

# Creating an OH|ID Username

## For Certification and Accessing the Supplier ID Portal

### 1. Access the PNM website

Go to

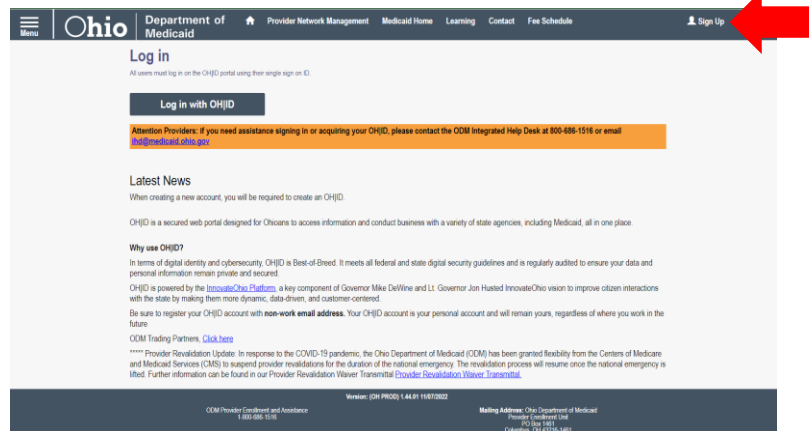
[https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx)

OR YOU CAN ALSO

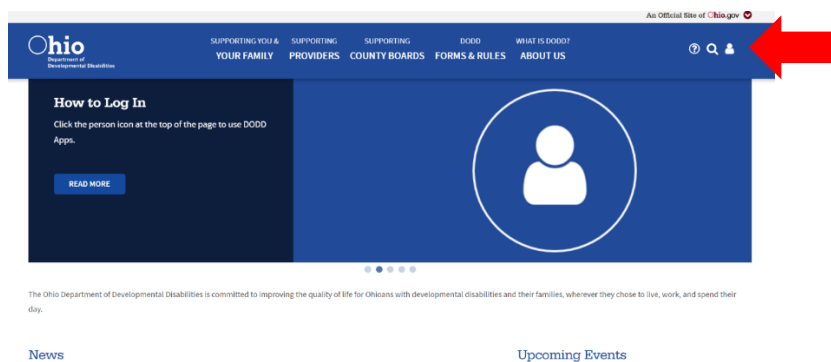
Access the DODD website

Go to <http://dodd.ohio.gov/Pages/default.aspx>

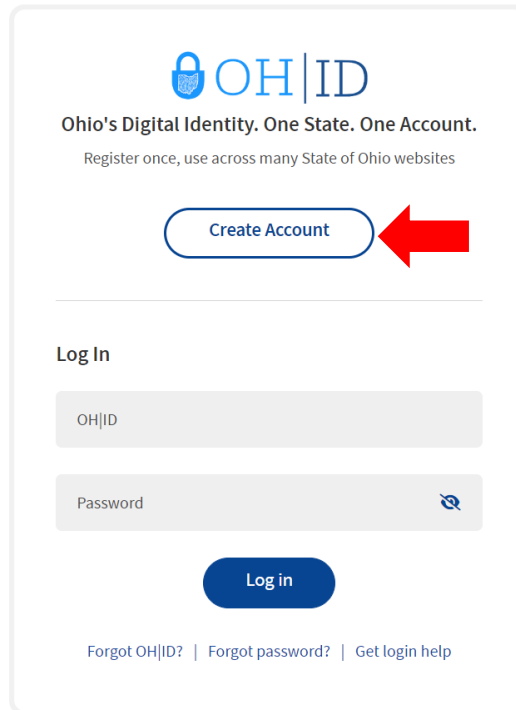
### 2. On the PNM Page, click on Sign Up on the top right of the page



On the DODD page, click on the Log In icon on the top right of the page



### 3. The log in screen will appear. Click Create New Account



OH|ID

Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create Account

Log In

OH|ID

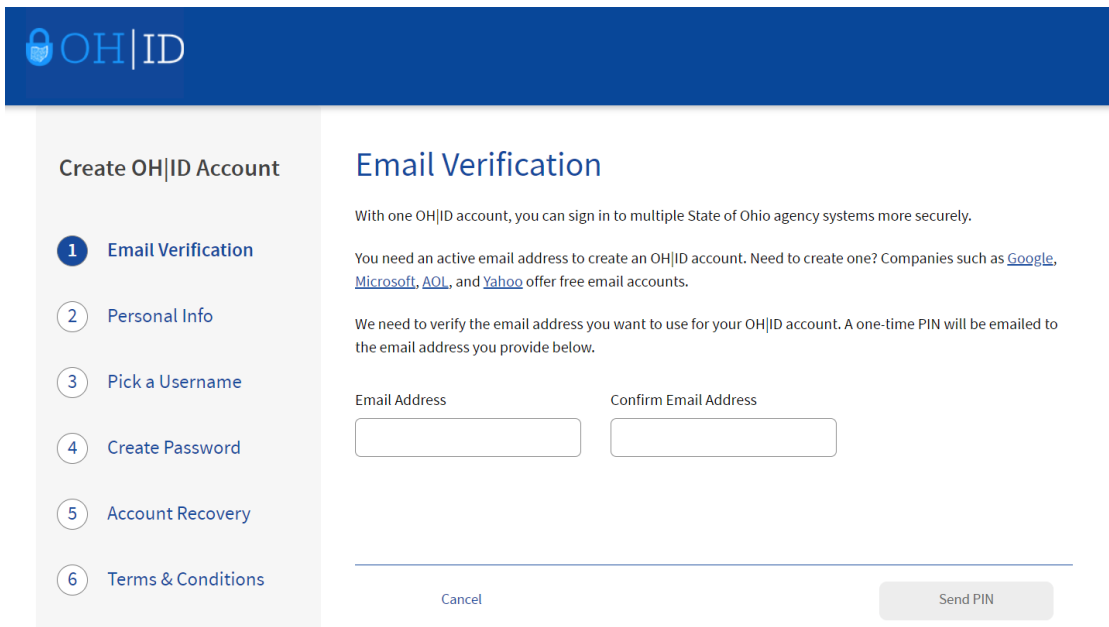
Password

Log in

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

### 4. Complete the email verification process

Enter Email address and click on Send PIN



OH|ID

Create OH|ID Account

- 1 Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

### Email Verification

With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely.

You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts.

We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.

Email Address

Confirm Email Address

Cancel

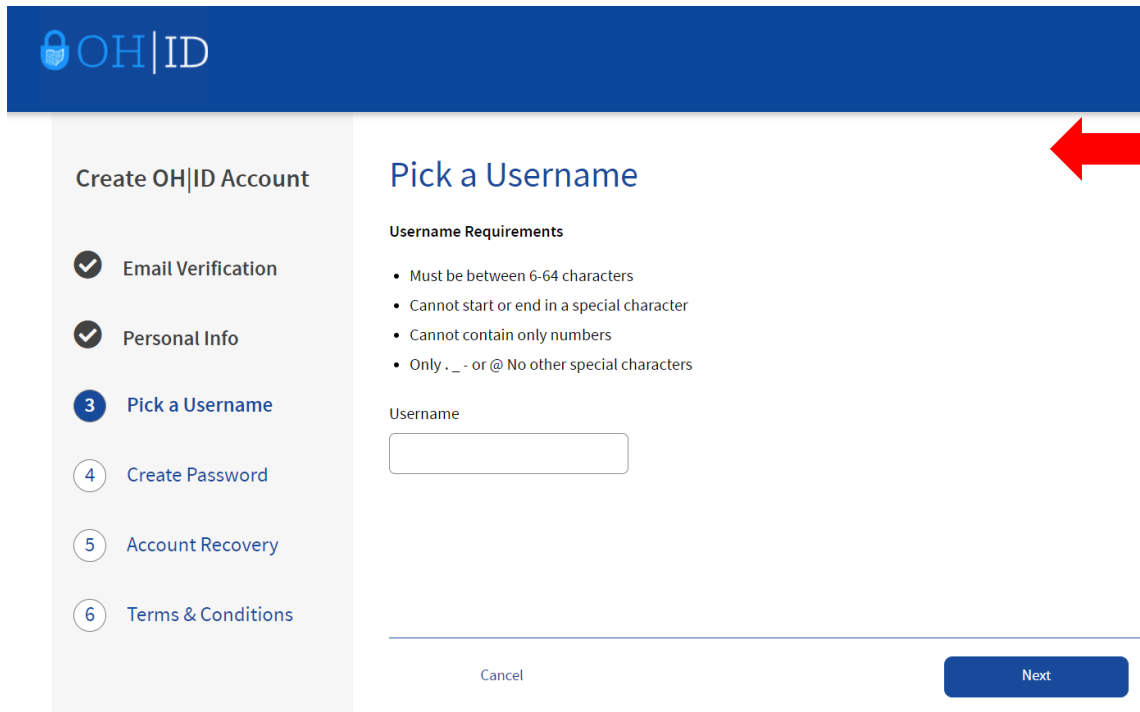
Enter the PIN emailed to you and click verify then click NEXT on the bottom right of the page

The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (highlighted with a blue circle), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and contains the following text: 'An email with a one-time PIN was sent to providersamantha@gmail.com.' Below this is a text input field labeled 'Enter PIN' and a 'Verify' button. Further down, there are two sections: 'Having Trouble?' with bullet points: 'Search your junk mail and spam folder for an email from: DONOTREPLY-Enterpriseldentity@ohio.gov.' and 'Wait 10 minutes and refresh your email inbox.'; and 'Still Having Trouble?' with the text 'Your email provider is likely marking this email as spam, which is blocking or delaying it.' and bullet points: 'Add DONOTREPLY-Enterpriseldentity@Ohio.gov to your contacts.' and 'Ask your IT administrator to add this email to the safe-sender list.' At the bottom of this section is a link: 'Send me a new PIN'.

## 5. Fill out the required information and click next

The screenshot shows the 'Personal Info' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked with a black circle), 2. Personal Info (highlighted with a blue circle), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains the following fields: 'Legal First Name' and 'Legal Last Name' (text input fields); 'Date of Birth' (text input field with a placeholder 'mm/dd/yyyy') and 'Last 4 digits of SSN (optional)' (text input field). Below these fields is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom of the form are two buttons: 'Cancel' and 'Next'.

## 6. Choose a Username then click Next



OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- 3 Pick a Username**
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

### Pick a Username

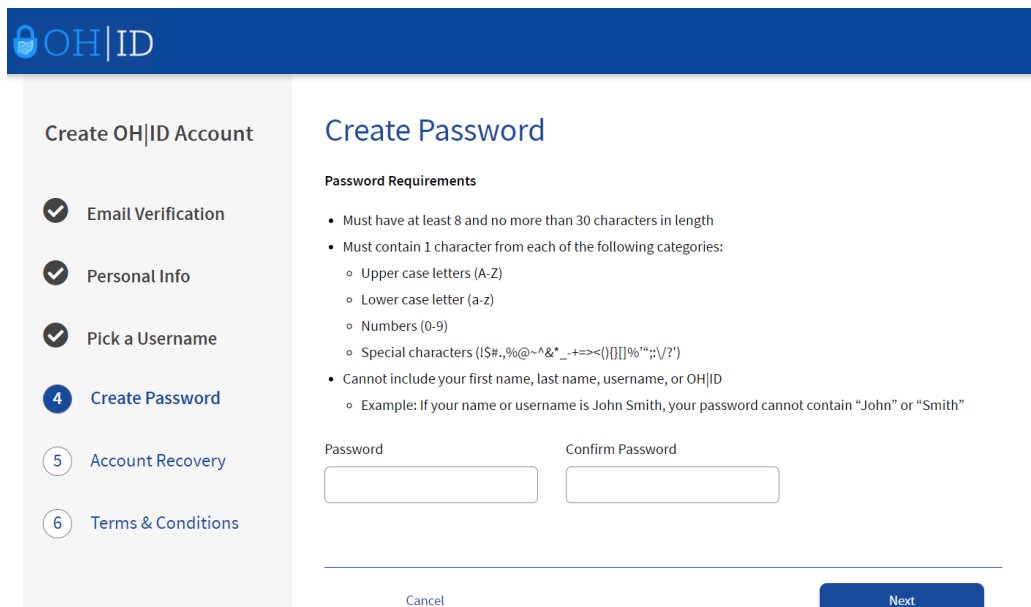
**Username Requirements**

- Must be between 6-64 characters
- Cannot start or end in a special character
- Cannot contain only numbers
- Only . \_ - or @ No other special characters

Username

Cancel Next

## 7. Create a Password then click next



OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- 4 Create Password**
- 5 Account Recovery
- 6 Terms & Conditions

### Create Password

**Password Requirements**

- 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 (!\$#,%@~^&\*~+=><(){}[]%";:/?)
- 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"

Password Confirm Password

Cancel Next

**8. Set up your Account Recovery using your mobile number (you can skip this if you'd like but that is not recommended). Click Send PIN, verify PIN then click next OR Skip this Step**

The screenshot shows the 'Account Recovery' step in the OH|ID account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery (highlighted with a blue circle and the number 5), and Terms & Conditions (highlighted with a blue circle and the number 6). The main content area is titled 'Account Recovery' and explains that the user's email (providersamantha@gmail.com) is the primary recovery method. It offers to set up mobile/text message account recovery, stating that a PIN will be sent via text message. A 'Mobile Number' input field with a 'Send PIN' button is present. Below the input field, there is a link to skip this step. At the bottom, there are 'Cancel' and 'Next' buttons.

**9. Review the Terms and Conditions. Check I Agree if you agree, confirm you are not a robot, and click Create Account**

Ensure you understand what you are agreeing to when creating your OH|ID, including confidentiality requirements.

The screenshot shows the 'Terms & Conditions' screen in the OH|ID account creation process. The left sidebar is identical to the previous screen, with 'Terms & Conditions' highlighted with a blue circle and the number 6. The main content area is titled 'Terms & Conditions' and contains the following text: '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, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on Ohid.ohio.gov, or cancel transactions related to your OH|ID account. Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.' At the bottom, there is an 'I Agree' checkbox.

### Confirm you are not a robot

Which word from the list "carload, exact, assail, portfolio" contains the letter "p"?

Verify

Cancel

Create Account

## 10. When this screen appears, click Go to Login

You may have to wait to receive the confirmation email prior to logging in

**OH|ID**

### Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- ✓ Confirmation

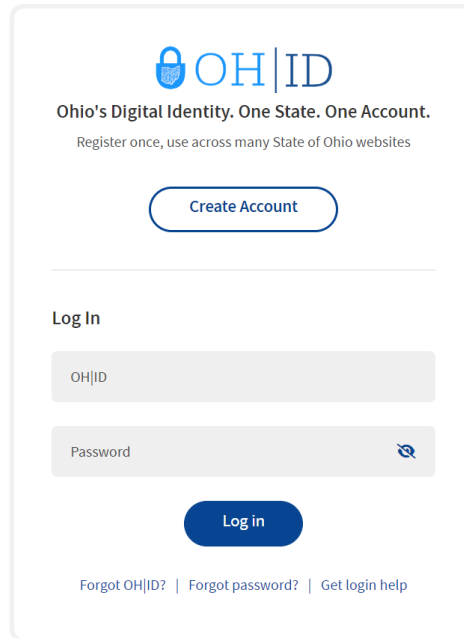
### Check your Email

We are working to create your new OH|ID account. This may take a few seconds or a few minutes.

OH|ID: providersamantha  
Email: providersamantha@gmail.com

Once you receive a confirmation email, return here to [log in to OH|ID](#).

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



OH|ID

Ohio's Digital Identity. One State. One Account.  
Register once, use across many State of Ohio websites

Create Account

Log In

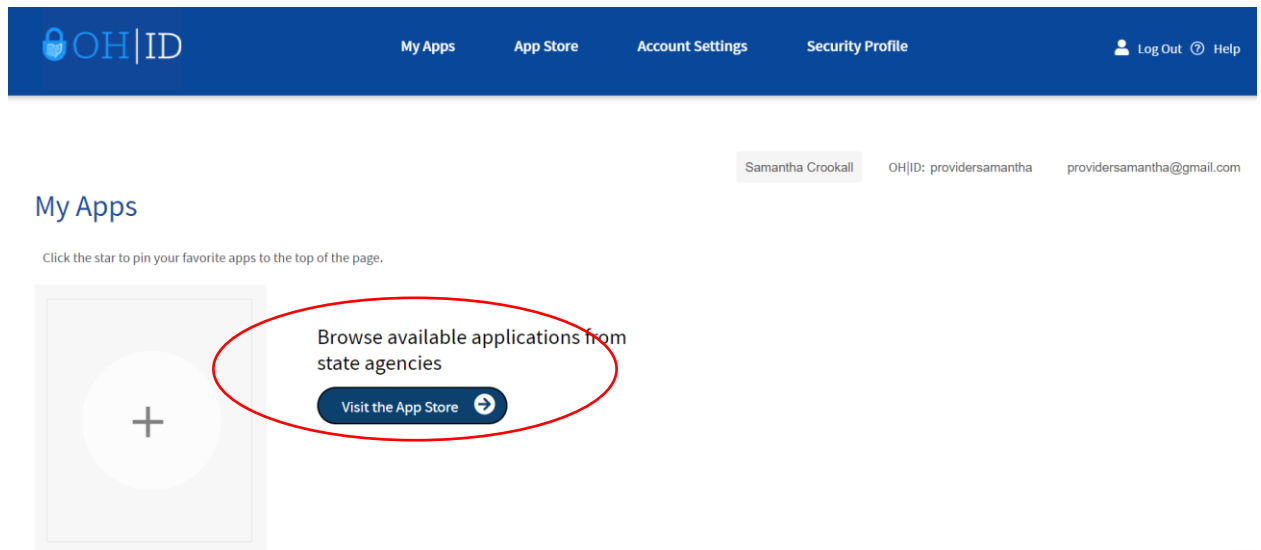
OH|ID

Password

Log in

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

12. From the Home Page, click on Visit the App store or on App Store in the menu bar. You will want to request access to 2 of the applications (PNM and MyDODD)



OH|ID

My Apps App Store Account Settings Security Profile

Log Out Help

Samantha Crookall OH|ID: providersamantha providersamantha@gmail.com

My Apps

Click the star to pin your favorite apps to the top of the page.

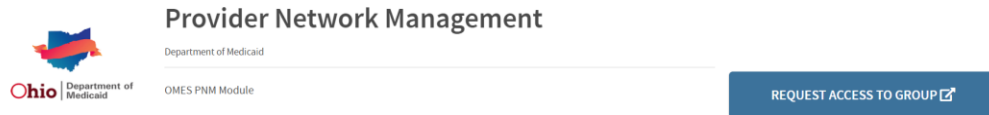
Browse available applications from state agencies

Visit the App Store



## Provider Network Management (PNM) OMES PNM Module

- a. This is where you will complete your application for certification and complete any items regarding your certification
- b. Click on Request Access (you may need to log in again)  
Then click on Request Access to Group



Review the Terms and Conditions. Be sure you understand what you are agreeing to. Check the Agree to Terms box and then click Request Access to Group

### Provider Network Management

#### Terms and Conditions

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.

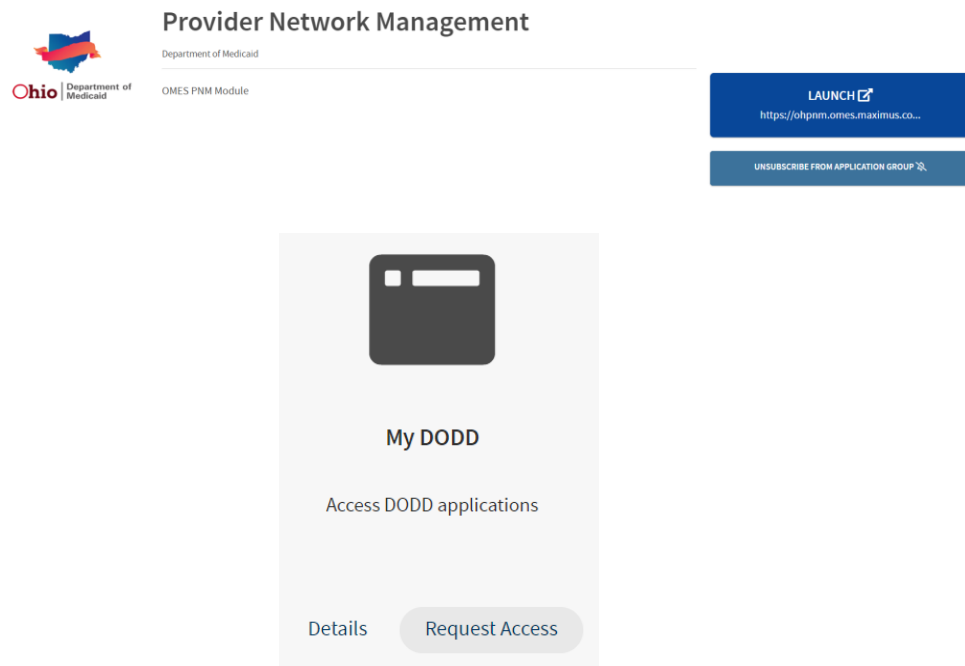
The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

Agree to Terms

Request Access to Group

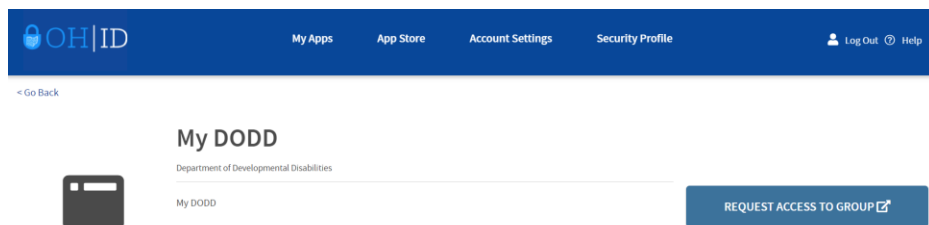


You can launch PNM by clicking on Launch



## My DODD

- a. This is the DODD application. You will use this to access the DODD systems for billing, training, etc.
- b. Click on Request Access (you may need to log in again)  
Then click on Request Access to Group



Review the Terms and Conditions. Be sure you understand what you are agreeing to. Check the Agree to Terms box and then click Request Access to Group

# My DODD



## Terms and Conditions

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.

Agree to Terms

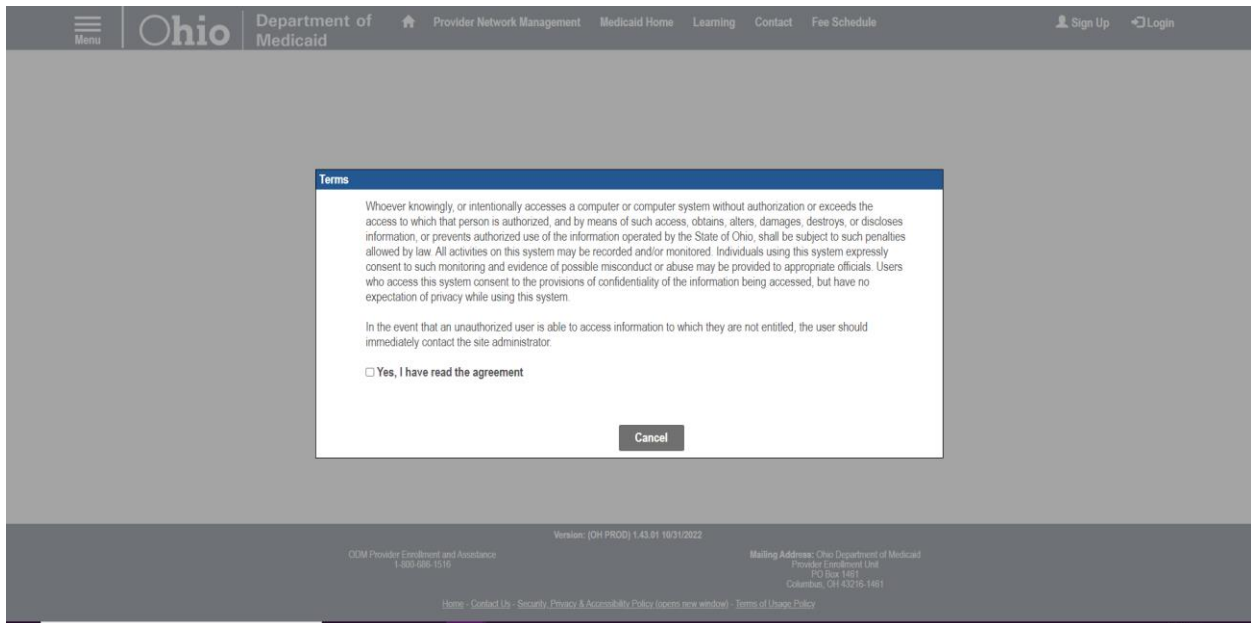
[Request Access to Group](#)

## You can launch MyDODD by clicking on Launch MyDODD

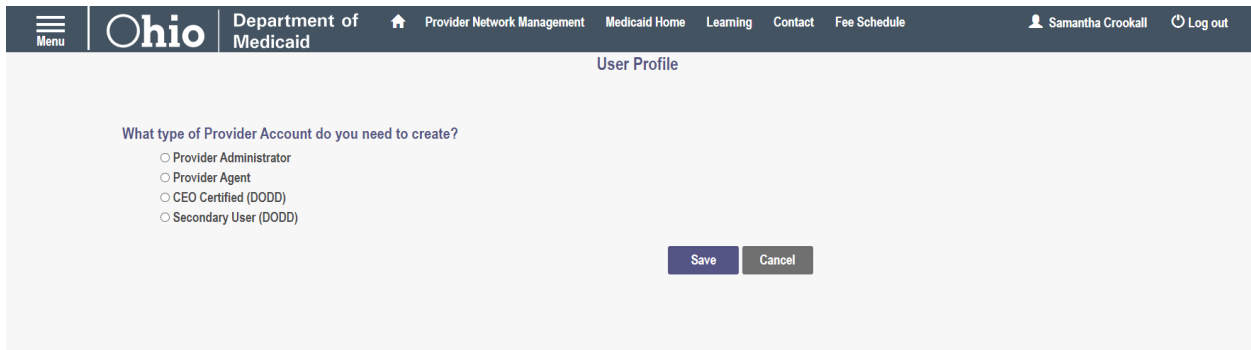
The screenshot shows a card for the 'My DODD' application. On the left is a small icon of a mobile device. To its right, the text reads 'My DODD' followed by 'Department of Developmental Disabilities' in smaller font. Below this, the text 'My DODD' appears again. On the right side of the card, there are two buttons: a large blue button with the text 'LAUNCH My DODD' and a smaller blue button with the text 'UNSUBSCRIBE FROM APPLICATION GROUP'.

# ONCE YOU HAVE ACCESS TO BOTH APPLICATIONS:

Log into PNM- Click on Yes, I have read the agreement then it will auto load



## Select Provider Type – Choose CEO Certified for Provider Type



Once you have access to PNM, reference the directions for completing an application for certification to proceed

When logging into MyDODD for the first time, you will need to select your profile type. Please note that you are creating your certification through PNM as an independent provider, so the appropriate choice on this menu is - Choose “Go to MyLearning” the click Next

Ohio | Department of  
Developmental Disabilities

Welcome **Crookall, Samantha !!**

**Please choose your profile:**

- Go To My Learning
- I want to be a DODD Provider
- I want to be a 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 work for the Ohio Department of Developmental Disabilities (DODD)
- 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)
- I need Secretary access to the Medication Administration Information System (MAIS)
- I want to be a certified RN Trainer and will need access to Medication Administration Information System (MAIS)
- I need access to the Grant Management System (GMS)

**NEXT**

**13.** Choose “Go To MyLearning” and you will be redirected to the MyLearning system to complete trainings

**YOU WILL NOT HAVE ACCESS TO ANY OF THE DODD APPLICATIONS (eMBS, DataWarehouse, MSS, etc.) UNTIL YOU RECEIVE CERTIFICATION.**

**YOU WILL ACCESS THE CERTIFICATION APPLICATION THROUGH PNM**

