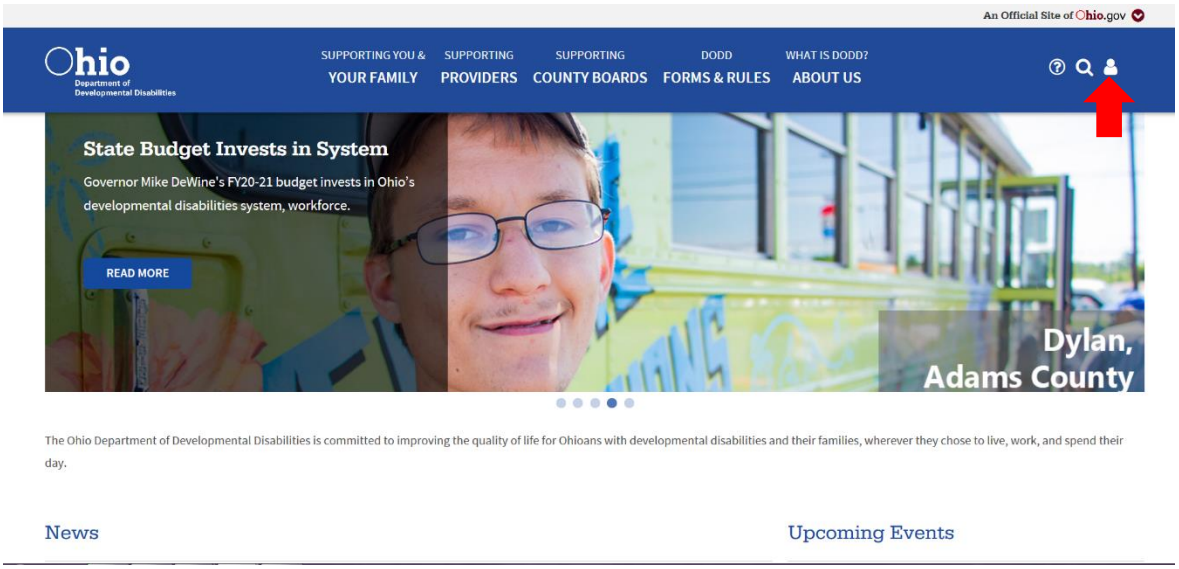
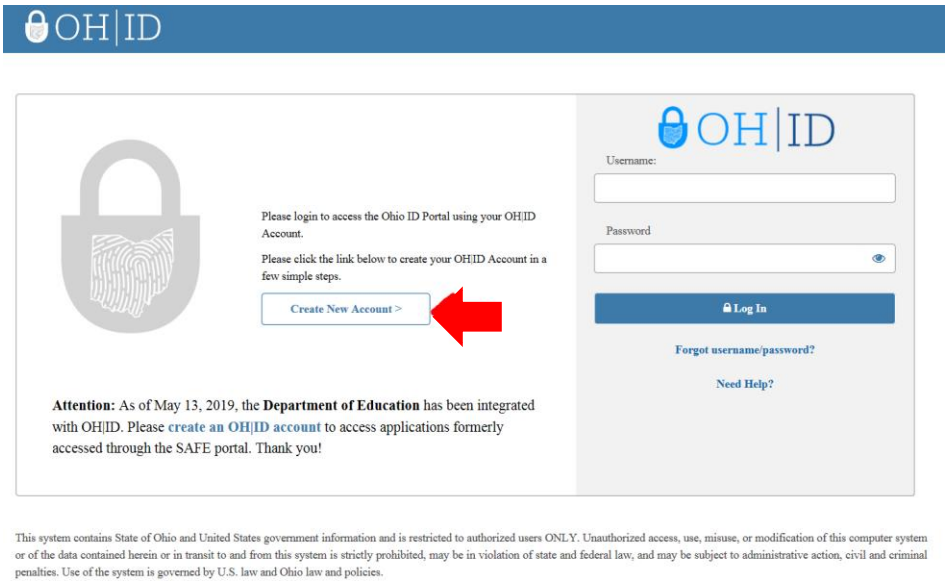
CREATING AN OH|ID USERNAME TO BECOME AN AGENCY PROVIDER

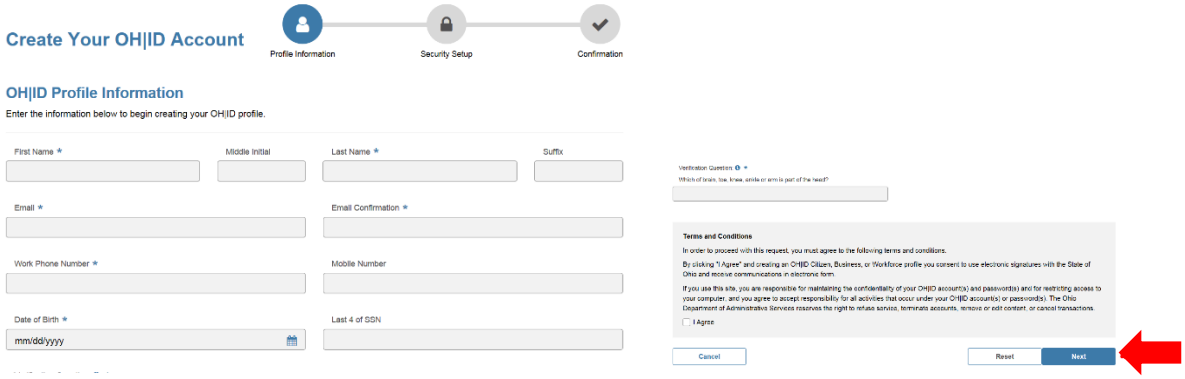
Access the DODD website (http://dodd.ohio.gov/Pages/default.aspx) and click on the Login icon



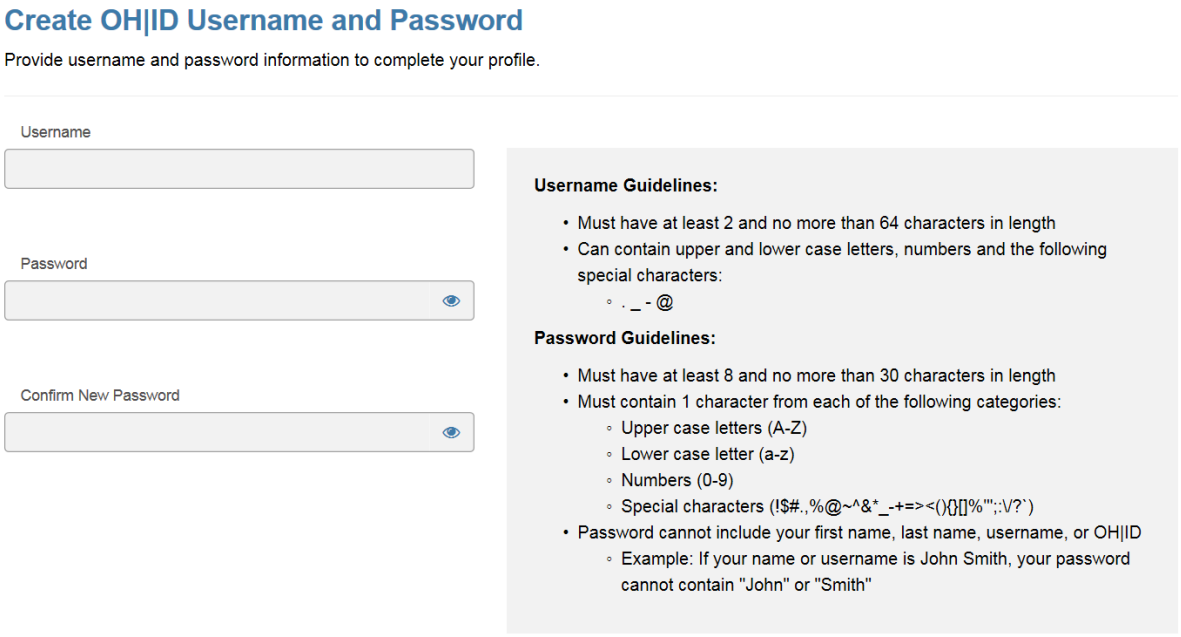
On the Login Page, click Create New Account

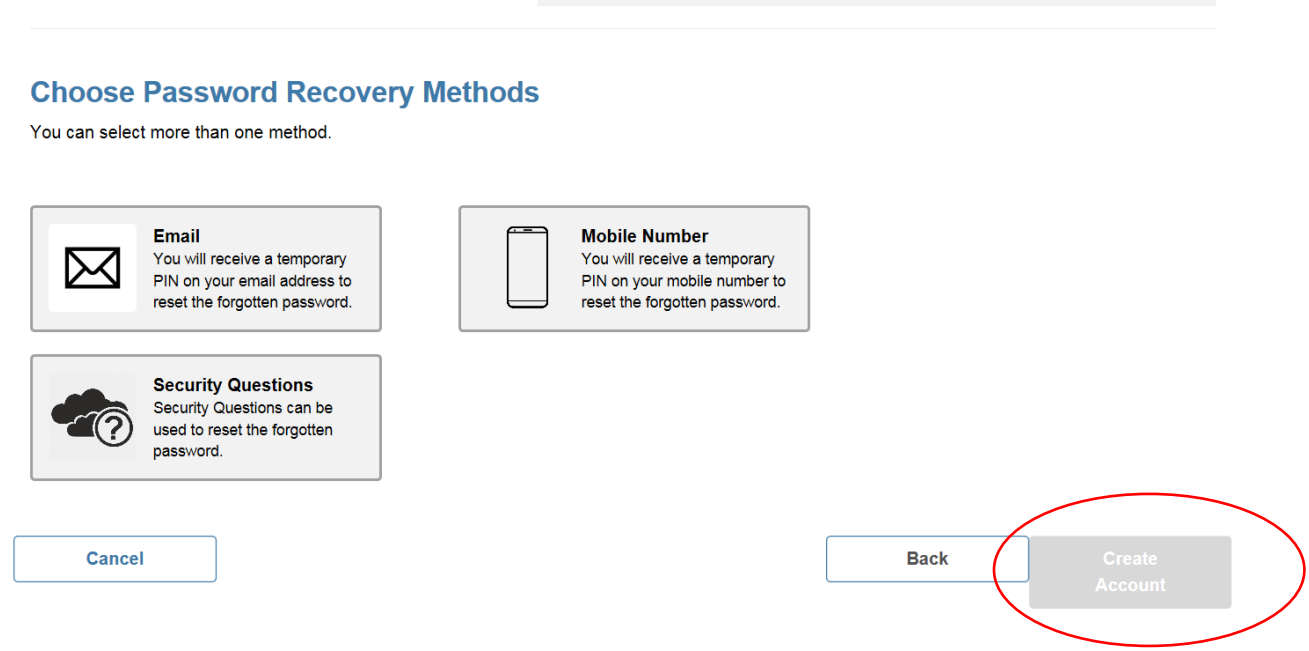


Fill out the required information and click next

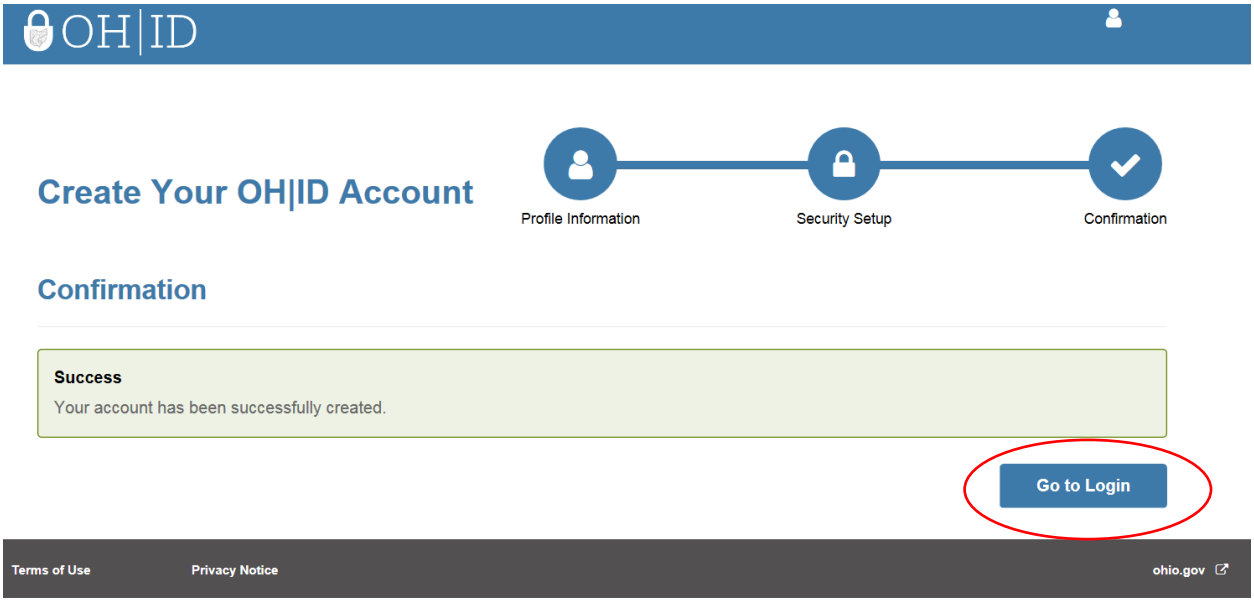


Choose a Username and Password then a Password recovery method, and click create account

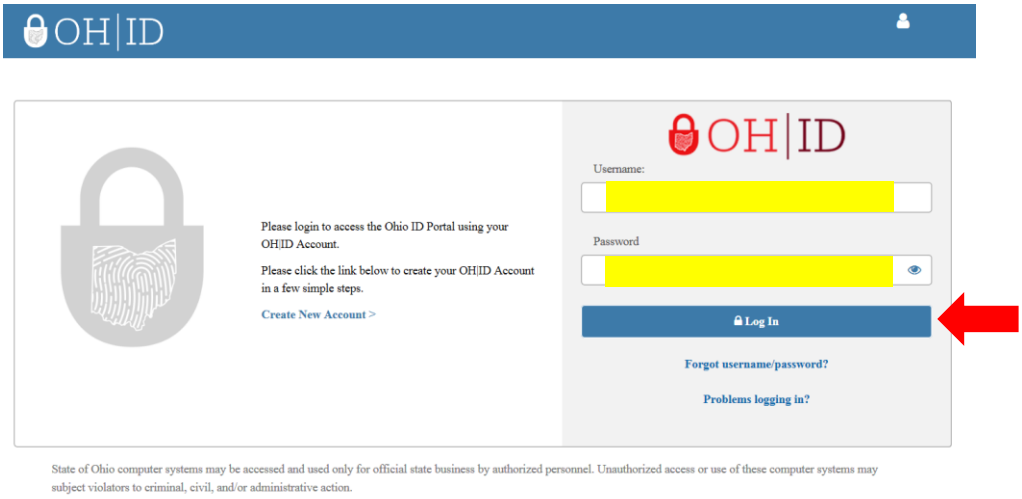




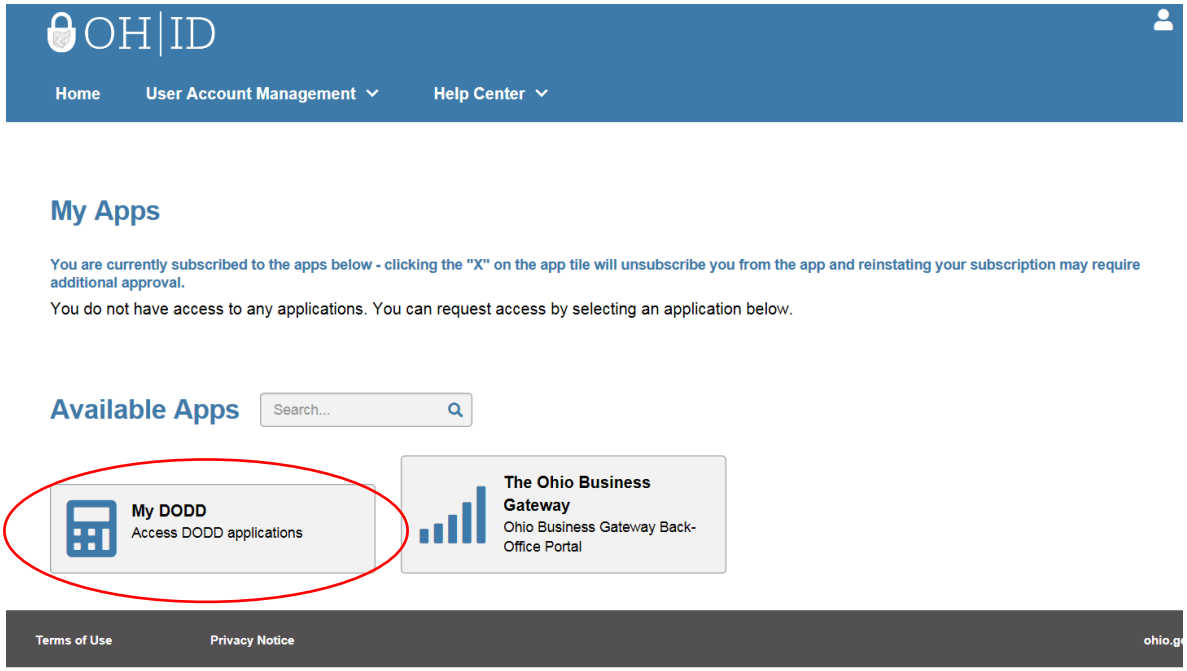
At this screen, click Go to Login



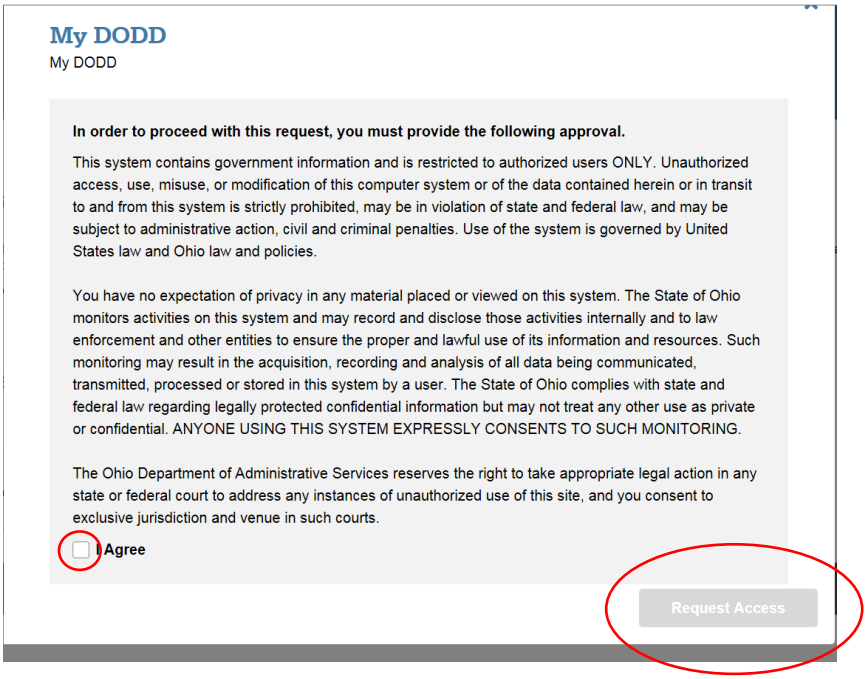
At the log in screen, type in your username and password, then click Log in



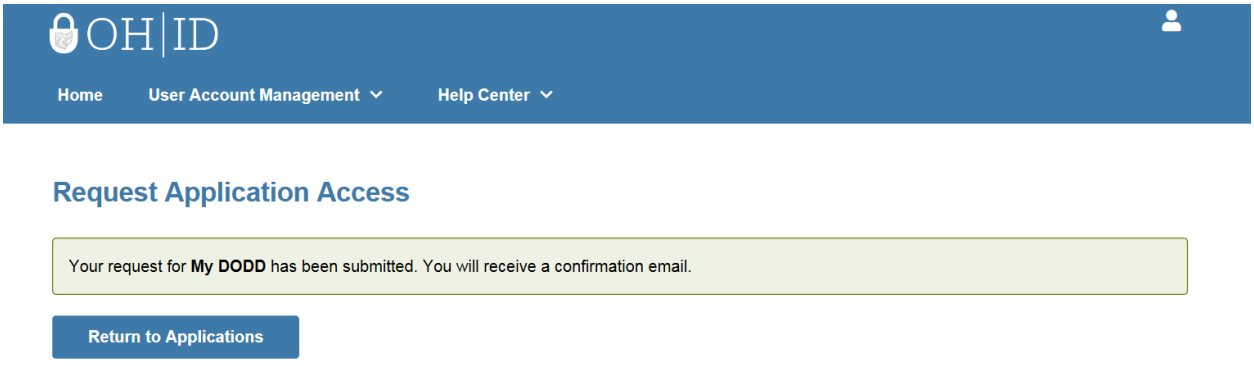
From Available Apps, click on My DODD



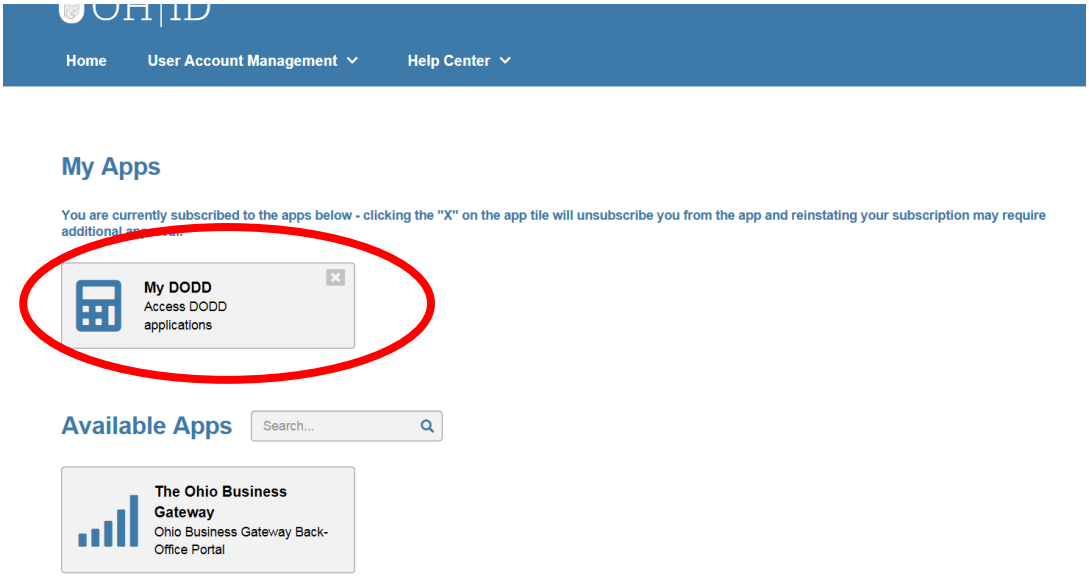
After reading this piece that comes up, click I Agree and then Request Access



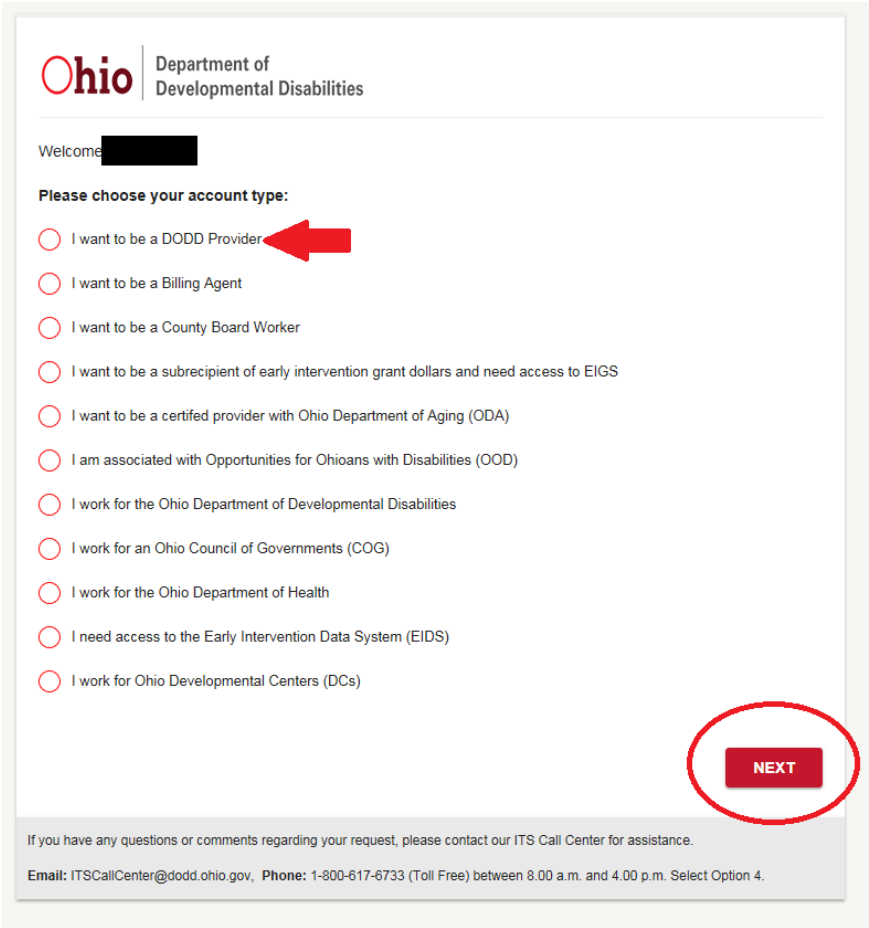
You will see this screen. At this point you will receive an email when your account is confirmed



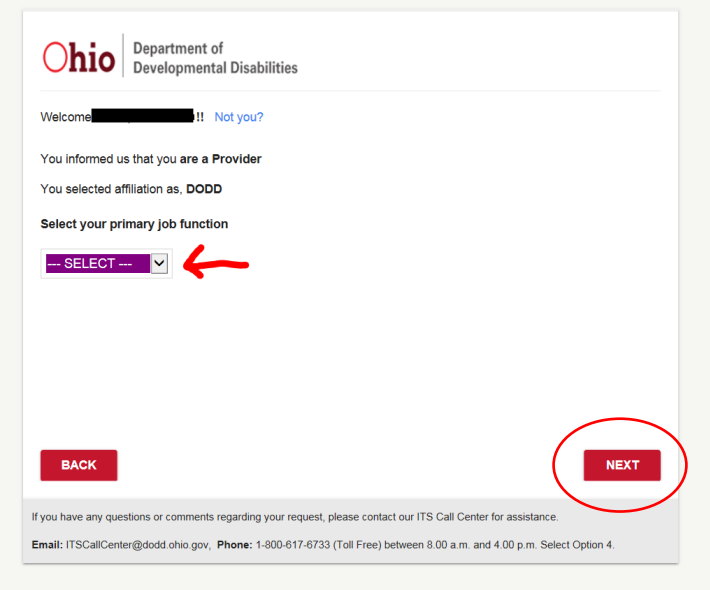
Once you receive the confirmation email, login to your account, you will see this, click on My DODD



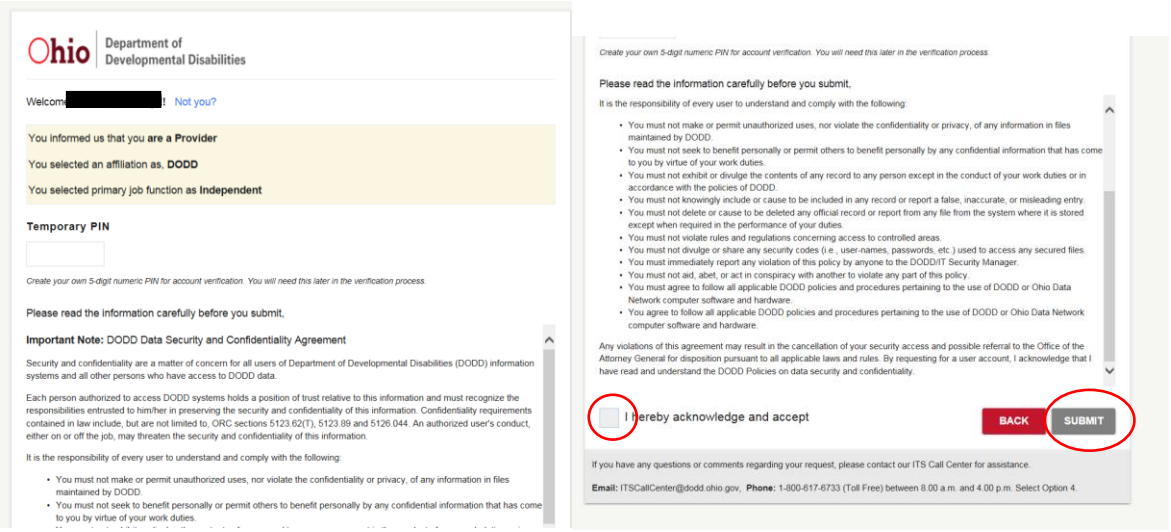
Choose I want to be a DODD Provider, then Next



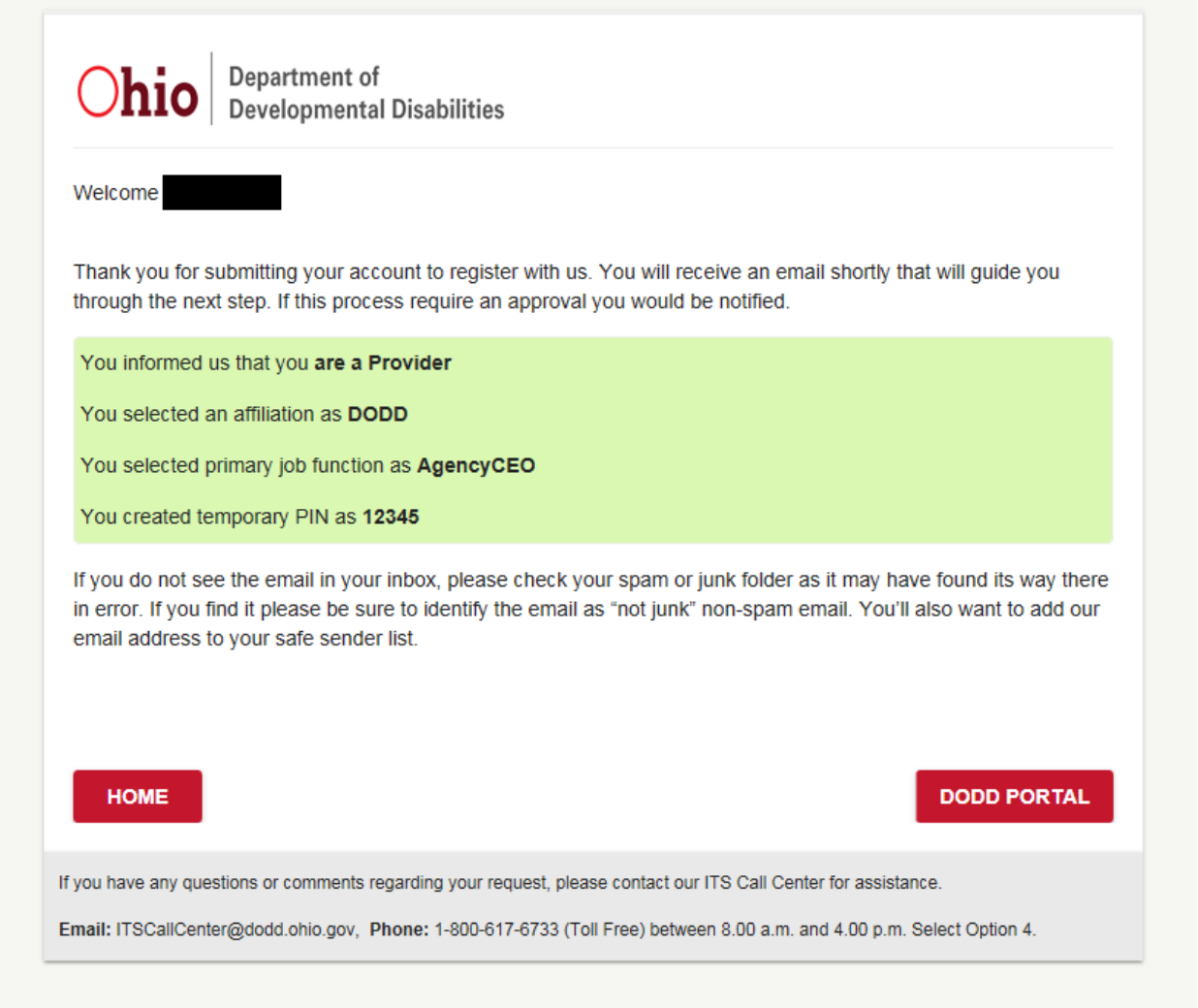
Choose Agency CEO from the drop down menu, then Next



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



You will see this screen



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.