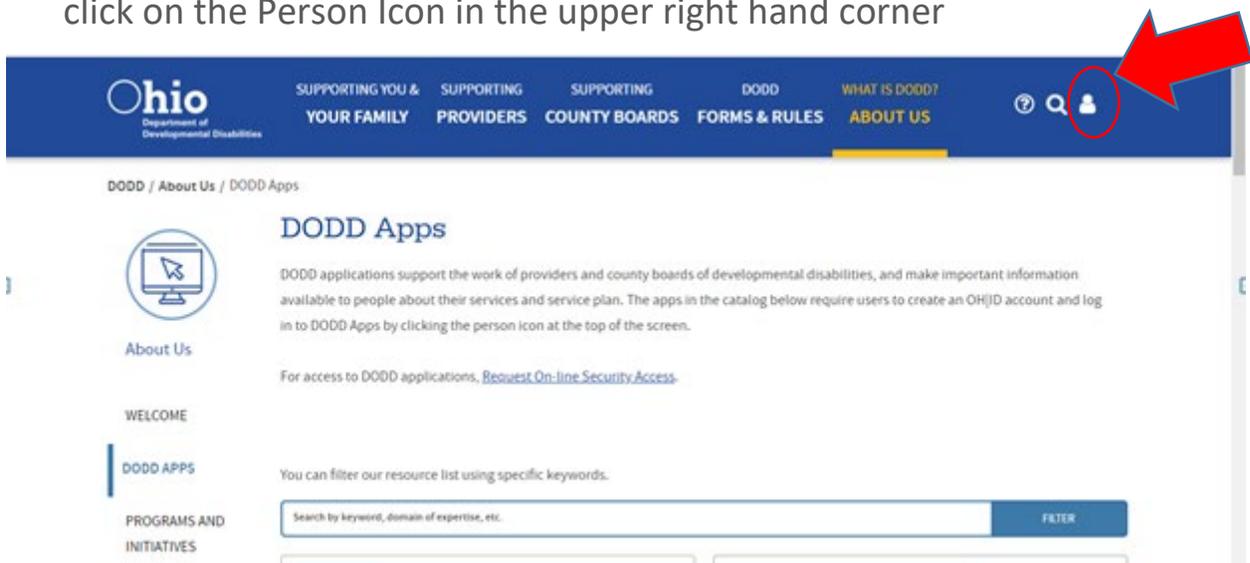
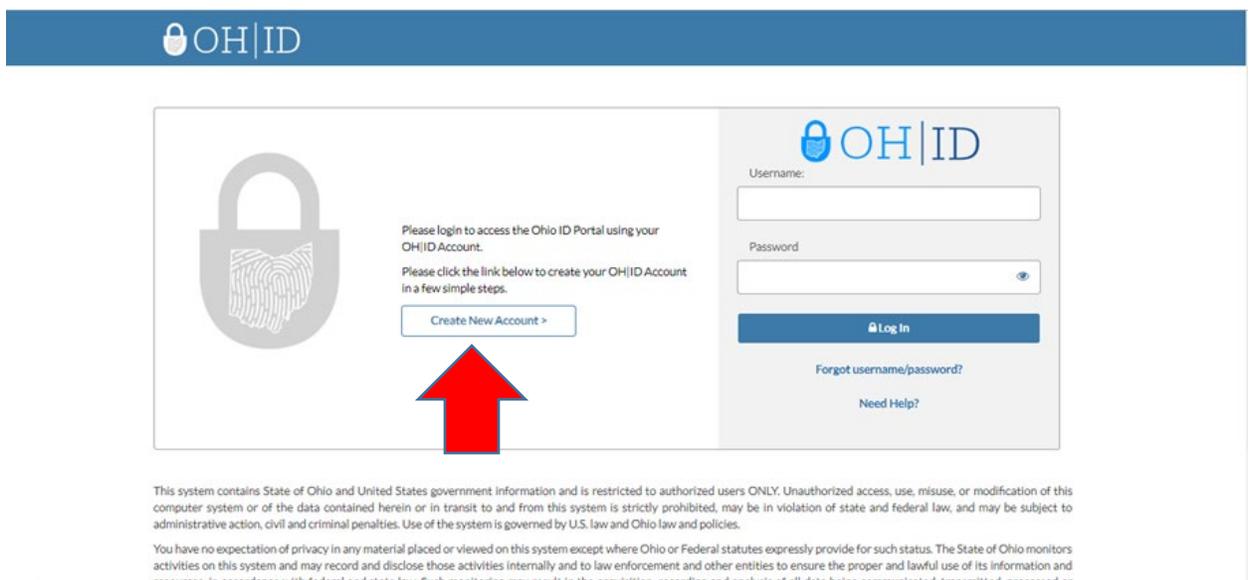


# CREATING A OH|ID USERNAME TO BECOME A PROVIDER

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



This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. In accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or

Fill out the required information and click next

**Create Your OH|ID Account**

Profile Information   Security Setup   Confirmation

### OH|ID Profile Information

Enter the information below to begin creating your OH|ID profile.

First Name \*   Middle Initial   Last Name \*   Suffix

Email \*   Email Confirmation \*

Work Phone Number \*   Mobile Number

Date of Birth \*   Last 4 of SSN

mm/dd/yyyy

Verification Question \*  
What is your first, last, middle or email part of the name?

**Terms and Conditions**  
In order to proceed with this request, you must agree to the following terms and conditions.  
By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and choose communications in electronic form.  
If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.  
 I Agree

Cancel   Reset   **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

Password

Confirm New Password

**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"

## Choose Password Recovery Methods

You can select more than one method.

 **Email**  
You will receive a temporary PIN on your email address to reset the forgotten password.

 **Mobile Number**  
You will receive a temporary PIN on your mobile number to reset the forgotten password.

 **Security Questions**  
Security Questions can be used to reset the forgotten password.

Cancel

Back

Create Account

At this screen, click Go to Login

**Create Your OH|ID Account**

Profile Information      Security Setup      Confirmation

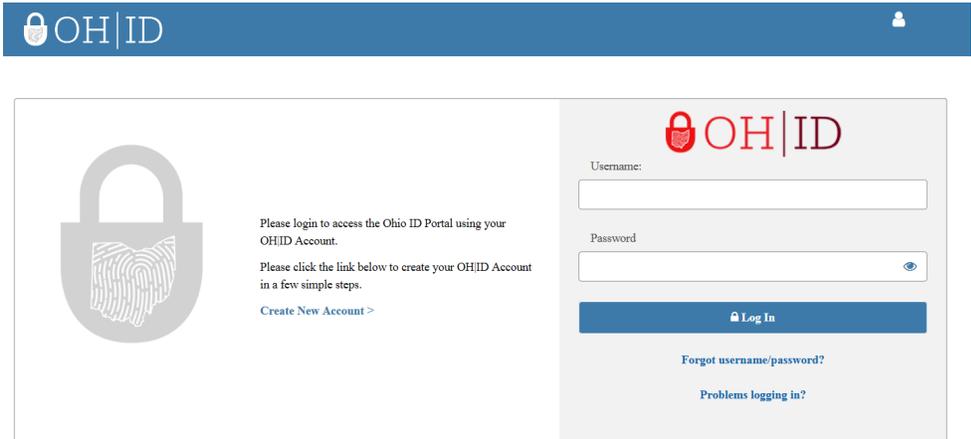
**Confirmation**

**Success**  
Your account has been successfully created.

Go to Login

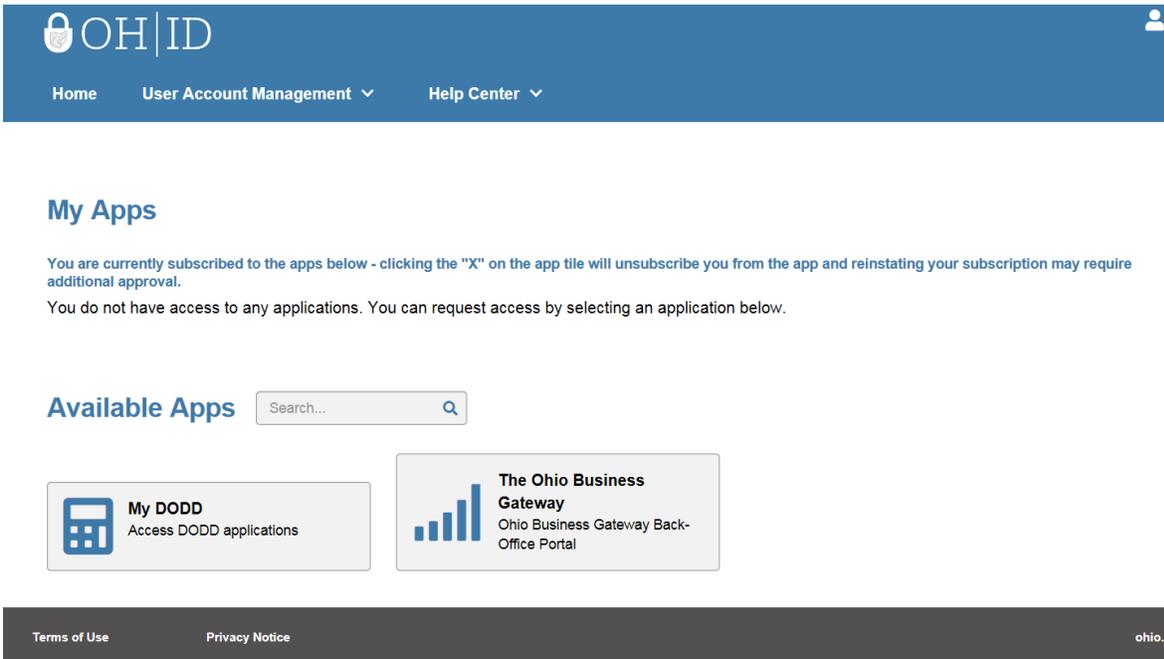
Terms of Use      Privacy Notice      ohio.gov 

At the log in screen, type in your username and password, then click Log in

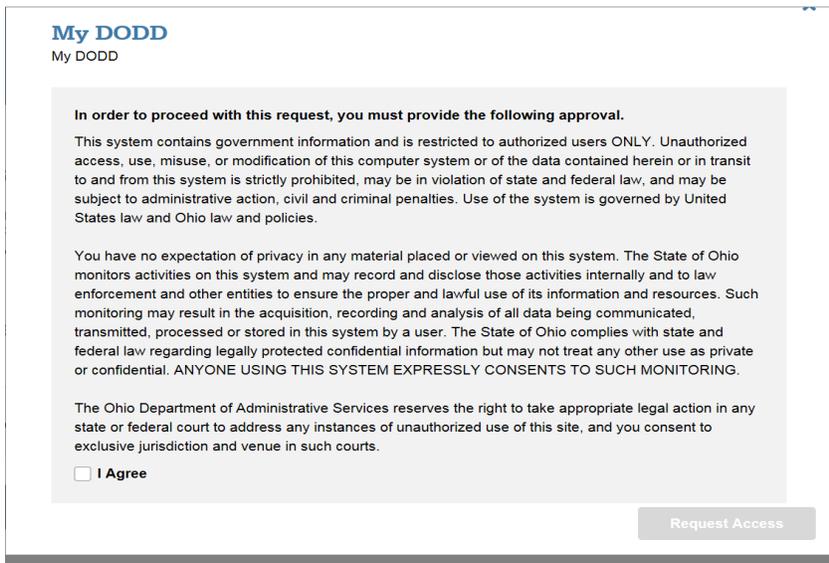


State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

From Available Apps, click on My DODD



After reading this piece that comes up, click I Agree and then Request Access



**My DODD**  
My DODD

**In order to proceed with this request, you must provide the following approval.**

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

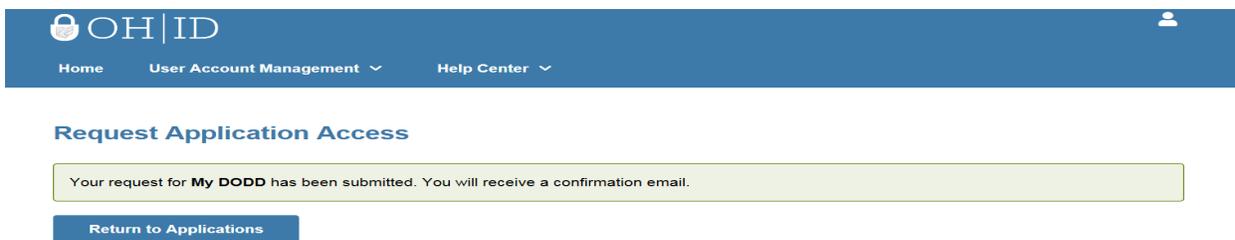
You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

I Agree

Request Access

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



**OH|ID**

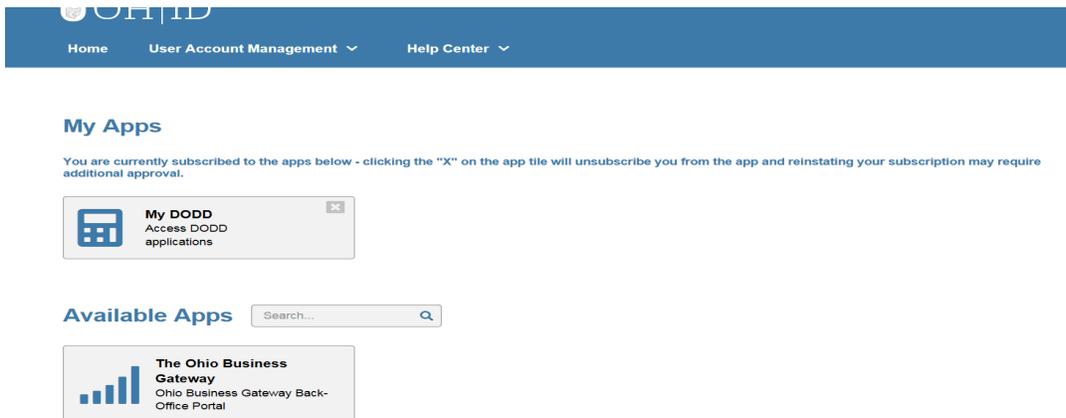
Home User Account Management Help Center

### Request Application Access

Your request for **My DODD** has been submitted. You will receive a confirmation email.

Return to Applications

Once you receive the confirmation email, after logging in, you will see this, click on My DODD



**OH|ID**

Home User Account Management Help Center

### My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.

**My DODD**  
Access DODD applications

### Available Apps

Search...

**The Ohio Business Gateway**  
Ohio Business Gateway Back-Office Portal

Welcome [REDACTED] !! [Not you?](#)

**Please choose your account type:**

- I want to be a Provider 
- I want to be a Certified Billing Agent
- I want to be a County Board Worker
- I want to be a subrecipient of early intervention grant dollars and need access to EIGS
- I want to be certified provider with Ohio Department of Aging (ODA)
- I am associated with Opportunities for Ohioans with Disabilities (OOD)
- I work for the Ohio Department of Developmental Disabilities
- I work for an Ohio Council of Governments (COG)
- I work for the Ohio Department of Health
- I need access to the Early Intervention Data System (EIDS)
- I work for Ohio Developmental Centers (DCs)

**NEXT**

Choose Independent from the drop down menu, then Next

Welcome [REDACTED] !! [Not you?](#)

You informed us that you are a **Provider**

You selected affiliation as, **DODD**

**Select your primary job function**

-- SELECT -- 

**BACK**

**NEXT**

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.  
Email: [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov), Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

Create a temporary PIN (something easy to remember), read the information, click the box to acknowledge and accept, then click Submit

**Ohio** Department of Developmental Disabilities

Welcome [redacted] !! [Not you?](#)

You informed us that you are a **Provider**

You selected an affiliation as **DODD**

You selected primary job function as **Independent**

**Temporary PIN**

Create your own 5-digit numeric PIN for account verification. You will need this later in the verification process.

Please read the information carefully before you submit.

**Important Note: DODD Data Security and Confidentiality Agreement**

Security and confidentiality are a matter of concern for all users of Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD data.

Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information.

It is the responsibility of every user to understand and comply with the following:

- You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
- You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
- You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
- You must not violate rules and regulations concerning access to controlled areas.
- You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- You must immediately report any violation of this policy by anyone to the DODD IT Security Manager.
- You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
- You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.
- You agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any violations of this agreement may result in the cancellation of your security access and possible referral to the Office of the Attorney General for disposition pursuant to all applicable laws and rules. By requesting for a user account, I acknowledge that I have read and understand the DODD Policies on data security and confidentiality.

I hereby acknowledge and accept

**BACK** **SUBMIT**

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.

**Email:** [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov), **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

**Ohio** Department of Developmental Disabilities

Welcome [redacted] !! [Not you?](#)

Thank you for submitting your account to register with us. You will receive an email shortly that will guide you through the next step. If this process require an approval you would be notified.

You informed us that you are a **Provider**

You selected an affiliation as **DODD**

You selected primary job function as **Independent**

You created temporary PIN as **12345**

If you do not see the email in your inbox, please check your spam or junk folder as it may have found its way there in error. If you find it please be sure to identify the email as "not junk" non-spam email. You'll also want to add our email address to your safe sender list.

**HOME** **DODD PORTAL**

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.

**Email:** [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov), **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

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.