

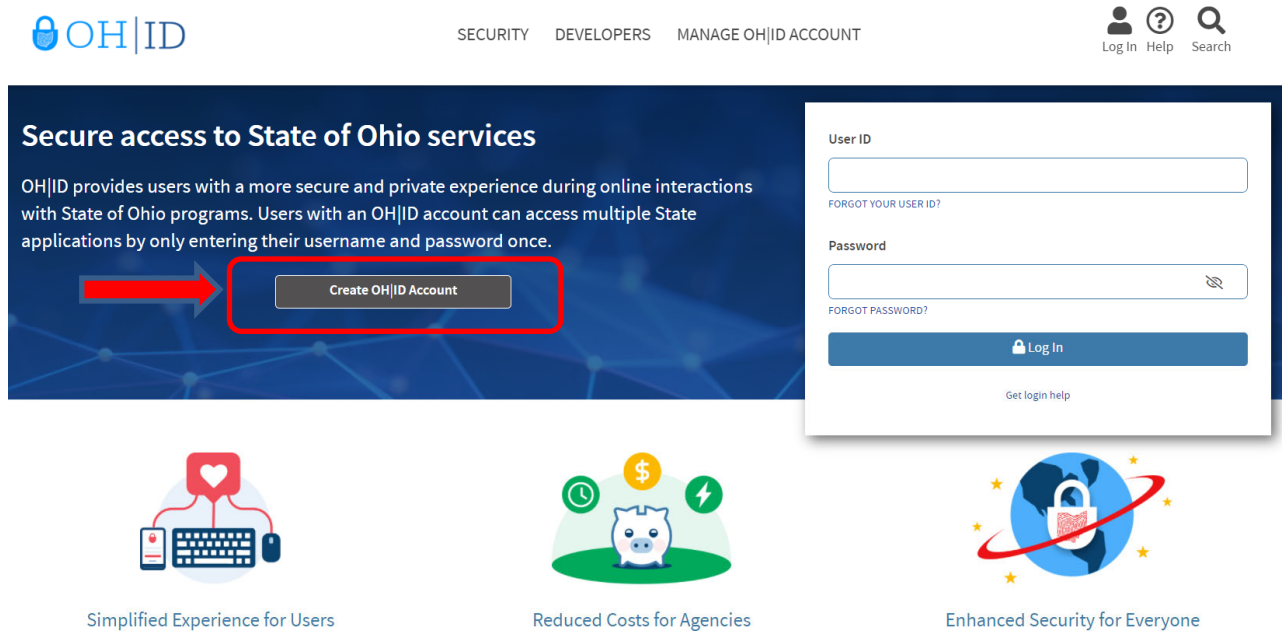
# User Guide: Create a new OH|ID Account

Before you start the OHID account creation process, please note the followings:

1. Please do not create multiple OHID accounts as one OHID can be used to access/link to multiple State of Ohio agency systems.
2. Use your individual business email address, and NOT a generic email address in your account setup.

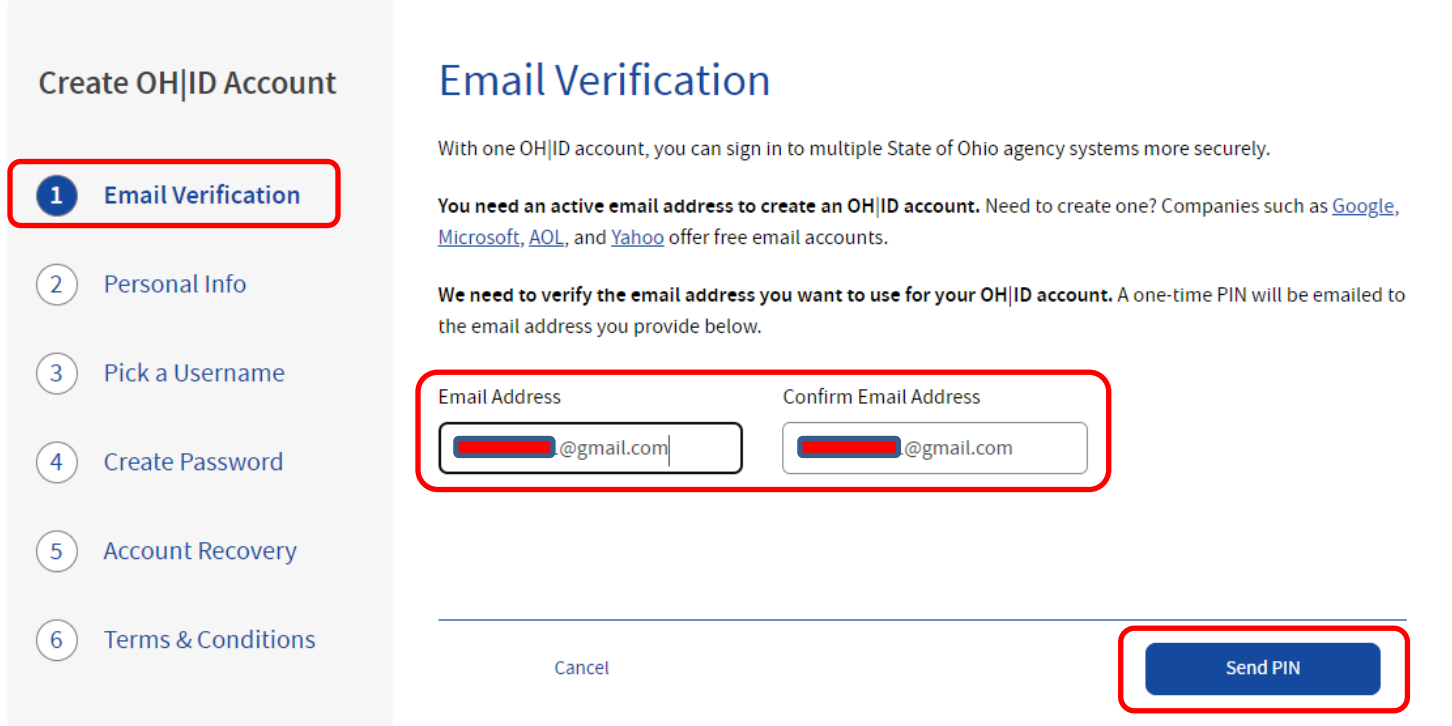
## Creation of new OH|ID account instructions:

- Users can access the OH|ID portal directly at <https://ohid.ohio.gov> and they will be redirected to the screen below.



- Click the “Create OH|ID Account” button on the left-hand side of the screen, and you will be redirected to create new account application.
- Please follow the instructions below to complete the step-by-step process to create a new OH|ID account.

**Step 1:** Enter and confirm your email address and click "send PIN"



**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.

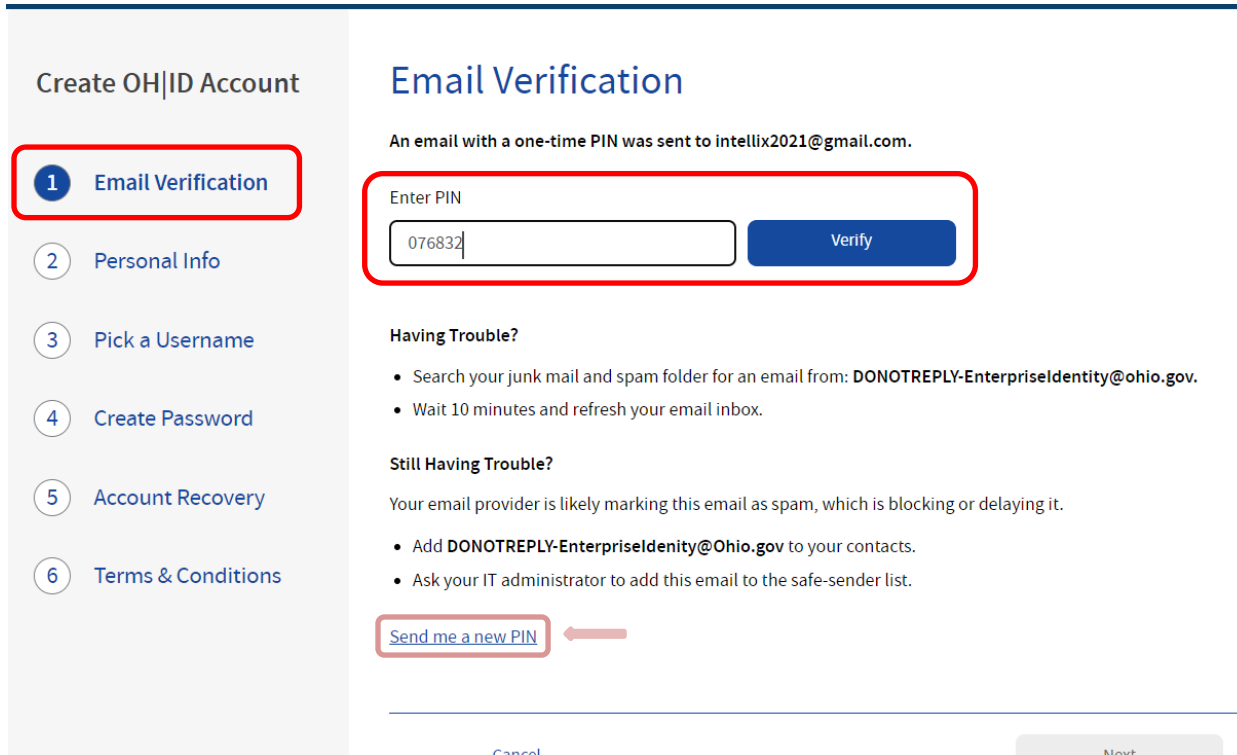
**You need an active email address to create an OH|ID account.** Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts.

**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: [redacted]@gmail.com      Confirm Email Address: [redacted]@gmail.com

Cancel      **Send PIN**

**Step 2:** Enter the PIN which is sent to the email address you provided and click 'verify'.  
'Send me a new PIN' option can be used if you do not receive a pin after 10 minutes of clicking verify.



**Create OH|ID Account**

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## Email Verification

An email with a one-time PIN was sent to intellix2021@gmail.com.

Enter PIN: 076832      **Verify**

**Having Trouble?**

- Search your junk mail and spam folder for an email from: **DONOTREPLY-Enterpriseldentity@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-Enterpriseldentity@Ohio.gov** to your contacts.
- Ask your IT administrator to add this email to the safe-sender list.

[Send me a new PIN](#) ←

Cancel      Next

**Step 3:** Click 'next' to proceed to the next step.

### Create OH|ID Account

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## Email Verification

An email with a one-time PIN was sent to [redacted]@gmail.com.

Enter PIN

 ✓ VERIFIED

**Step 4:** Fill in the required details under personal info and click next.

### Create OH|ID Account

- ✓ Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
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## Personal Info

Legal First Name	Legal Last Name
<input type="text" value="Harry"/>	<input type="text" value="Pat"/>
Date of Birth	Last 4 digits of SSN (optional)
<input type="text" value="01/01/2000"/>	<input type="text"/>

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

Cancel Next

**Step 5:** Pick a username which follows the username requirements and click next.

### Create OH|ID Account

- ✓ Email Verification
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- 3 Pick a Username**
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## 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

**Step 6:** Create password which follows the password requirements and click 'Next'.

### 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"

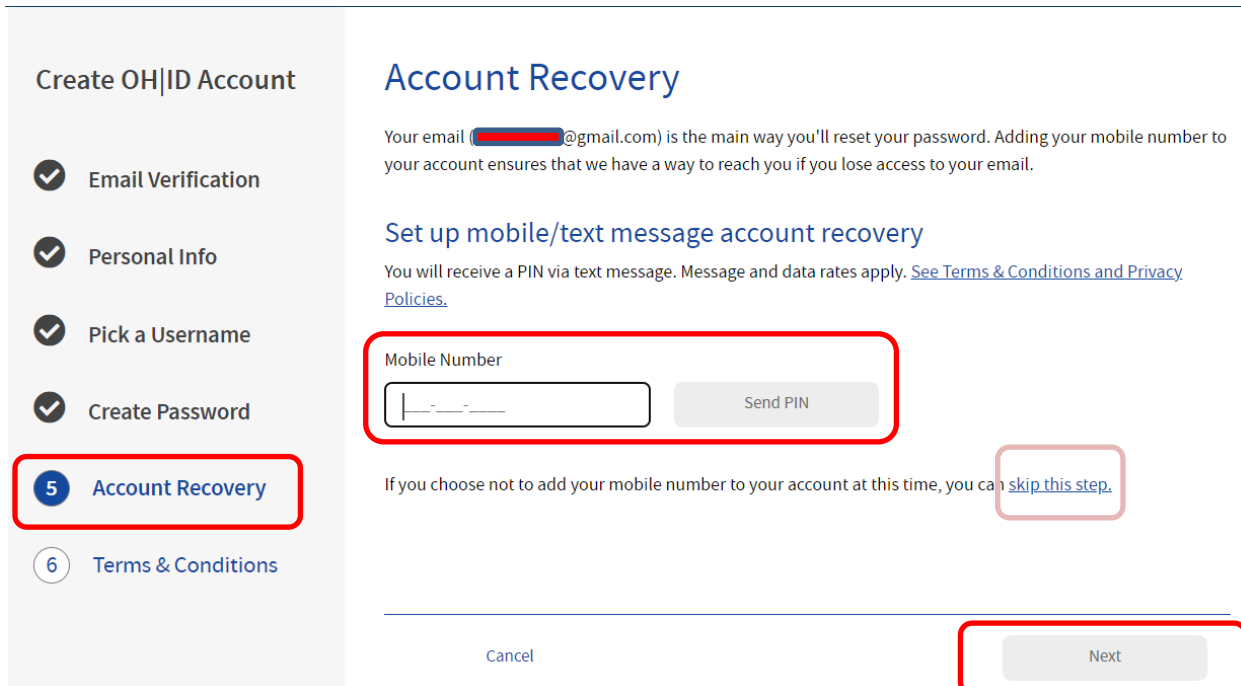
Password

Confirm Password

Cancel

Next

**Step 7:** Under Account Recovery, setup account recovery by entering your mobile number and verifying the PIN sent or click 'skip this step' to set up account recovery later.



The screenshot shows the 'Account Recovery' step of the account creation process. On the left is a vertical sidebar with a list of steps: 'Email Verification', 'Personal Info', 'Pick a Username', 'Create Password', '5 Account Recovery', and '6 Terms & Conditions'. The '5 Account Recovery' step is highlighted with a red box. The main content area is titled 'Account Recovery' and contains the following text: 'Your email ([redacted]@gmail.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.' Below this is a sub-section 'Set up mobile/text message account recovery' with a link to 'See Terms & Conditions and Privacy Policies.' A 'Mobile Number' input field with a 'Send PIN' button is highlighted with a red box. Below the input field, there is a link 'skip this step.' also highlighted with a red box. At the bottom of the page, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

**Step 8:** Click next to proceed further.

**Step 9:** Click 'I Agree' after reading through the terms & conditions, then complete the verification question and click 'Verify'.

### Create OH|ID Account

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

## Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID account, 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](http://ohid.ohio.gov), or cancel transactions related to your OH|ID account.

I Agree

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### Confirm you are not a robot

What is the 2nd digit in 217903?

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**Step 10:** Click 'Create Account' to complete the account creation process.

Create OH|ID Account

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

### Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

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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.

I Agree

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### Confirm you are not a robot

What is the 2nd digit in 217903?

 ✓ VERIFIED

[Cancel](#) [Create Account](#)

**Step 11:** Once the process is completed click 'log in to OH|ID' to proceed to the login screen.

### 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: test.1234  
Email: ██████████@gmail.com

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

**Step 12:** enter the username and password created and click 'log in'.

SECURITY DEVELOPERS MANAGE OH|ID ACCOUNTLog In Help Search

## Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once.

[Create OH|ID Account](#)

User ID

[FORGOT YOUR USER ID?](#)

Password

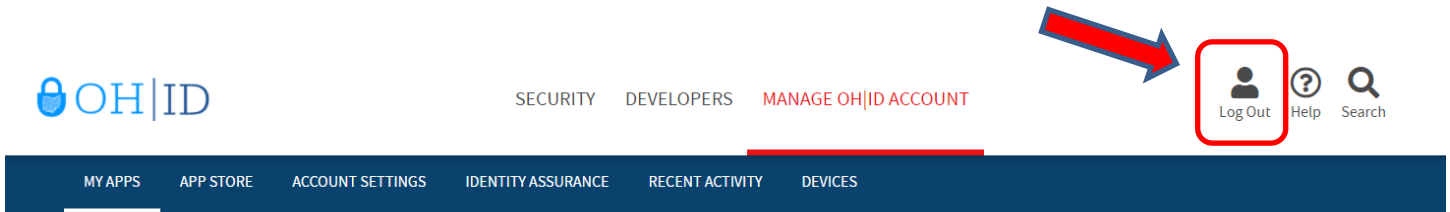
[FORGOT PASSWORD?](#)

[Log In](#)

[Get login help](#)



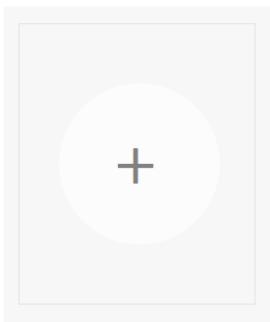
**Step 13:** To obtain your 8-digit User ID, click on Log Out and it will display as part of the drop-down.



## My Apps

Harry Pat | OHID: test.1234 | [redacted]@gmail.com

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



Browse available applications from state agencies

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