

# Ohio

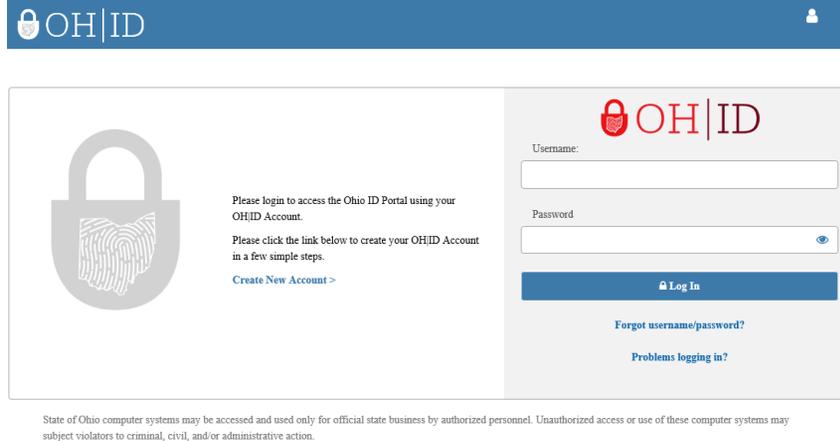
Department of Aging

## How to Create an Account

The Department of Developmental Disabilities (DODD) supports our provider application database on their server. Using the steps below you may begin creating your provider application for the Ohio Department of Aging using the following link here: [OH|ID](#).

Please note: For best experience of creating an account it is recommended to use a personal computer (PC).

1. Select **Create New Account**. You should be driven to the screen on the next page.



The screenshot shows the OH|ID portal interface. At the top is a blue header with the OH|ID logo and a user icon. The main content area is split into two columns. The left column features a large padlock icon with a fingerprint overlay and the text: "Please login to access the Ohio ID Portal using your OH|ID Account. Please click the link below to create your OH|ID Account in a few simple steps. [Create New Account >](#)". The right column contains the login form with fields for "Username:" and "Password:" (with an eye icon for visibility), a blue "Log In" button, and links for "Forgot username/password?" and "Problems logging in?". At the bottom of the page, a small disclaimer reads: "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."

## How to Create an Account

2. Create your profile information by entering the following required fields denoted by an asterisk (\*).
3. Please read the information provided regarding the authorized use of this account and the rights of the of The Ohio Department of Administrative Services. If you agree, proceed to the next step.
4. Confirm by selecting the checkbox next to **I agree**.
5. Select **Next** to proceed.

**OH|ID**

### 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 forty six thousand and fifty eight as a number?

**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 receive 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

## How to Create an Account

6. Create **Username**.
7. Create **Password**.
8. **Confirm New Password** by retying the selected password in this field.
9. Select a password recovery method by selecting one of three options located on the bottom of the screen.
10. Select **Create Account** when all information has been completed on the screen.

**OH|ID**

### Create Your OH|ID Account

Profile Information Security Setup Confirmation

#### 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.

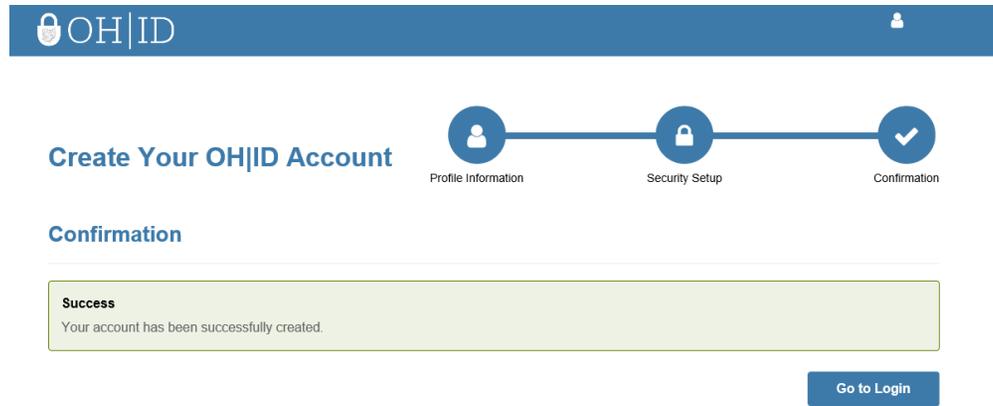
**Mobile Number**  
You will receive a temporary PIN on your mobile number to reset the forgotten password.

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

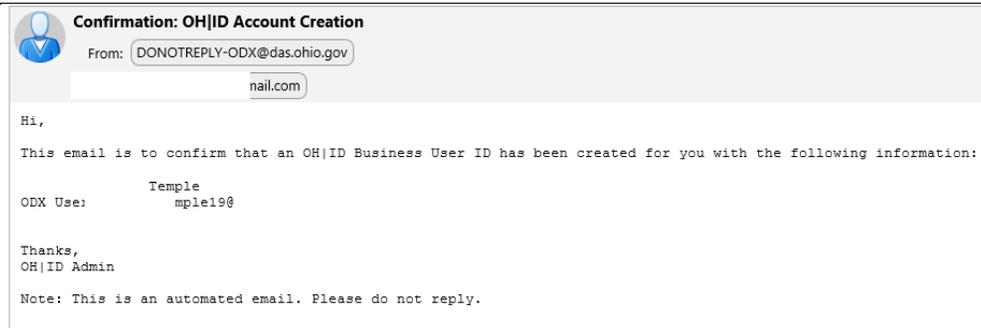
Cancel Back Create Account

## How to Create an Account

11. The Confirmation screen will be displayed when you have successfully created your account.



12. You should receive an email confirmation the OH|ID account was created.  
13. Log into [OH|ID](#) using the username and password you created.



## How to Create an Account

14. Once logged in [OH|ID](#), select **My DODD**. You should be driven to the screen on the next page.

The screenshot displays the OH|ID user interface. At the top is a blue navigation bar with the OH|ID logo on the left and a user profile icon on the right. Below the logo are links for 'Home', 'User Account Management', and 'Help Center'. The main content area is titled 'My Apps' and includes a notice about app subscriptions. Below this is an 'Available Apps' section with a search bar and two app tiles: 'My DODD' and 'The Ohio Business Gateway'.

**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.

You do not have access to any applications. You can request access by selecting an application below.

#### Available Apps

Search...

**My DODD**  
Access DODD applications

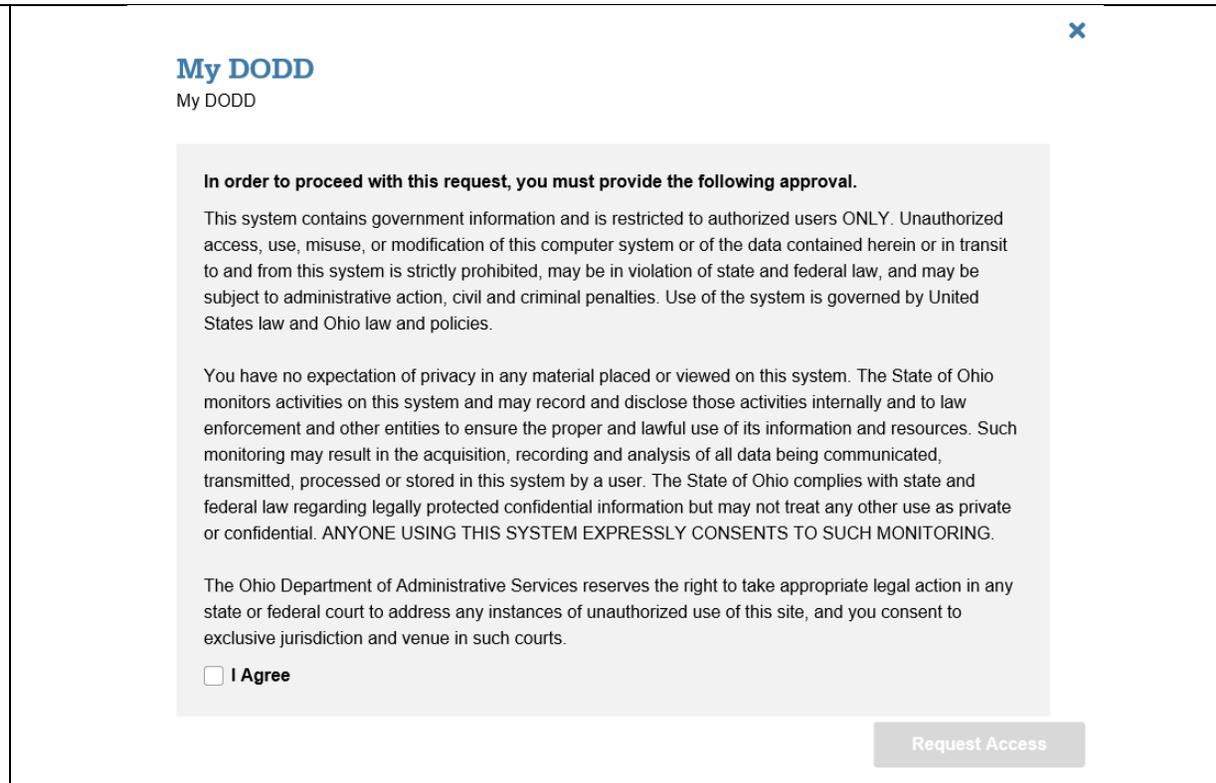
**The Ohio Business Gateway**  
Ohio Business Gateway Back-Office Portal

## How to Create an Account

15. Please read the information provided regarding the authorized use of this account and the rights of the of The Ohio Department of Administrative Services. If you agree, proceed to the next step.

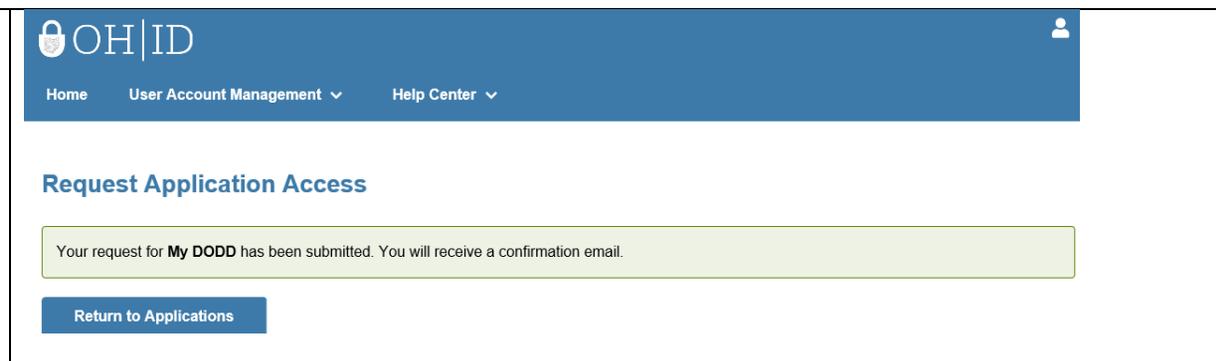
16. Confirm by selecting the checkbox next to **I Agree**.

17. Select **Request Access**.



The screenshot shows the 'My DODD' interface. At the top left, it says 'My DODD' and 'My DODD'. A blue 'x' icon is in the top right corner. A grey box contains the following text: 'In order to proceed with this request, you must provide the following approval.' This is followed by a paragraph: '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.' Another paragraph follows: '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.' A third paragraph states: '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.' Below this is a checkbox labeled 'I Agree'. At the bottom right, there is a grey button labeled 'Request Access'.

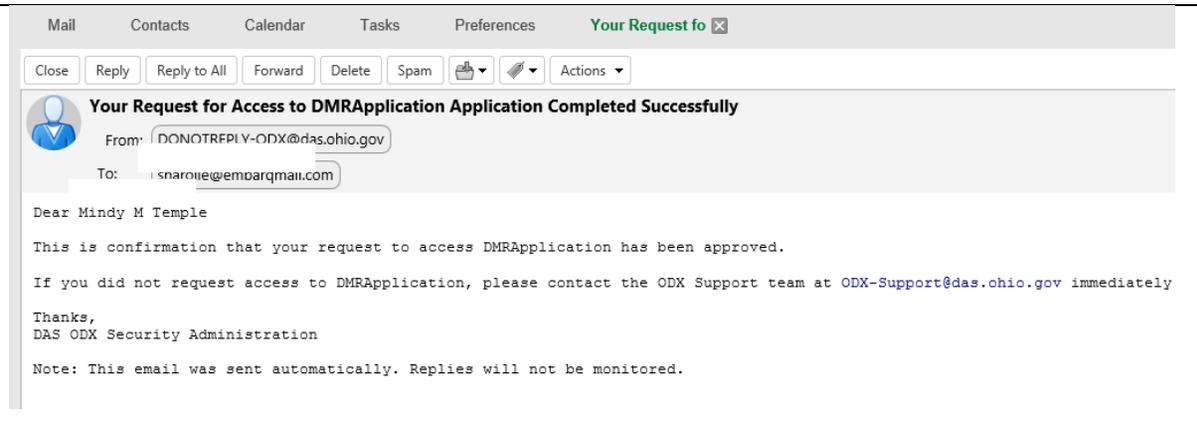
18. This screen will be displayed after you agree to the terms identified in the above box.



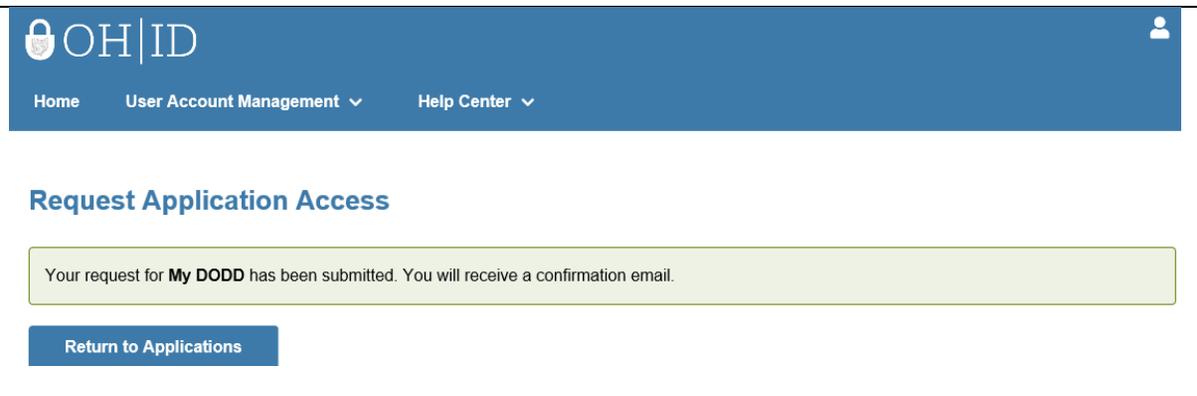
The screenshot shows the 'OH|ID' user account management page. The top navigation bar is blue and contains 'Home', 'User Account Management' with a dropdown arrow, and 'Help Center' with a dropdown arrow. A user profile icon is in the top right. Below the navigation bar, the heading 'Request Application Access' is displayed. A green-bordered box contains the message: 'Your request for My DODD has been submitted. You will receive a confirmation email.' Below this message is a blue button labeled 'Return to Applications'.

## How to Create an Account

19. You will receive an email confirming your request to access the DMRApplication has been approved.



20. Select **Return to Applications**. You should be driven to the screen on the next page.



## How to Create an Account

21. Select **My DODD**. You should be driven to the screen on the next page.

The screenshot shows the OH|ID user account management interface. At the top is a blue navigation bar with the OH|ID logo and three menu items: Home, User Account Management (with a dropdown arrow), and Help Center (with a dropdown arrow). Below the navigation bar is a section titled "My Apps". Under this section, there is a note: "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." Below the note is a single app tile for "My DODD", which includes a calculator icon, the text "My DODD", "Access DODD applications", and a small "X" icon in the top right corner. Below the "My Apps" section is a section titled "Available Apps" with a search bar containing the text "Search..." and a magnifying glass icon. Below the search bar is a single app tile for "The Ohio Business Gateway", which includes a bar chart icon, the text "The Ohio Business Gateway", and "Ohio Business Gateway Back-Office Portal".

## How to Create an Account

22. Select **I want to be a certified provider with Ohio Department of Aging (ODA)**.

23. Select **Next**. You should be driven to the screen on the next page.



Welcome [!! 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**

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.

## How to Create an Account

24. You will need to select and enter a temporary PIN number in the space provided. Please be sure to write the number down as you will be asked to enter it again, later in the process.
25. Select the box **I hereby acknowledge and accept**.
26. Select **Submit**. You should be driven to the screen on the next page.



Welcome [!! Not you?](#)

You informed us that you **provider with Ohio Department of Aging**

You selected an affiliation as, **Ohio-Dept-of-Aging:State\_Operated\_Systems\_and\_Supports**

You selected primary job function as **State\_Operated\_Systems\_and\_Supports**

**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:** Ohio Department of Aging Data Security and Confidentiality Agreement

This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having their activities on this system monitored and recorded by system personnel. This system may be monitored at any time to ensure the system is being used for permitted activities. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

I hereby acknowledge and accept

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.

## How to Create an Account

27. This screen displays after the account is submitted for registration.
28. Your registration is now complete. Select **Home** and proceed to your email for next steps.



Welcome [!! 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 requires an approval you would be notified.

You informed us that you **provider with Ohio Department of Aging**

You selected an affiliation as **Ohio-Dept-of-Aging:State\_Operated\_Systems\_and\_Supports**

You selected primary job function as **State\_Operated\_Systems\_and\_Supports**

You created temporary PIN as **12354**

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.

## How to Create an Account

29. An email will be sent to your email address and contain the temporary PIN you created.

30. To proceed, you must select **Click Here** to continue. You should be driven to the screen on the next page.

Mail    Contacts    Calendar    Tasks    Preferences    **Verify your ema** ✕

Close    Reply    Reply to All    Forward    Delete    Spam          Actions ▾

**Verify your email address** )

From:

To:

**State of Ohio: Department of Aging (ODA)**

Your Temporary PIN is 12354.

Your account has been approved. In order to complete the next step, Please [Click here](#) ←

Please do not reply to [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov) email. This is an unmonitored address, and replies to this email cannot be responded to or read.

If you have any questions or comments regarding your request, please contact our support center for assistance.

**Email:** [ODA\\_ISD\\_HelpDesk@age.ohio.gov](mailto:ODA_ISD_HelpDesk@age.ohio.gov)

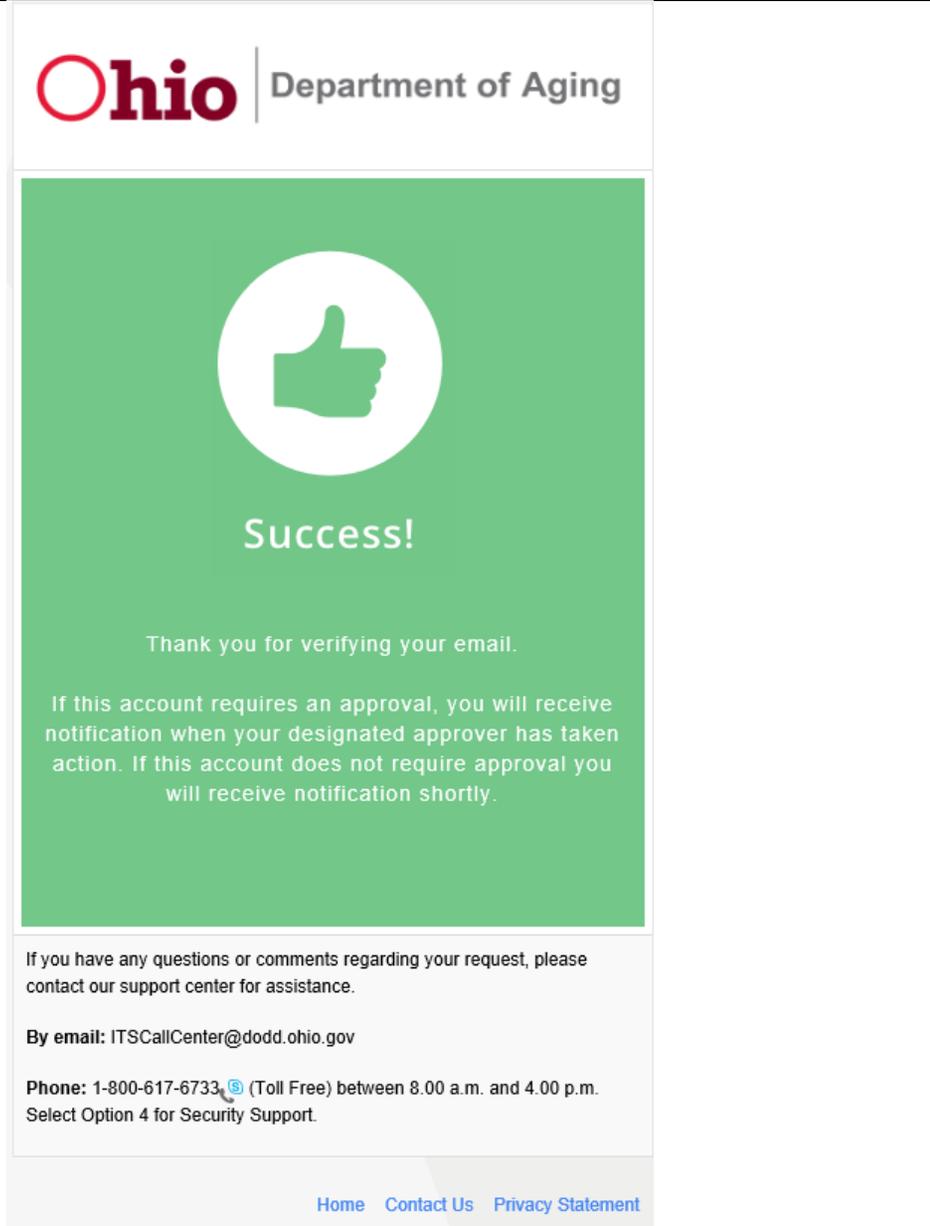
## How to Create an Account

31. You are required to verify your email address.
32. Enter the **temporary PIN number** you created earlier.
33. Select **Continue**. You should be driven to the screen on the next page.

The screenshot shows the 'Verify Email Address' page from the Ohio Department of Aging website. At the top, the Ohio Department of Aging logo is displayed. Below the logo, the heading 'Verify Email Address' is followed by a paragraph explaining that this is an essential step in verifying the account request and that the user is validating their email address. A partially visible sentence reads 'We ... mple !! Not you?'. Below this, another paragraph instructs the user to enter their temporary PIN to initiate the approval phase, noting that the PIN is no longer needed after approval or denial. A text input field for the 'Temporary PIN' is shown, followed by a red 'CONTINUE' button. At the bottom of the page, there is a footer with links for 'Home', 'Contact Us', and 'Privacy Statement'. A support section at the bottom of the main content area provides contact information: 'If you have any questions or comments regarding your request, please contact our support center for assistance. By email: ITSCallCenter@dodd.ohio.gov Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4 for Security Support.'

## How to Create an Account

34. This screen identifies you have successfully verified your email address.



The screenshot shows a success message from the Ohio Department of Aging. At the top, the logo for Ohio Department of Aging is displayed. Below the logo is a large green rectangular area containing a white thumbs-up icon in a circle, followed by the word "Success!" in white text. Underneath, a message reads: "Thank you for verifying your email. If this account requires an approval, you will receive notification when your designated approver has taken action. If this account does not require approval you will receive notification shortly." Below the green area, there is a white box with contact information: "If you have any questions or comments regarding your request, please contact our support center for assistance. By email: ITSCallCenter@dodd.ohio.gov Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4 for Security Support." At the bottom of the page, there are three blue links: "Home", "Contact Us", and "Privacy Statement".

**Ohio** | Department of Aging



**Success!**

Thank you for verifying your email.

If this account requires an approval, you will receive notification when your designated approver has taken action. If this account does not require approval you will receive notification shortly.

If you have any questions or comments regarding your request, please contact our support center for assistance.

By email: ITSCallCenter@dodd.ohio.gov

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4 for Security Support.

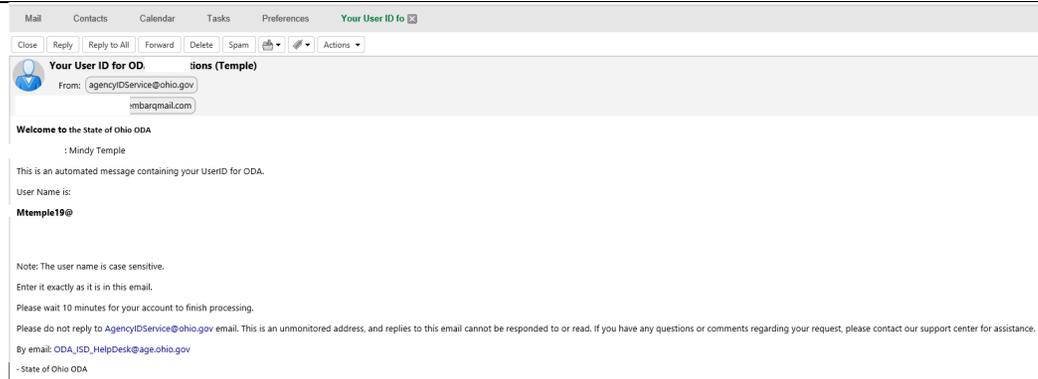
[Home](#) [Contact Us](#) [Privacy Statement](#)

## How to Create an Account

35. You will receive a final email confirming the User Name you created.

### **IMPORTANT:**

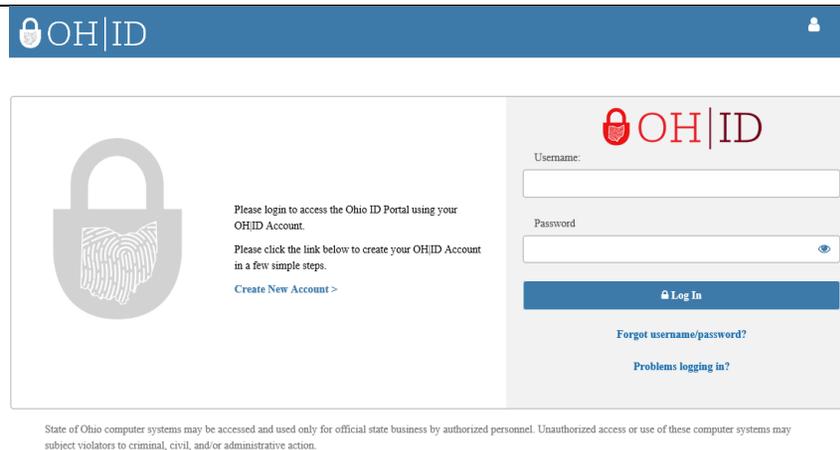
We recommend waiting a minimum of 2 hours before attempting to log into your account for it to be completely set up. If you log in too soon, you could lock the account and be unable to access it.



To begin your application, return to this screen (follow this link: [OH|ID](#) )

36. Enter your **Username** and **Password**.

37. Select **Log In**. You should be driven to the screen on the next page.



## How to Create an Account

38. Select **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



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

## How to Create an Account

39. Select **Continue with Logged in User Account**.

40. Select **Continue**. You should be driven to the screen on the next page.



Welcome [!! Not you?](#)

**Please select following option to proceed:**

Continue with Logged In User Account  
*[ Account Type: UnKnown, Role: Pending ]*

Continue with Another Existing Account

Switch to one of your other accounts ▼

Create an additional New Account

**CONTINUE**



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.

## How to Create an Account

**41.** Congratulations! You have successfully logged in to your account!

You may begin completing your application.

Home Application ID:  [Go to UDS](#) [Logout](#)

Start	Demographic	Disclosure (Page 1 of 2)	Disclosure (Page 2 of 2)	Medicaid Provider Agreement	Attestation	Download Files	Upload Files	Summary	Confirmation
Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	FINISH

[Save and Continue](#)

Fee Schedule	
ODM Fee Information	\$586.00
Credit Card Transaction Fee(As Applicable)	\$14.65

**Provider Type**

*Please select one*

**Independent:** *I am applying for Individual Provider Certification (i.e. a person who is the employee of the consumer, that a consumer directly supervises)*

Choices Home Care Attendant  
 Consumer-Directed Personal Care Provider

**Agency:** *I am applying to be a Long-Term Care Agency Provider (i.e. legally-organized entity that employs staff)*

Long Term care Agency Provider

**AssistedLiving:** *I am applying to be an Assisted Living Waiver Service Provider (i.e. licensed residential care facility)*

Assisted Living Provider

**Non-Agency:** *I am applying to be a Long-Term Care Non-Agency Provider (i.e., legally-organized entity that is owned and controlled by one person, that does not employ a staff)*

Long Term care Non-Agency Provider  
 Home Care Attendant Non-Agency Provider  
 Waiver Nursing Non-Agency Provider

**Application Type**

*Please select one*

I am applying for initial certification.  
 I am applying for renewal certification.  
 I am applying to update my Demographic Information.