CREATING A OH|ID USERNAME TO BECOME A PROVIDER

Access the DODD website (http://dodd.ohio.gov/Pages/default.aspx) and click on the Person Icon in the upper right hand corner.

Choose the “Create New Account” Button
Fill out the required information and click next

Choose a Username and Password then a Password recovery method, and click create account

Create OH|ID Username and Password

Provide username and password information to complete your profile.

**Username Guidelines:**
- Must have at least 2 and no more than 64 characters in length
- Can contain upper and lower case letters, numbers and the following special characters: `! @ # $ % ^ & * ( ) _ + -` 

**Password Guidelines:**
- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (|$/!@#$%^&*()-_+=><{[\]};:'"? )
- Password cannot include your first name, last name, username, or OH|ID
- Example: If your name or username is John Smith, your password cannot contain “John” or “Smith”
At this screen, click Go to Login

Create Your OH|ID Account

Confirmation

Success
Your account has been successfully created.
At the log in screen, type in your username and password, then click Log in.

From Available Apps, click on My DODD.
After reading this piece that comes up, click I Agree and then Request Access

You will see this screen. At this point you will receive an email when your account is confirmed.

Once you receive the confirmation email, after logging in, you will see this, click on My DODD.
Choose Independent from the drop down menu, then Next
Create a temporary PIN (something easy to remember), read the information, click the box to acknowledge and accept, then click Submit.
You will then receive a series of emails to finalize setting up your account. Follow the prompts in the emails.

Once you receive the final email that says your account is ready, you will have access to the DODD PSM-Portal (to complete your application) as well as DODD MyLearning for training.