

First Time Login to the Ohio Former Employee Portal

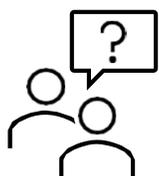
**Prepared for Former State of
Ohio Employees**

Updated October 2023

Welcome to the Ohio Former Employee Portal!

Self-Service actions available in the Ohio Former Employee Portal can only be completed once you have ended your employment with the State. See below for guidance to securely access your personal information.

Which self-service actions can I complete?



- View Paychecks
- View W-2s Form
- View Form 1095-C
- View/Update Home and Mailing Address
- View/Update Phone and Email Address
- Change Name
- View Disability Claims

How do I access the Portal?



Visit FormerEmployee.Ohio.gov. Guidance on accessing the Ohio Former Employee Portal can be found in the portal.

Who do I contact if I need help?



If you have trouble accessing the Ohio Former Employee Portal after your termination date, contact the Customer Service Center (CSC) Helpdesk at (614) 644-6860, or toll free at: 1-877-644-6860.

How to Use the Ohio Former Employee Portal

The following steps detail the first-time login process to the Ohio Former Employee Portal. Once you have completed your first login, you can use the password and multi-factor authentication options you established to reauthenticate at any time while you are a former employee."

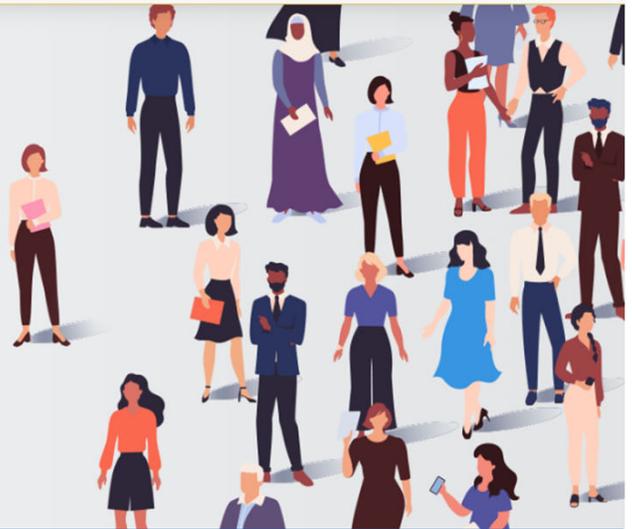
1

Navigate to the Ohio Former Employee Portal:
FormerEmployee.Ohio.gov. Click "myPay", "myInfo," or "myBenefits" to access your desired information.

Former Employee

Welcome Back

The Ohio Former Employee Portal answers common questions you may have after leaving state employment and allows you to log in and view old pay statements, download tax documents, and update your information with the State of Ohio.



1



myPay

View old pay statements or download your Form W-



myInfo

Update your personal information



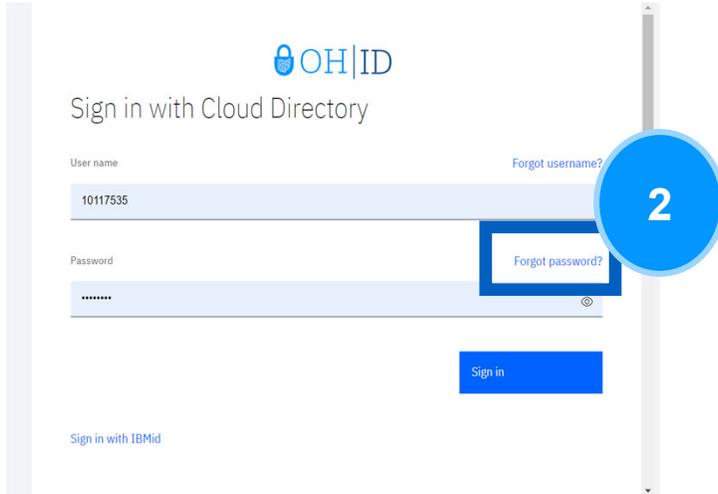
myBenefits

Download your Form 1095-C and view Disability Claims

How to Use the Ohio Former Employee Portal

2

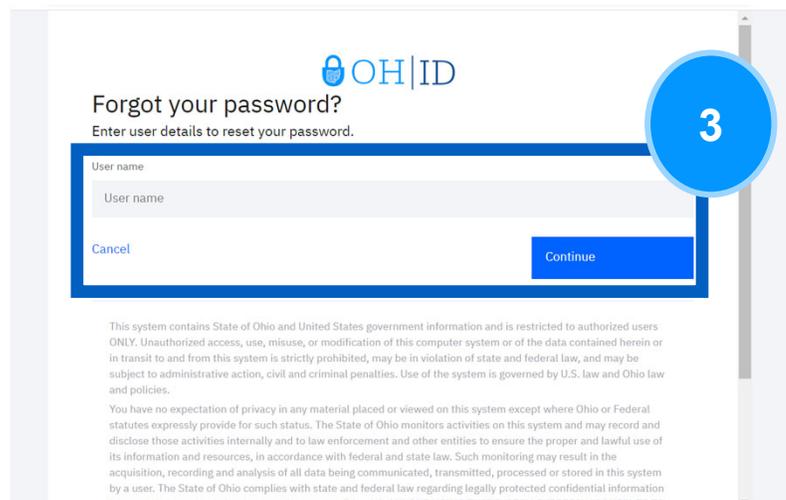
Once redirected to the OHID Login Page, click “Forgot Password?”



The screenshot shows the OHID login interface. At the top, it says "OH|ID" and "Sign in with Cloud Directory". Below this are two input fields: "User name" containing "10117535" and "Password" with masked characters. A blue box highlights the "Forgot password?" link next to the password field. A "Sign in" button is located below the fields. A blue circle with the number "2" is overlaid on the "Forgot password?" link.

3

Enter your existing State employee OHID (e.g., 10001234) as the user name to begin the password reset process.



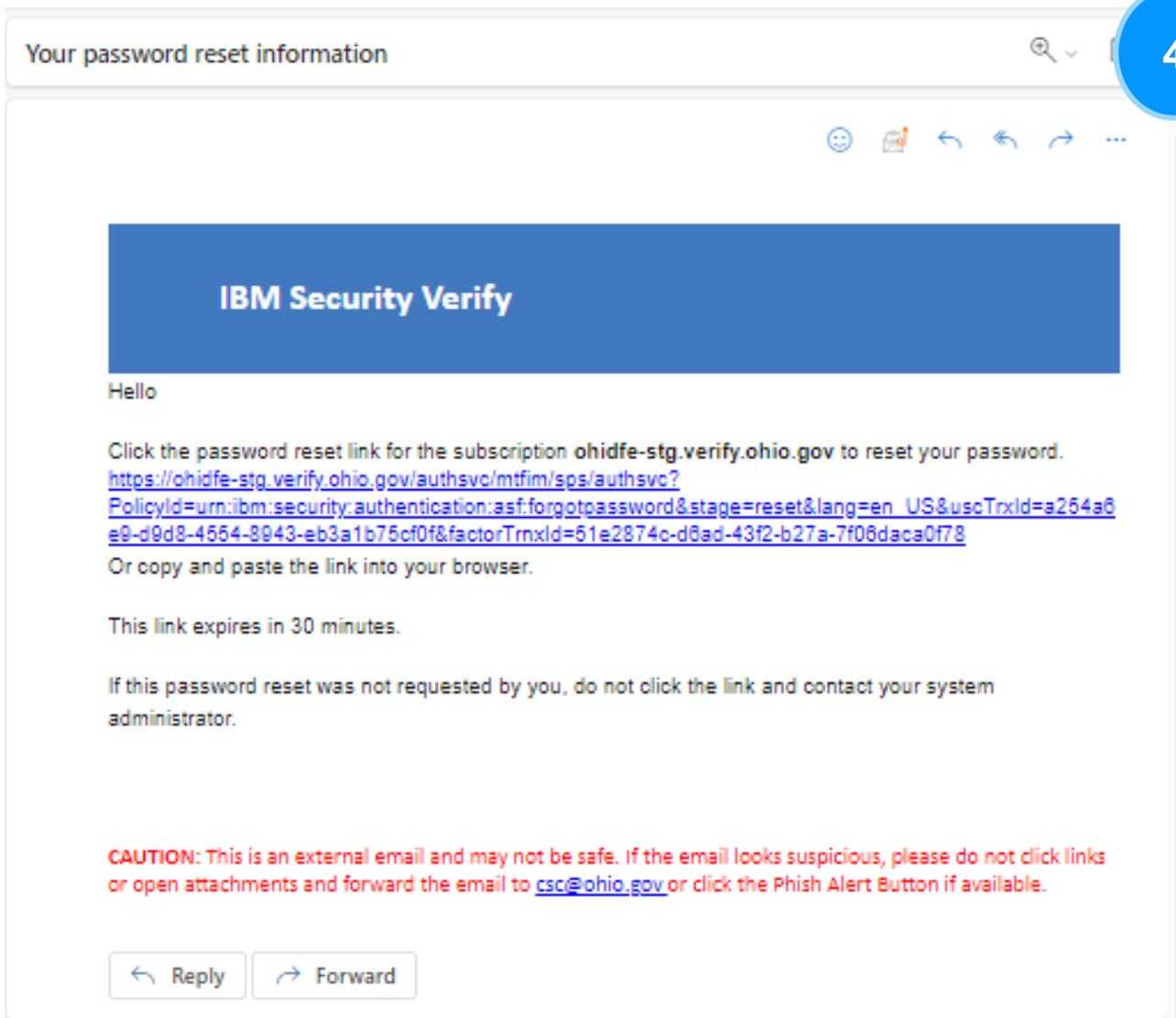
The screenshot shows the "Forgot your password?" page. It features the OHID logo and the heading "Forgot your password?". Below the heading is the instruction "Enter user details to reset your password." and a "User name" input field. A blue box highlights the "Continue" button. A blue circle with the number "3" is overlaid on the "Continue" button. At the bottom of the page, there is a disclaimer: "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 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..."

How to Use the Ohio Former Employee Portal

4

Password reset instructions will be sent to the Home email address currently on file. If you do not receive your email, check your spam folder. The link to reset your password is only valid for 30 minutes.

Note: If you do not receive an email, please contact the Customer Service Center (CSC) Helpdesk at (614) 644-6860, or toll free at: 1-877-644-6860.



Your password reset information

IBM Security Verify

Hello

Click the password reset link for the subscription ohidfe-stg.verify.ohio.gov to reset your password.
https://ohidfe-stg.verify.ohio.gov/authsvc/mtfim/sps/authsvc?PolicyId=urn:ibm:security:authentication:asf:forgotpassword&stage=reset&lang=en_US&uscTrxId=a254a8e9-d9d8-4554-8943-eb3a1b75cf0f&factorTrxId=51e2874c-d6ad-43f2-b27a-7f08daca0f78

Or copy and paste the link into your browser.

This link expires in 30 minutes.

If this password reset was not requested by you, do not click the link and contact your system administrator.

CAUTION: This is an external email and may not be safe. If the email looks suspicious, please do not click links or open attachments and forward the email to csc@ohio.gov or click the Phish Alert Button if available.

Reply Forward

4

How to Use the Ohio Former Employee Portal

5

Once you have reset your password, click “Return Home” to be redirected to the OHID login page. Enter your State employee OHID and new password.

6

Once you have successfully logged in, you will be redirected to OHID My Apps page. To access the Former Employee Portal, select the “Former Employee Portal” tile then select “launch”

The image shows two screenshots of the OHID portal. The top screenshot, labeled with a blue circle containing the number 5, shows a confirmation message: "CSIAH0324! The password is reset. A password change notification email is sent to the user." Below the message is a blue "Return Home" button. The bottom screenshot, also labeled with a blue circle containing the number 5, shows the "Sign in with Cloud Directory" page. It features a "User name" field with the value "10117535" and a "Password" field with masked characters. There are links for "Forgot username?" and "Forgot password?". A blue "Sign in" button is at the bottom right. The Ohio.gov logo is visible at the top of both screenshots.

5

5

The image shows a screenshot of the "My apps" page in the OHID portal. At the top, there are navigation links for "My accesses" and "My requests". Below is a search bar with the placeholder text "What app are you looking for?". A large white tile is displayed, featuring the Ohio state logo and the text "Former Employee Portal". A blue circle with the number 6 is overlaid on the right side of the tile, indicating the selection step.

6

Setting up MFA

7

Click on “Next” to begin MFA setup process. Please note that you are required to enroll in two (2) MFA methods to access OAKS HCM.

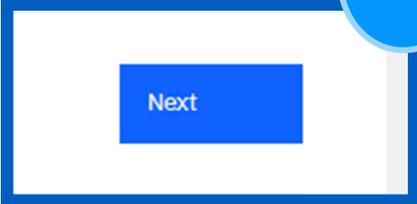


Don't get locked out

Your security policy requires a minimum of 2 devices to be enrolled by 2023-08-10T16:45:58.255Z. You currently have a 0 devices enrolled. Enroll a device to secure your account.

Setup takes up to three minutes and might require your mobile device.

[Learn more](#)



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 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.

Ohio.gov

Setting up MFA

8

Select TWO Verification methods to proceed with MFA set up.

8

2-Step Verification Enrollment

Status: 0 of 2 required methods set up

IBM Security Verify app

Verify with a simple tap on your iOS or Android device with the IBM Security Verify app.

[Add Device](#)

Authenticator app

Verify with a one-time access code that is generated by an authenticator app on your mobile phone or tablet.

[Setup](#)

Text message

Verify by entering by a one-time PIN sent to your phone via SMS text. Standard message rates apply.

[New number](#)

Email

Verify by entering by a one-time PIN sent to your email address.

[New email](#)

Phone call

Verify by entering by a one-time PIN sent via voice call. Standard voice rates apply.

[New number](#)

Setting up MFA: Phone Call

9a

Input your phone number and select “Call me”.

2-Step Verification Enrollment: Phone Call

Enter your phone number

We will call this number with a one-time PIN each time you log in.

To use Text Message and Phone Call as two methods, you must use a different phone number for each.

9a

United States +1

Phone number with area code

[Use another method](#)

Call me

Setting up MFA: Phone Call

9b

If you are submitting the same number used for another MFA set up, then you will be prompted to click “Enroll another method”. Otherwise, click “Proceed”.

2-Step Verification Enrollment: Phone Call

1 of 2 required methods set up

You are enrolling +19294604213 that is already in use for another multi-factor enrollment. This enrollment does not count toward your minimum required enrollment methods because it is not a unique enrollment. You can complete the verification of this method or enroll another method.

[Enroll another method](#)

9b

[Proceed](#)

9c

Input your “One-Time PIN” and select “Submit”.

One-Time PIN Submission

Enter the one-time PIN that was sent to +19294604213.

Time remaining: 04:56

4250-

[Submit](#)

[Use another method](#)

[Resend OTP](#)

9c

Setting up MFA: Text Message

9d

You can register your phone number through a text message by entering your number and clicking “Send me a code”.

2-Step Verification Enrollment: Text Message

Enter your phone number

We will send a one-time PIN to this number via text (SMS) each time you log in.

To use Text Message and Phone Call as two methods, you must use a different phone number for each.

United States +1

Phone number with area code

[Use another method](#)

[Send me a code](#)

9d

9e

Input your “One-Time PIN” and select “Submit”.

One-Time PIN Submission

Enter the one-time PIN that was sent to +19294604213.

Time remaining: 04:56

4250-

[Submit](#)

[Use another method](#)

[Resend OTP](#)

9e

Setting up MFA: Text Message

9f

After putting in your “One-Time PIN”, you should receive a success message, then be prompted to add an additional method if this was your first MFA enrollment.

Enrollment successful

Phone number was added

Status: 1 of 2 required methods set up

+19294604213

You can manage your verification methods and devices from Security settings.

Add additional methods

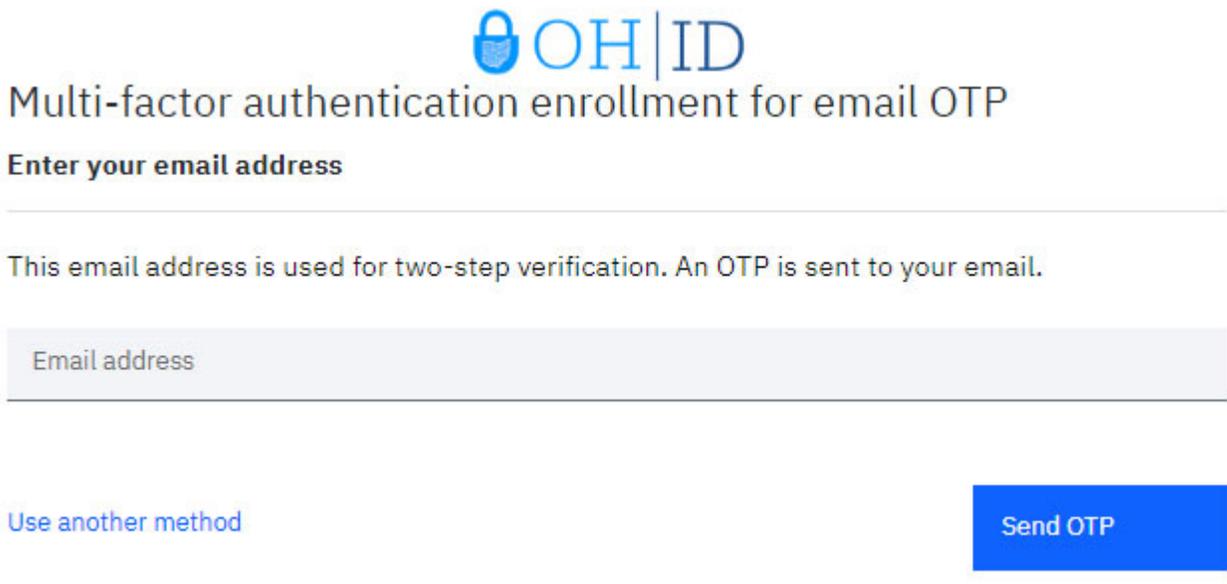
9f

Done

Setting up MFA: Email

9g

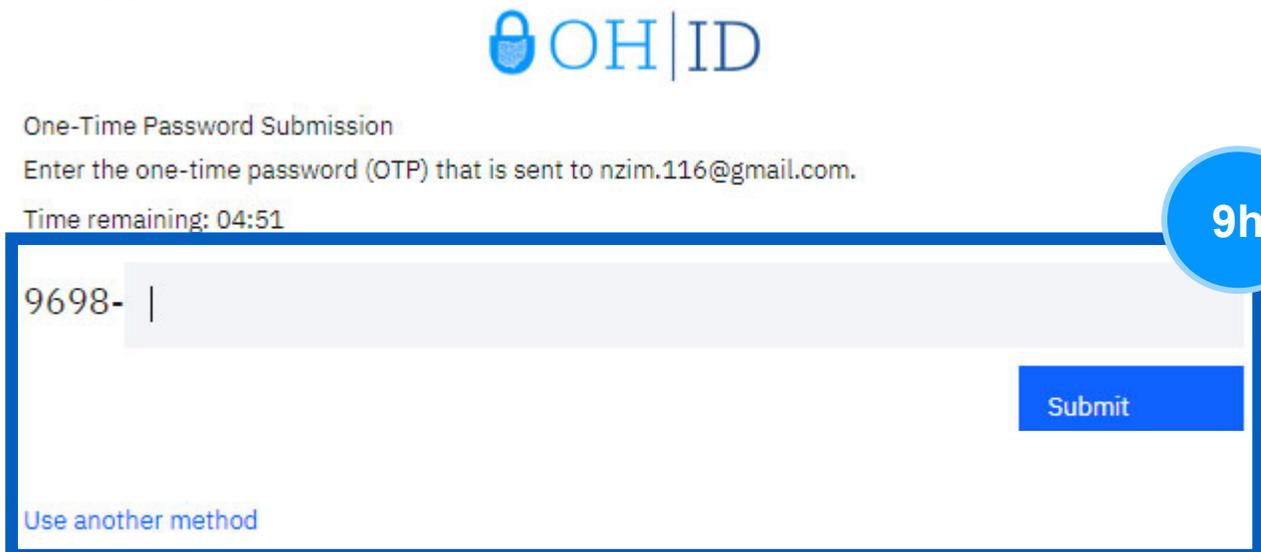
Input a secure, personal email and select “Send OTP”.



The screenshot shows the OH|ID enrollment page for email OTP. At the top is the OH|ID logo. Below it is the title "Multi-factor authentication enrollment for email OTP". A label "Enter your email address" is above a text input field. Below the field is a note: "This email address is used for two-step verification. An OTP is sent to your email." At the bottom left is a link "Use another method" and at the bottom right is a blue "Send OTP" button.

9h

Input your “One-Time PIN” sent to your email and select “Submit”.



The screenshot shows the OH|ID One-Time Password Submission page. At the top is the OH|ID logo. Below it is the title "One-Time Password Submission". A label "Enter the one-time password (OTP) that is sent to nzim.116@gmail.com." is above a text input field. Below the field is a timer: "Time remaining: 04:51". At the bottom left is a link "Use another method" and at the bottom right is a blue "Submit" button. A blue circle with the text "9h" is overlaid on the right side of the form.

Setting up MFA: Email

9i

After putting in your “One-Time PIN”, you should receive a success message. If this was your first MFA enrollment, then you should be prompted to add an additional verification method. If this was your second MFA enrollment option, then you should click “Done”.

Enrollment successful

Email was added

teaccou18@gmail.com

You can manage your verification methods and devices from Security settings.

[Add additional methods](#)

Done

9i

Setting up MFA: IBM Security Verify App

9j

Download the IBM Security Verify App and follow the instructions to verify.

Enroll with IBM Security Verify

Download the app



9j

Follow these instructions or if IBM Security Verify is downloaded on your device, click "Connect your account".

1. Launch the App Store (iOS) or Google Play Store (Android) app.
2. Search for "IBM Security Verify"
3. Tap "Get" and "Install" to download the app.

[Use another method](#)

[Connect your account](#)

Setting up MFA: IBM Security Verify App

9k

Download the Authenticator app and follow instructions to verify.

9k

Enroll with time-based one-time password authentication

Download the app



Follow these instructions or if your preferred app is downloaded on your device, click "Connect your authenticator".

1. Launch the App Store (iOS) or Google Play Store (Android) app.
2. Search for the authenticator app that you want to generate a time-based, one-time access code (for example, "IBM Security Verify" or "Google Authenticator").
3. Tap "Get" and "Install" to download the app.

[Use another method](#)

[Connect your authenticator](#)

Accessing OAKS Application

10

Upon enrolling in two (2) MFA options, you will be redirected to the corresponding OAKS Application tile you selected prior to login.

If you selected **myPay**, you will be redirected to the OAKS Payroll and Compensation tile.

10

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/18/2021	State of Ohio	05/23/2021 06/05/2021	\$1842.35	21881119
06/04/2021	State of Ohio	05/09/2021 05/22/2021	\$1903.19	21832412
05/21/2021	State of Ohio	04/25/2021 05/08/2021	\$1867.11	21783126
05/07/2021	State of Ohio	04/11/2021 04/24/2021	\$1927.95	21734709
04/23/2021	State of Ohio	03/28/2021 04/10/2021	\$1728.51	21685435
04/09/2021	State of Ohio	03/14/2021 03/27/2021	\$1788.94	21637019
03/26/2021	State of Ohio	02/28/2021 03/13/2021	\$1728.51	21587711
03/12/2021	State of Ohio	02/14/2021 02/27/2021	\$1788.94	21539227

Accessing OAKS Application

If you selected **myInfo**, you will be redirected to the OAKS Personal Information tile.

OAKS Personal Information

Home and Mailing Address

Home Address

1234 Main Street
Columbus, OH 43215 Current

Mailing Address

No Mailing Address exists.

Add Mailing Address

If you selected **myBenefits**, you will be redirected to the OAKS Benefits tile.

OAKS Benefits

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 10/27/2023 Refresh

No Benefit Summary information is available for this date.

Contact Information

Phone
8004091205 x OPT 2

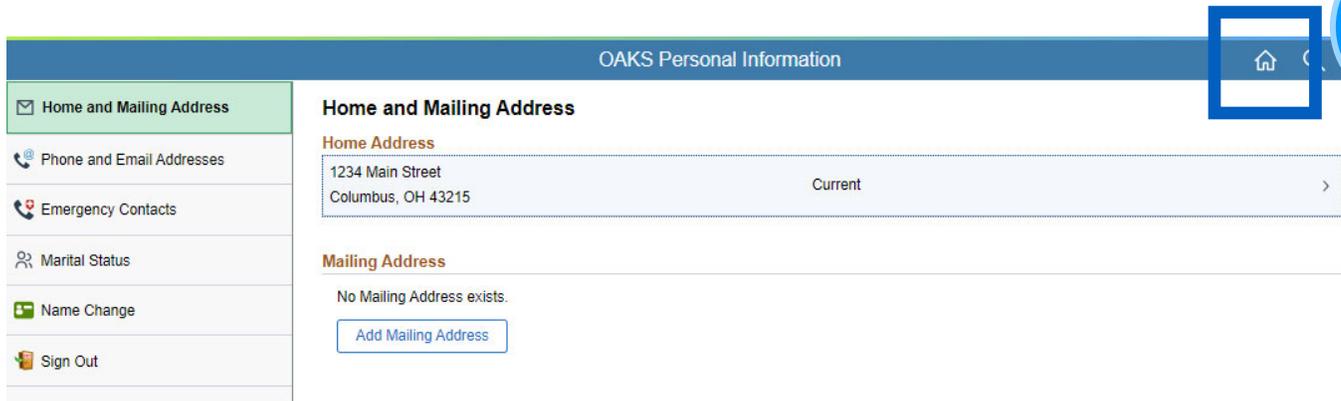
Email
myBenefits@das.ohio.gov

Address
Ohio Dept of Admin Services
30 E. Broad St., 40th Floor
Columbus, OH 43215

Accessing OAKS Application

11

To navigate to a different self-service tile, select the “home” icon.



OAKS Personal Information

Home and Mailing Address

Home Address

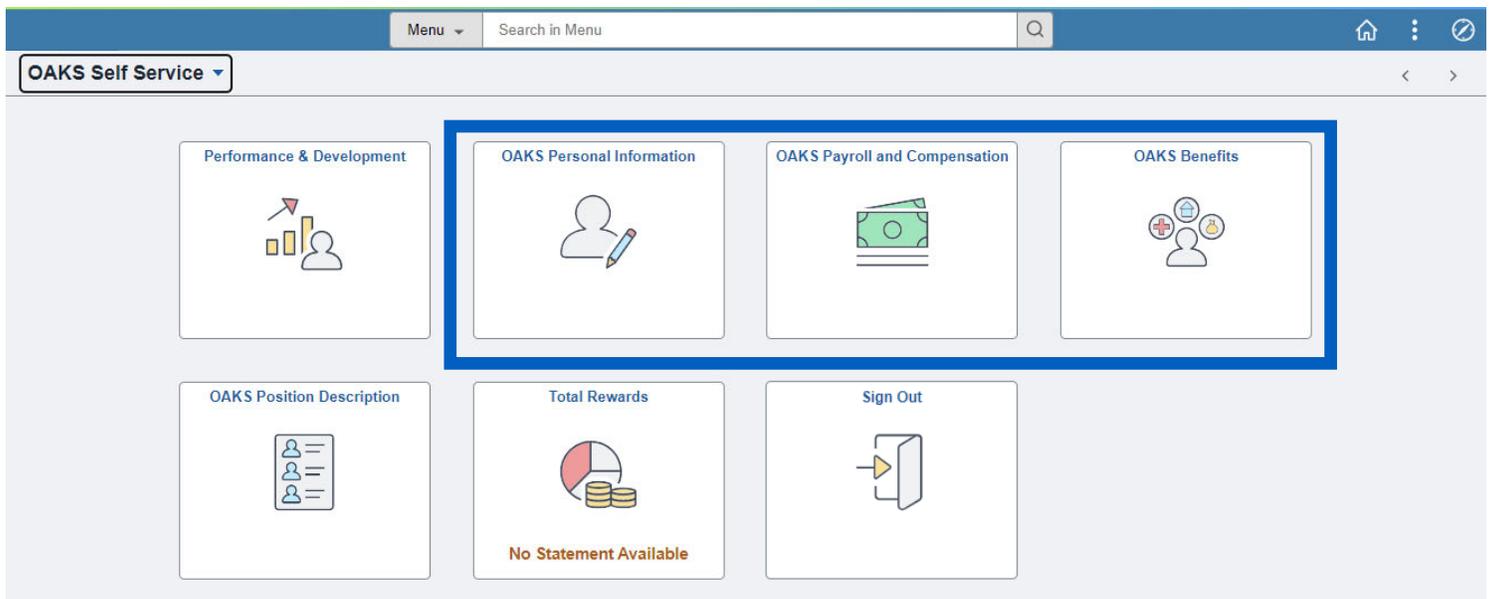
1234 Main Street
Columbus, OH 43215 Current

Mailing Address

No Mailing Address exists.

Add Mailing Address

11



Menu Search in Menu

OAKS Self Service

Performance & Development

OAKS Personal Information

OAKS Payroll and Compensation

OAKS Benefits

OAKS Position Description

Total Rewards

No Statement Available

Sign Out