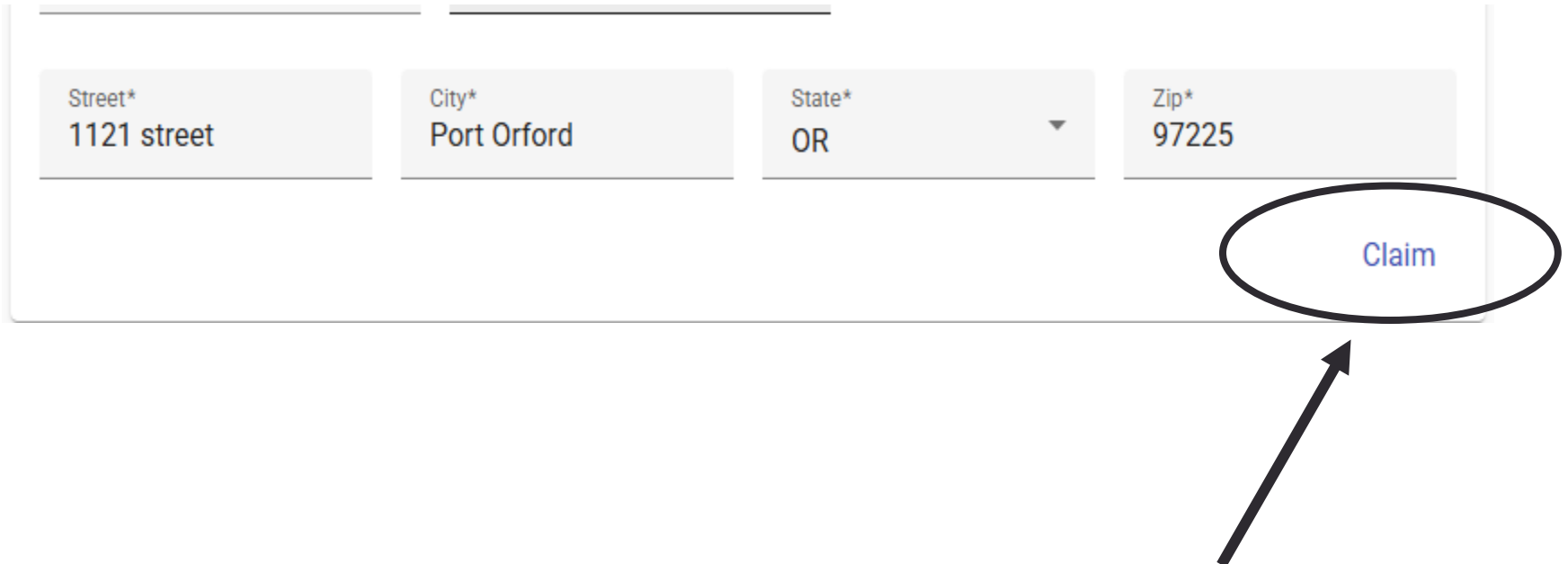
State*



Zip*

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

Claiming a license: Final Step



The screenshot shows a form with four input fields: "Street*" containing "1121 street", "City*" containing "Port Orford", "State*" containing "OR" with a dropdown arrow, and "Zip*" containing "97225". In the bottom right corner of the form is a blue "Claim" link, which is circled in black. A black arrow points from the text box below to this "Claim" link.

Street*	City*	State*	Zip*
1121 street	Port Orford	OR	97225

Claim

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, quick guides, and informational videos:

- www.healthoregon.org/hflc