

# Creating an OH|ID Username

## For Certification and Accessing the Supplier ID Portal

### 1. Access the PNM website

Go to

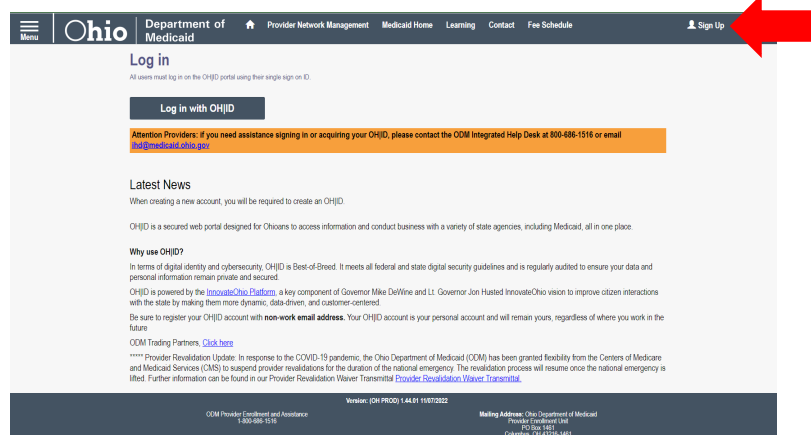
[https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx)

OR YOU CAN ALSO

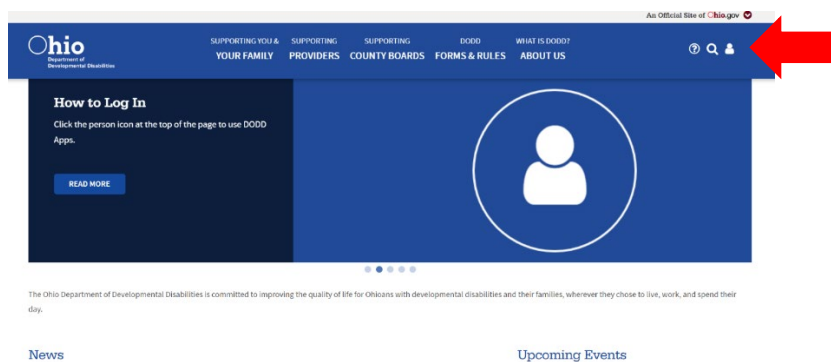
Access the DODD website

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

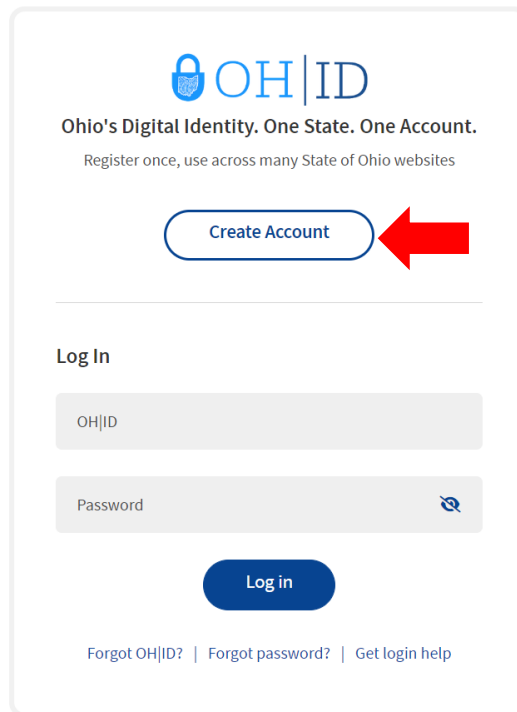
### 2. On the PNM Page, click on Sign Up on the top right of the page



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

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**Log In**

OH|ID

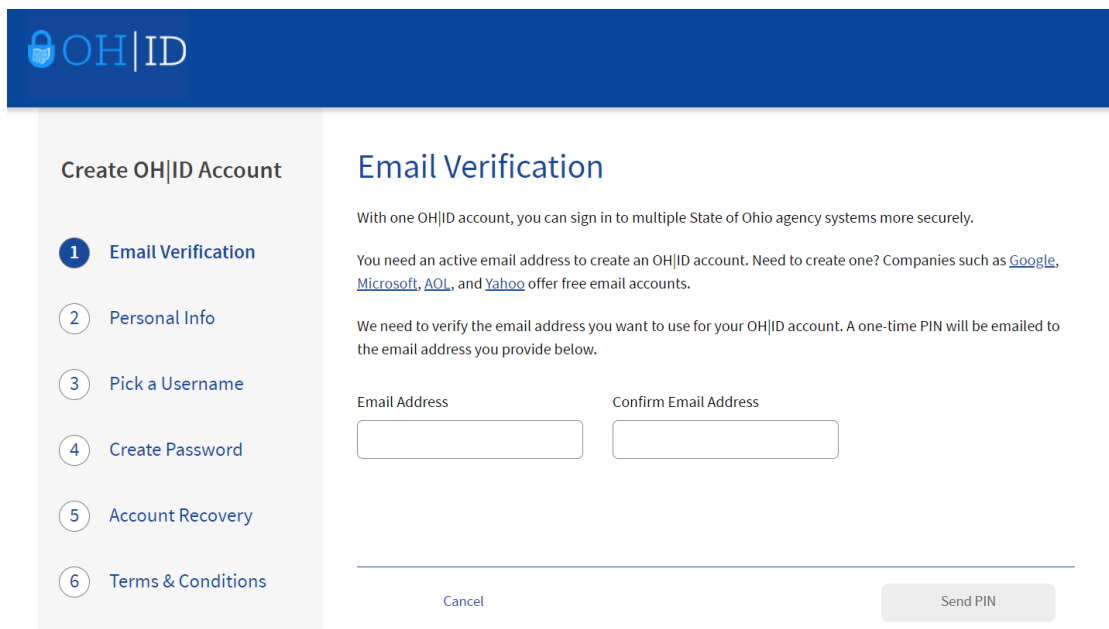
Password

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

- Email Verification**
- Personal Info
- Pick a Username
- Create Password
- Account Recovery
- 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](#) [Send PIN](#)

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



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

An email with a one-time PIN was sent to providersamantha@gmail.com.

Enter PIN

Verify

Having Trouble?

- Search your junk mail and spam folder for an email from: **DONOTREPLY-Enterprisidentity@ohio.gov**.
- Wait 10 minutes and refresh your email inbox.

Still Having Trouble?

Your email provider is likely marking this email as spam, which is blocking or delaying it.

- Add **DONOTREPLY-Enterprisidentity@Ohio.gov** to your contacts.
- Ask your IT administrator to add this email to the safe-sender list.

[Send me a new PIN](#)

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



Create OH|ID Account

✓

Email Verification

2

Personal Info

3

Pick a Username

4

Create Password

5

Account Recovery

6

Terms & Conditions

Personal Info

Legal First Name

Legal Last Name

Date of Birth

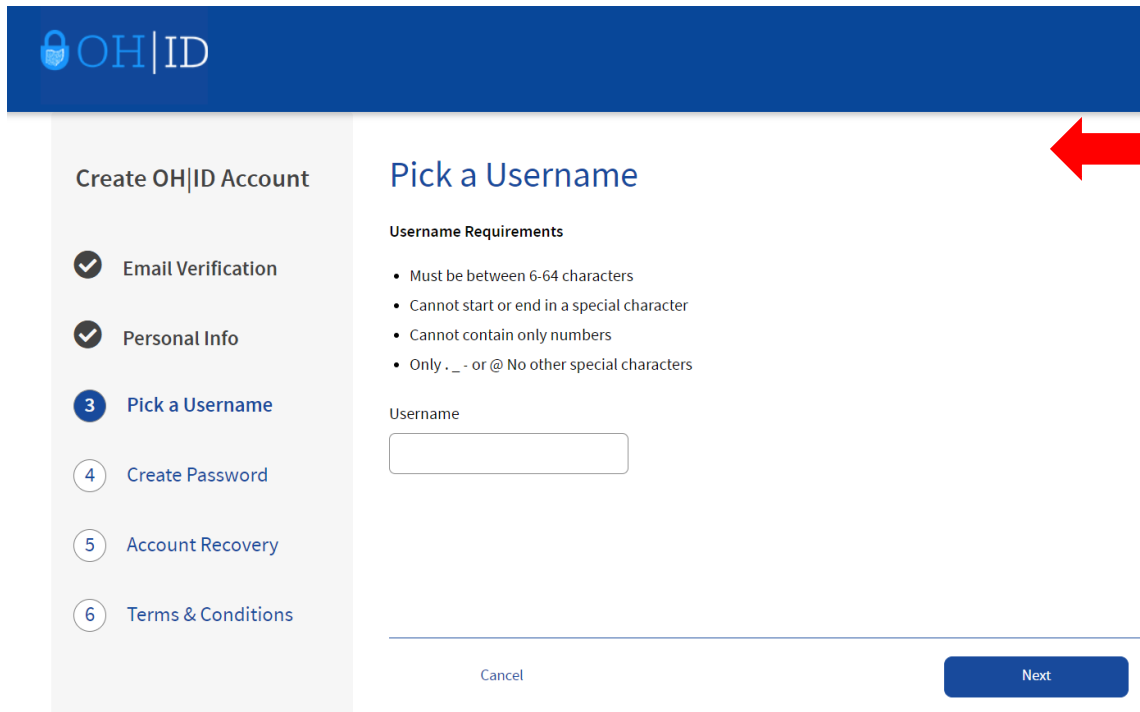
Last 4 digits of SSN (optional)

*Be sure to use your real date of birth, you may need it for account recovery later.*

Cancel

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

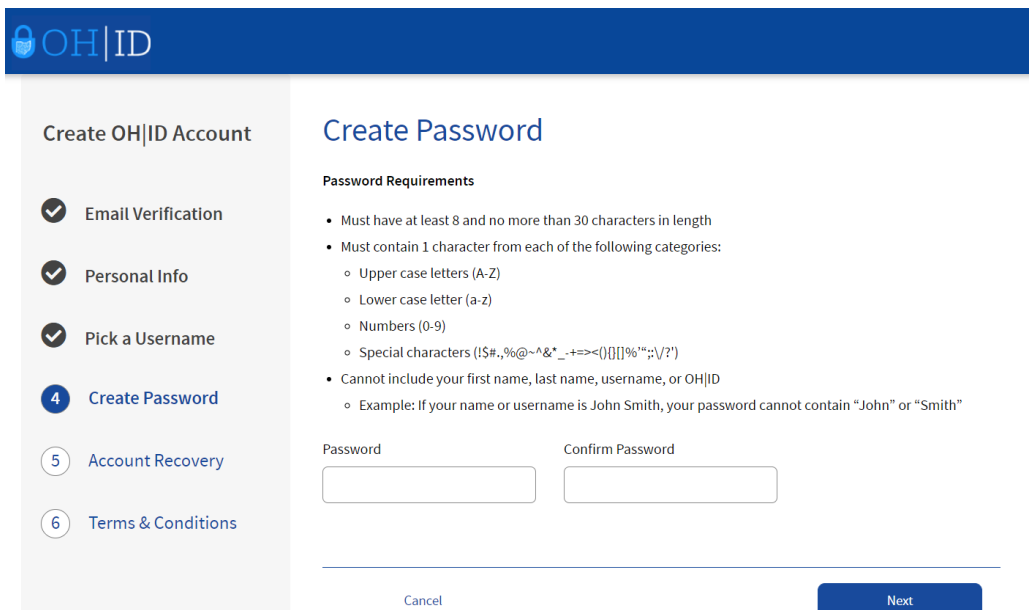
**Username Requirements**

- 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

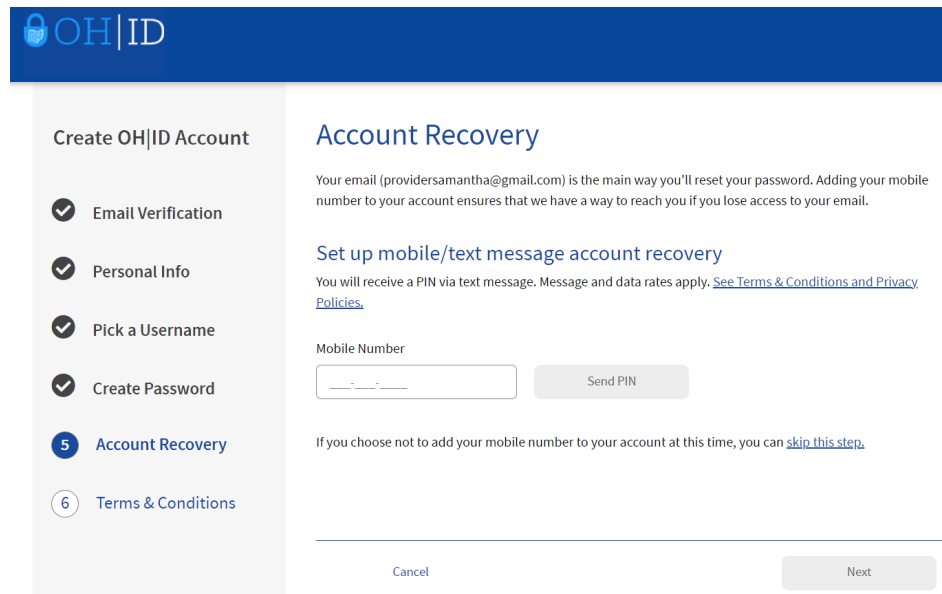
**Password Requirements**

- 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](#)

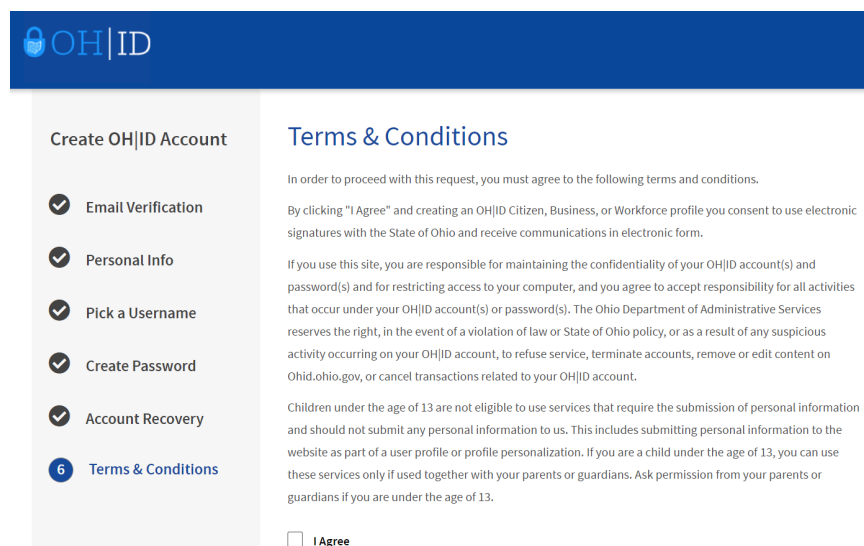
**8. Set up your Account Recovery using your mobile number (you can skip this if you'd like but that is not recommended). Click Send PIN, verify PIN then click next OR Skip this Step**



The screenshot shows the 'Account Recovery' step in the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six 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 method for password resets. It offers to set up mobile/text message account recovery, stating that the user will receive a PIN via text message. A 'Mobile Number' input field with a placeholder '\_\_\_\_-\_\_\_\_-\_\_\_\_' and a 'Send PIN' button are provided. Below the input field, a link 'skip this step.' is available. 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' step in the OH|ID account creation process. On the left, the same 'Create OH|ID Account' sidebar is shown, but 'Terms & Conditions' is now highlighted with a blue circle and the number 6, and 'Account Recovery' is marked with a checkmark. 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



### Create OH|ID Account

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

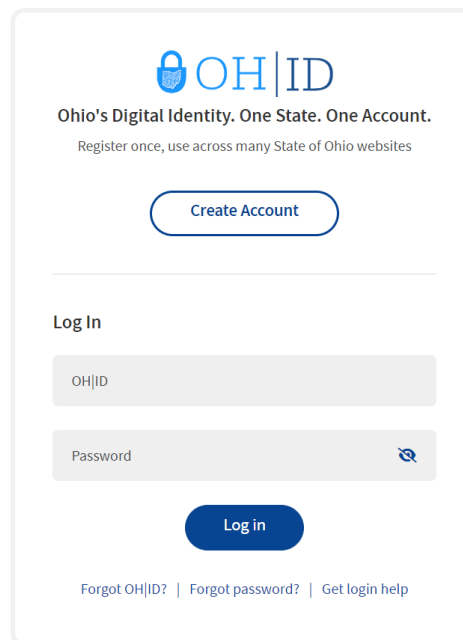
### Check your Email

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

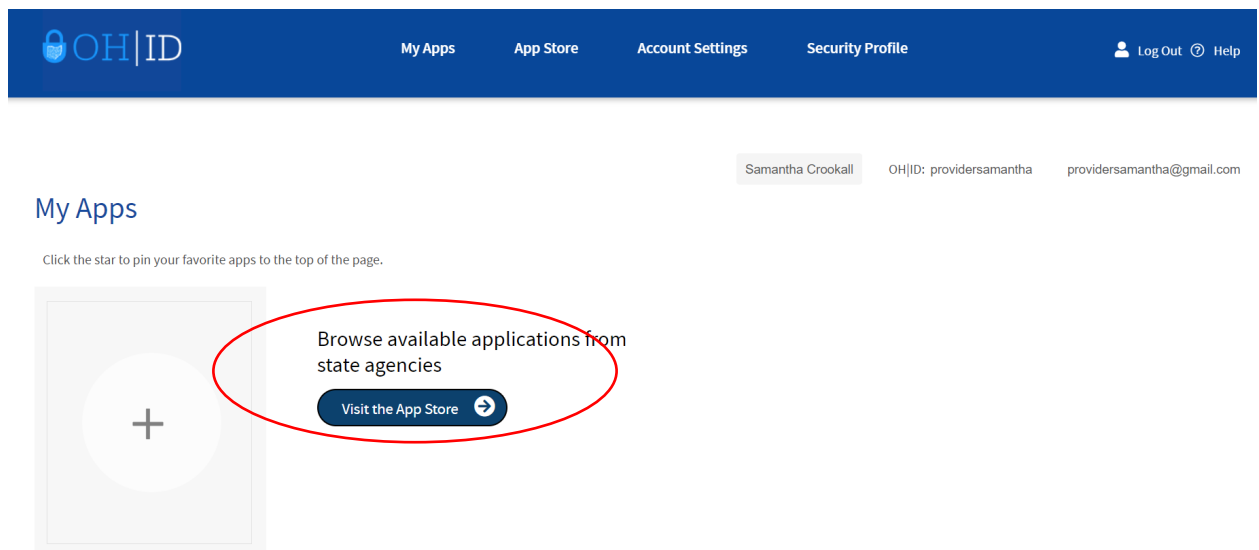
Once you receive a confirmation email, return here to [log in to OH|ID](#).

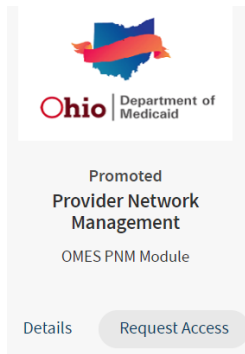
11. At the log in screen, type in your username and password, then click Log in



The image shows the OH|ID login interface. At the top is the OH|ID logo with the tagline "Ohio's Digital Identity. One State. One Account." and the instruction "Register once, use across many State of Ohio websites". Below this is a "Create Account" button. A horizontal line separates the registration section from the login section. The login section is titled "Log In" and contains two input fields: "OH|ID" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a blue "Log in" button. At the bottom, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help".

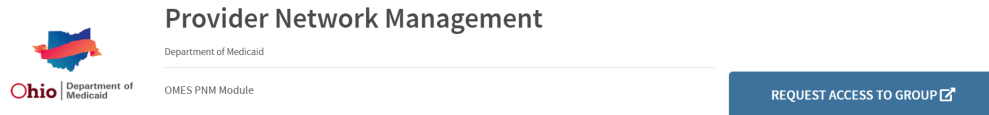
12. From the Home Page, click on Visit the App store or on App Store in the menu bar. You will want to request access to 2 of the applications (PNM and MyDODD)





## Provider Network Management (PNM) OMES PNM Module

- This is where you will complete your application for certification and complete any items regarding your certification
- 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.

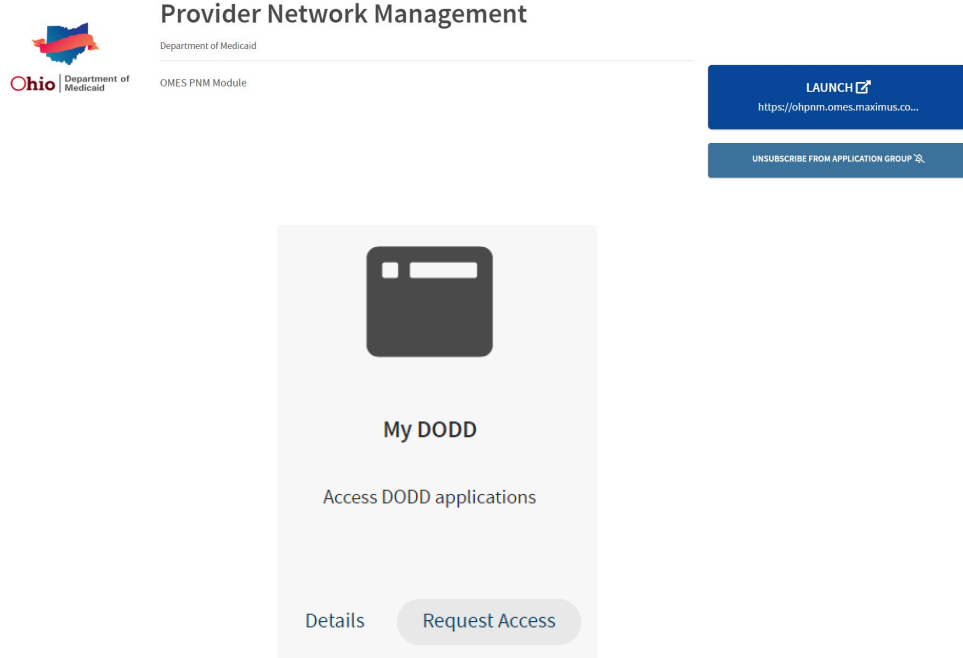
You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. 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

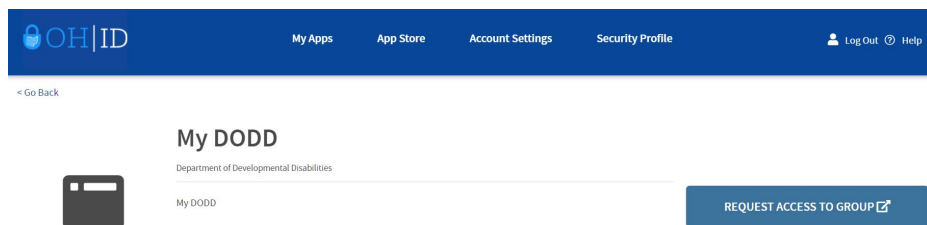
Request Access to Group

You can launch PNM by clicking on Launch



## My DODD

- This is the DODD application. You will use this to access the DODD systems for billing, training, etc.
- 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



### My DODD

Department of Developmental Disabilities

My DODD

LAUNCH 

My DODD

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

The screenshot shows the Ohio Department of Medicaid Provider Network Management (PNM) login page. A modal window titled "Terms" is displayed in the center. The modal contains the following text:

**Terms**

Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.

☐ Yes, I have read the agreement

Cancel

The background of the page shows the Ohio Department of Medicaid header with navigation links: Menu, Ohio Department of Medicaid, Provider Network Management, Medicaid Home, Learning, Contact, Fee Schedule, Sign Up, and Login. The footer contains version information (OH PROD 1.43.01 10/31/2022), contact information (1-800-596-1515), mailing address (Ohio Department of Medicaid, Provider Enrollment Unit, PO Box 1461, Columbus, OH 43216-1461), and links to Home, Contact Us, Security, Privacy & Accessibility Policy, and Terms of Usage Policy.

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

The screenshot shows the Ohio Department of Medicaid PNM User Profile page. The header includes the Ohio Department of Medicaid logo and navigation links: Menu, Ohio Department of Medicaid, Provider Network Management, Medicaid Home, Learning, Contact, Fee Schedule, Samantha Crookall, and Log out. The page title is "User Profile".

What type of Provider Account do you need to create?

- ☐ Provider Administrator
- ☐ Provider Agent
- ☐ CEO Certified (DODD)
- ☐ Secondary User (DODD)

Save Cancel

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**

