## Create an OHID Account

- Navigate to https://ohid.ohio.gov
- Click Create OHID Account.



• Enter Email address and Confirm Email Address fields and click Send PIN.

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• Enter PIN

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• Click **Verify** and then click **Next**.

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• Enter Legal First Name, Legal Last Name, and Date of Birth then click Next.

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		Personal Info	Legel Lat View Cont Legen of 1587 optimis (	)	
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• Enter **Username** and click **Next**.

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• Enter **Password** and **Confirm Password** text fields then click **Next**.

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Enter Mobile Number then click Send PIN .

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• PIN will be sent to your mobile phone. Please enter the **PIN** then click **Verify**.

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#### Click **Next**.

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<ul> <li>Email Verification</li> <li>Personal Info</li> <li>Pick a Username</li> <li>Create Password</li> <li>Account Recovery</li> <li>Terms &amp; Conditions</li> </ul>	By clicking "Lagree" and creating an CH(ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Otio and receive communications in electronic form.         Wy wave this list, you are responsible for mannaming the confidenciality of your CH(ID account(s) and possibility for all activities that occur under your CH(ID account(s) or possibility for all activities that occur under your CH(ID account(s) or possibility for all activities that occur under your CH(ID account(s) or possibility for all activities that occur under your CH(ID account(s) or possibility for all activities that occur under your CH(ID account(s) to report CH(ID account), the Ohio Depariment of Administrative Services and on your CH(ID account), the Ohio Depariment of Administrative Services and the occur under the age of I.3 are not eligible to use privile services that require the submittion of personal information of instrations and should not submit any personal information to us. This includes submitting personal information to the website account you are under the age of I.3 are not eligible to use privile are parents. If you are a trikid under the age of I.3, you can use the seconds only if used together with your parents) or guantians (you are under the age of I.3, you can use the seconds only if used together with your parents) or guantians. As pertonals information to the website as part of a user privile are privile personalization. If you are a stick under the age of I.3, you can use the age of I.3.         Image:       Image:	
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# Click Create Account.

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Add Multi-Factor Authentication to Your OHID Account

- After creating an OHID account, click Account Settings
- Click 2-Step Verification.

#### • Click Configure



• Click Add New Method +

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	MDM managed devices Manage your registered devices. You do not have any registered devices.	
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• Select a verification method:

## IBM Security Verify app

- Download the free IMB Security Verify app on your mobile device
- Click Next: Connect your account



• Launch the authenticator app on your mobile device and scan the QR code



• Follow the app directions and complete set up.

#### Other Authentication Methods

You can also elect to have an authentication request sent by text or phone call, or by email. Click **New Number** or **New Email** to add this information.

# Get Help with a Forgotten Username or Password

- Navigate to <a href="https://ohid.ohio.gov/wps/portal/gov/ohid/forgot/chatbot/recover/recover-account">https://ohid.ohio.gov/wps/portal/gov/ohid/forgot/chatbot/recover/recover-account</a>
- Use the OHID Help chatbot to reset your information

OHID	
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What can we help you with today?	
Choose your response	
I forgot my username (OHID) I forgot my password	

## Where should I get help for login issues?

• If there is any assistance needed for Username or Password, check "**Get login help**" link on OHID login screen.

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How should I get access to the Applications (e.g.: LACTS, GFMS)?

- <u>Create OH|ID Account</u>
- Go to https://OHID.ohio.gov and login.
- Click App Store and search for Ohio Department of Mental Health and Addiction Services



• Click Request Access

- Click Request Access for Group
- Select **I Agree** and **Request access for Group**. User will navigate to OhioMHAS application Portal.