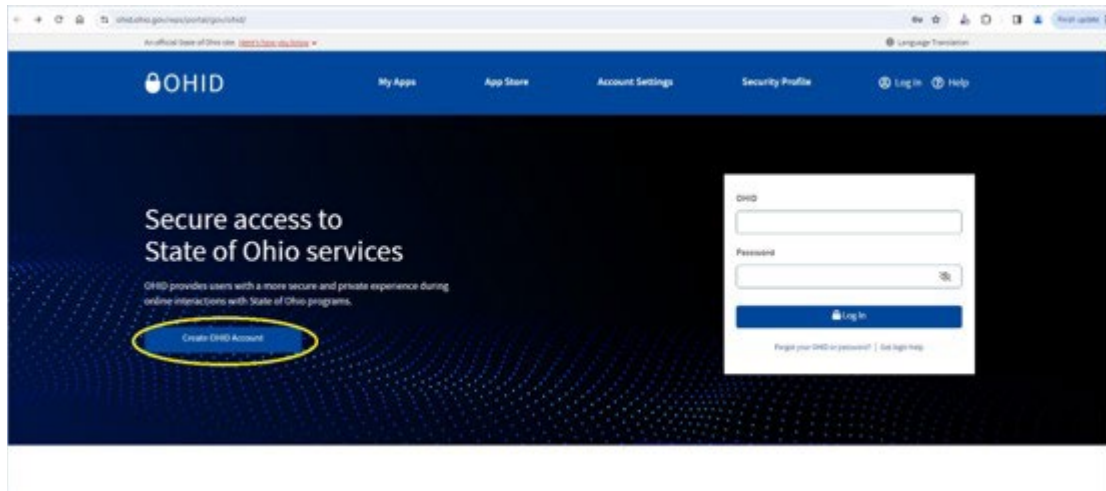
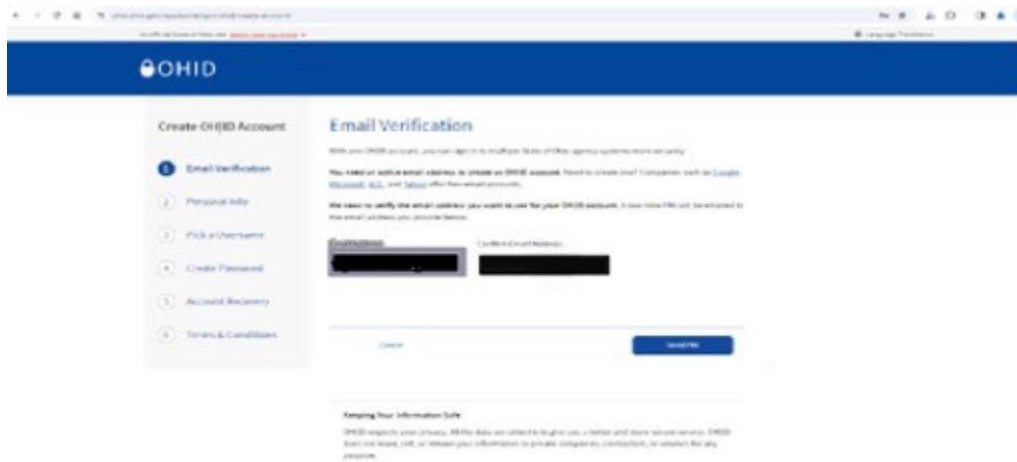


Create an OHID Account

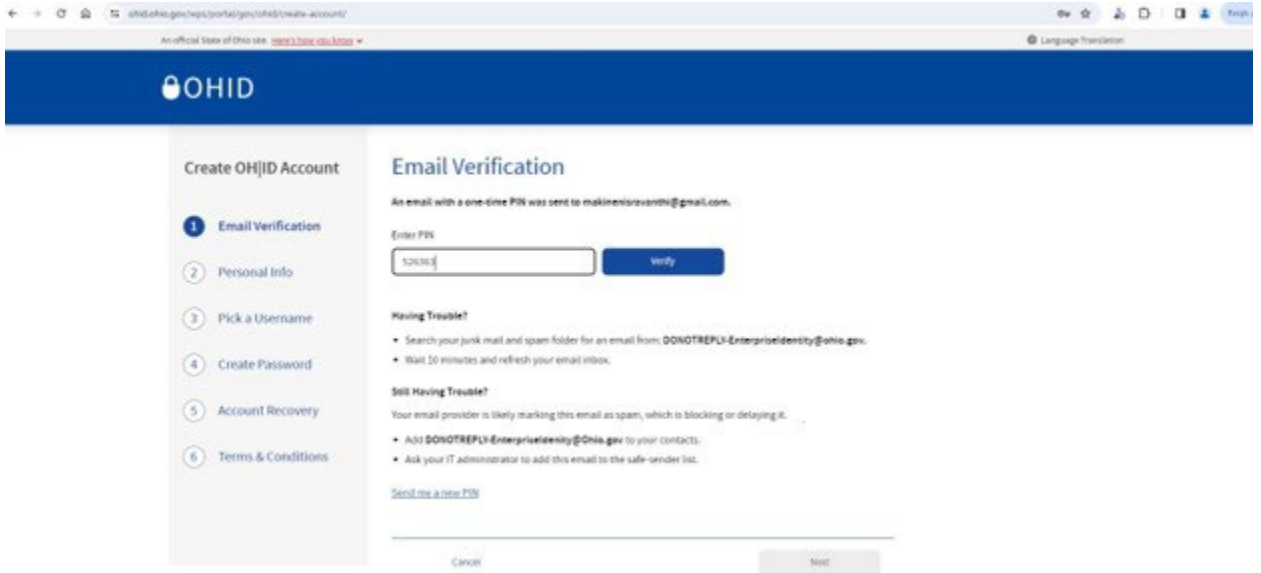
- Navigate to <https://ohid.ohio.gov>
- Click **Create OHID Account**.



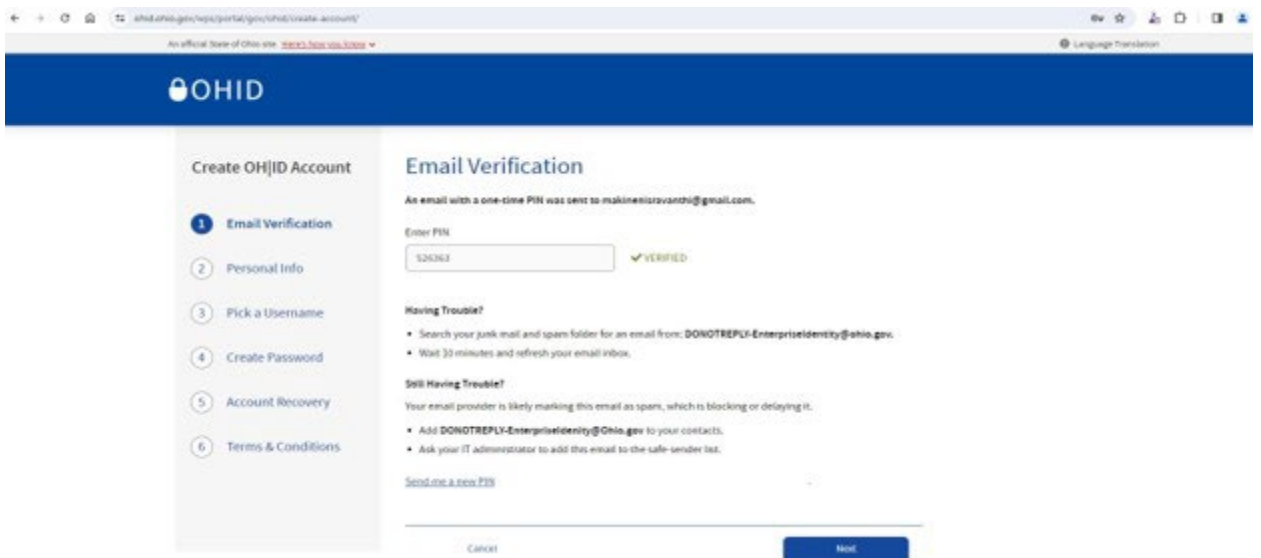
- Enter **Email address** and **Confirm Email Address** fields and click **Send PIN**.



- Enter PIN



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



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

This screenshot shows the 'Personal Info' step of the OHID account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info (highlighted), Pick a Username, Create Password, Account Recovery, and Terms & Conditions. The main area has a title 'Personal Info' and contains two columns of text input fields: 'Legal First Name' and 'Legal Last Name' in the top row, and 'Date of Birth' and 'Last 4 Digits of PIN (optional)' in the bottom row. A note below the fields reads: 'Be sure to use your real name or birth government ID for account recovery later.' At the bottom are 'Cancel' and 'Next' buttons.

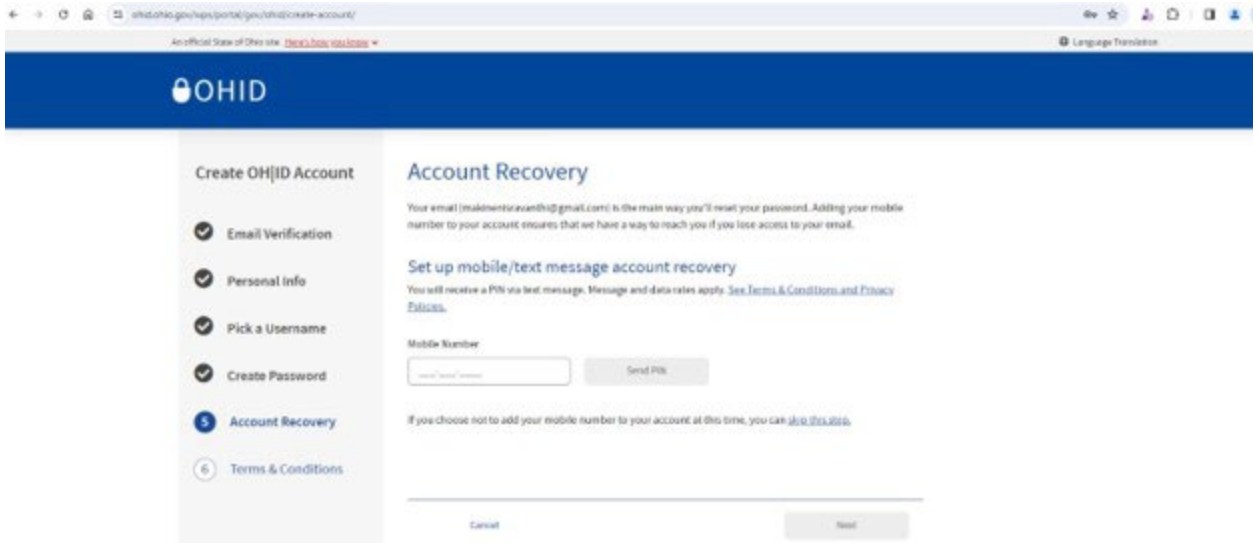
- Enter **Username** and click **Next.**

This screenshot shows the 'Pick a Username' step. The sidebar on the left highlights 'Pick a Username'. The main area has a title 'Pick a Username' and lists 'Username Requirements': 'Must be between 6-16 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'May not include special characters'. Below the list is a text input field for the username. At the bottom are 'Cancel' and 'Next' buttons.

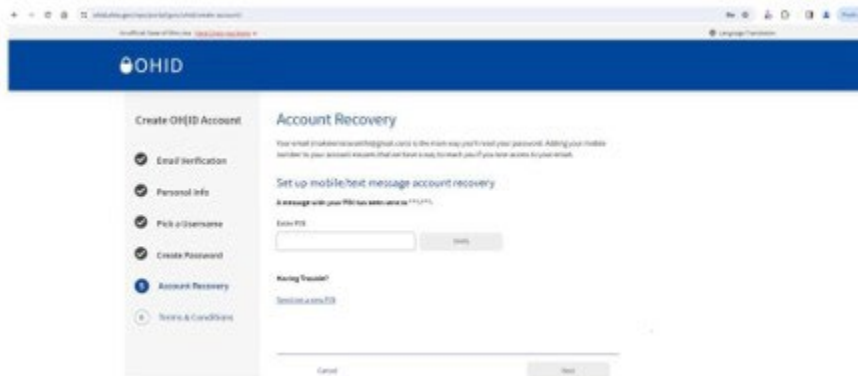
- Enter **Password** and **Confirm Password** text fields then click **Next.**

This screenshot shows the 'Create Password' step. The sidebar on the left highlights 'Create Password'. The main area has a title 'Create Password' and lists '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), and Special characters (SR, \$, %, ^, &, *, ~, |, !, @, #, &, *; /)', and 'Cannot include your first name, last name, username, or OHID'. An example note states: 'Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"'. Below the requirements are two text input fields: 'Password' and 'Confirm Password'. At the bottom are 'Cancel' and 'Next' buttons.

- Enter **Mobile Number** then click **Send PIN**



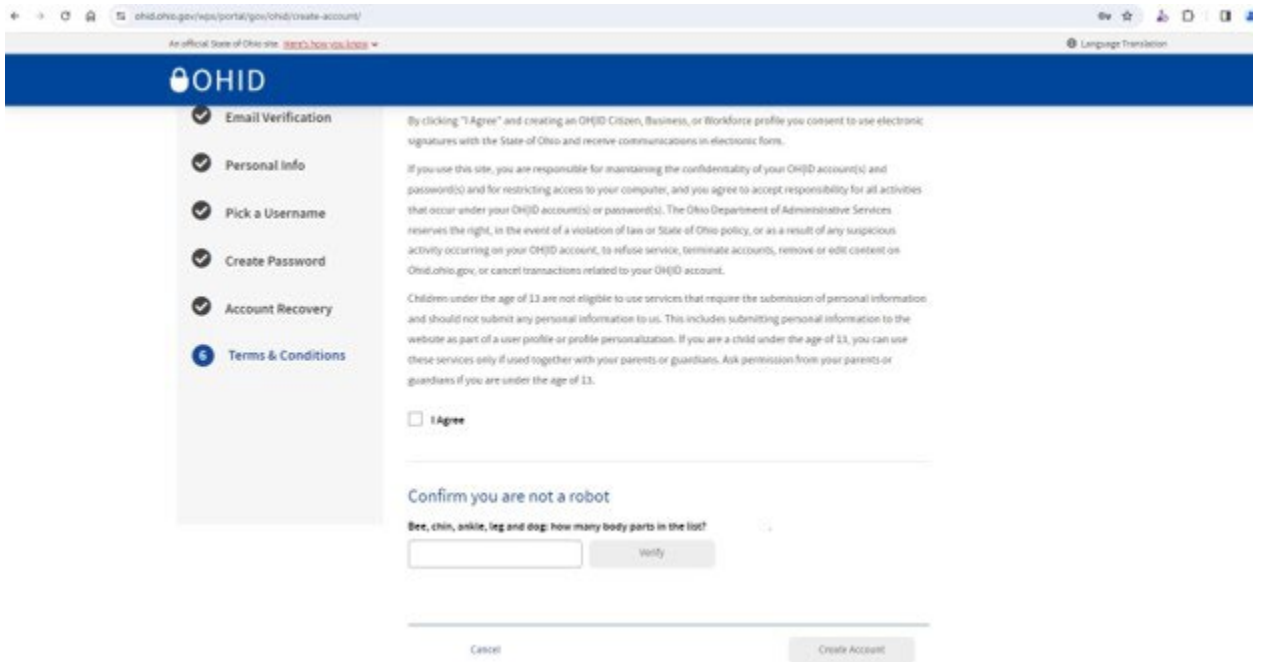
- PIN will be sent to your mobile phone. Please enter the **PIN** then click **Verify**.



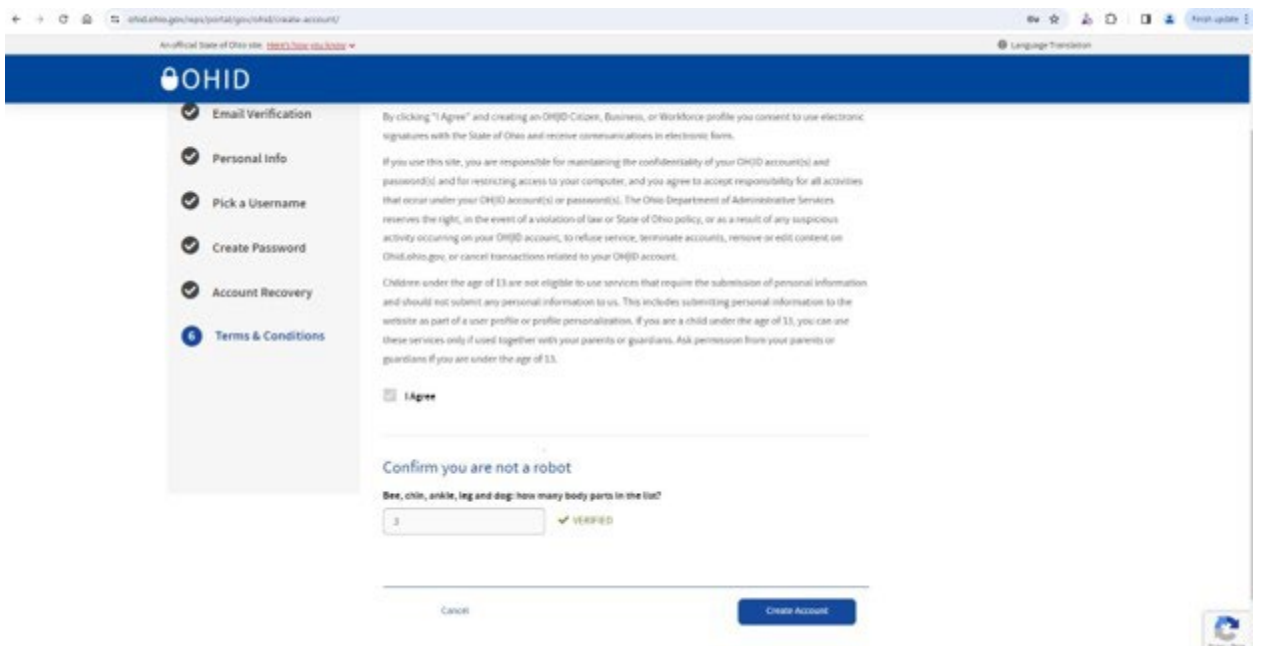
Click **Next**.



Select **I Agree** check box and enter **Confirm you are not a robot** then click **Verify**.



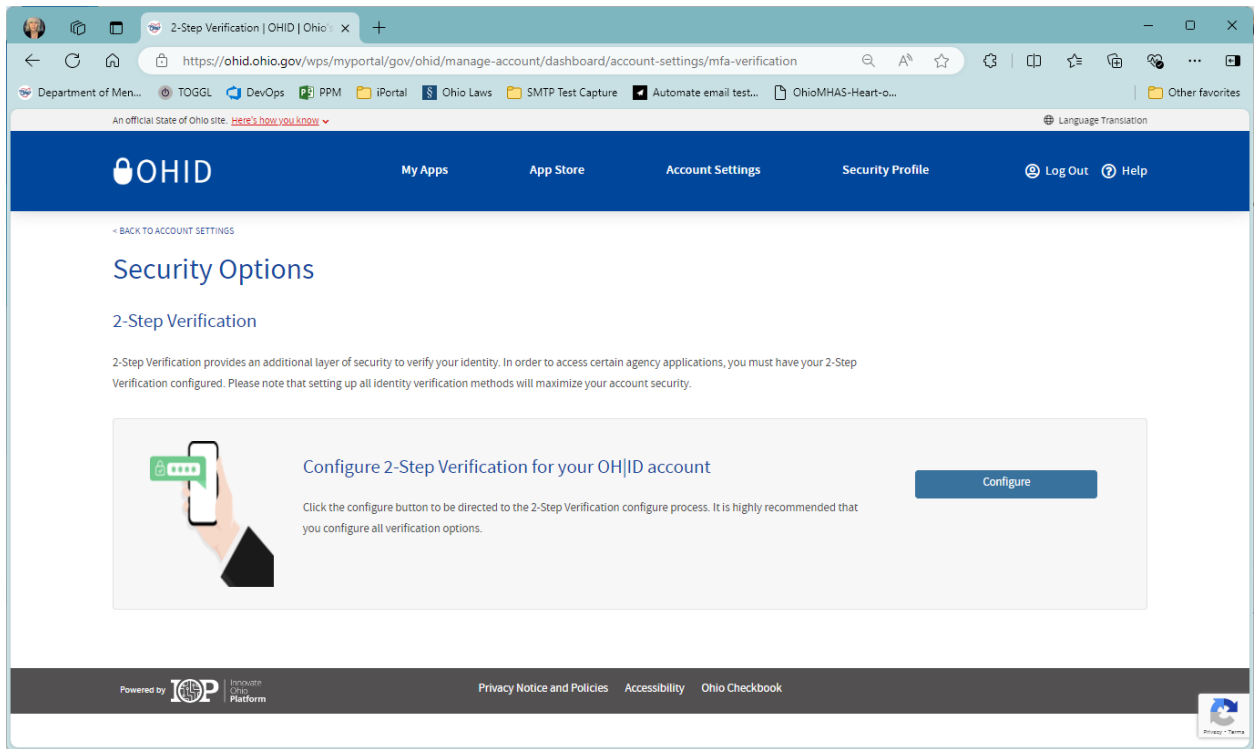
Click **Create Account**.



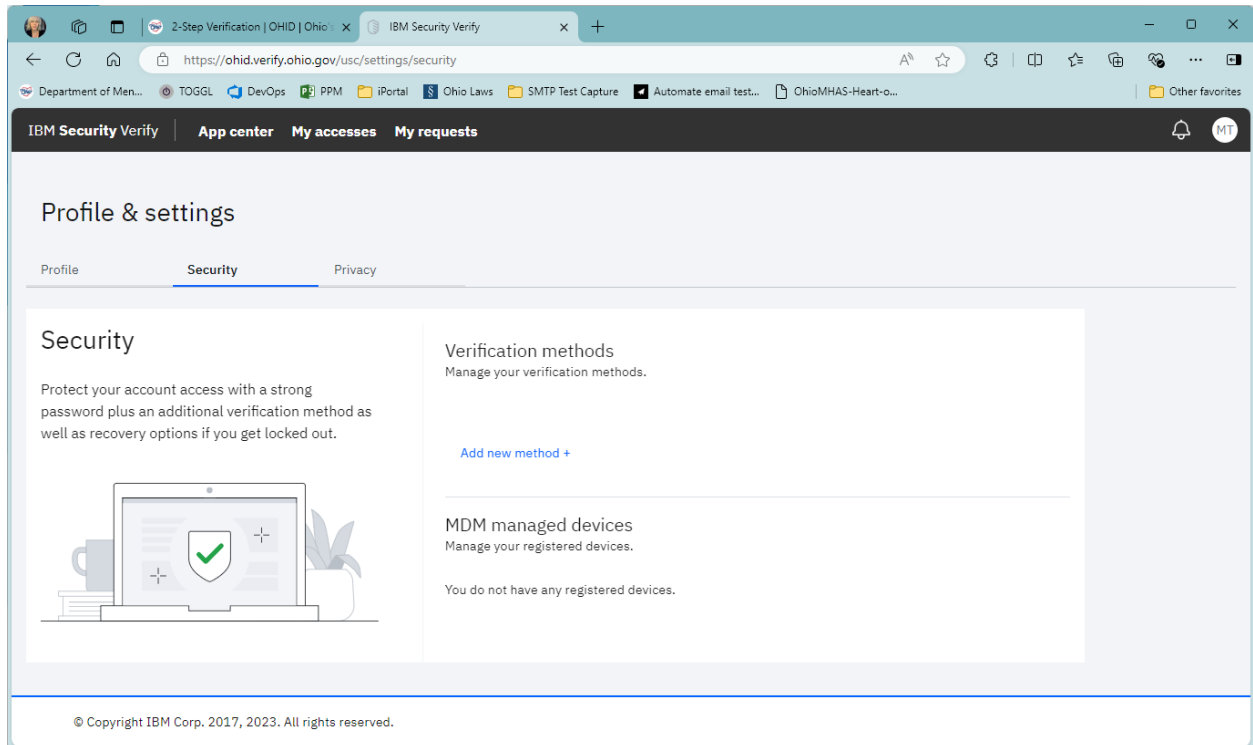
Add Multi-Factor Authentication to Your OHID Account

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

- Click **Configure**



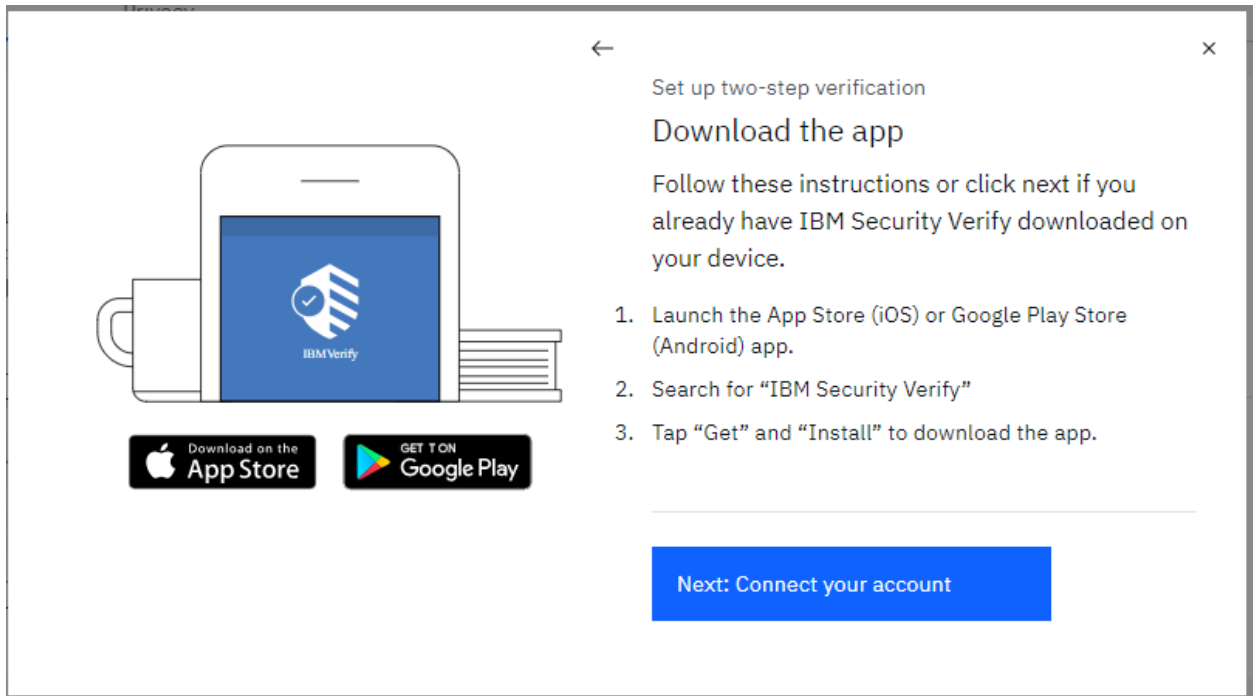
- Click **Add New Method +**



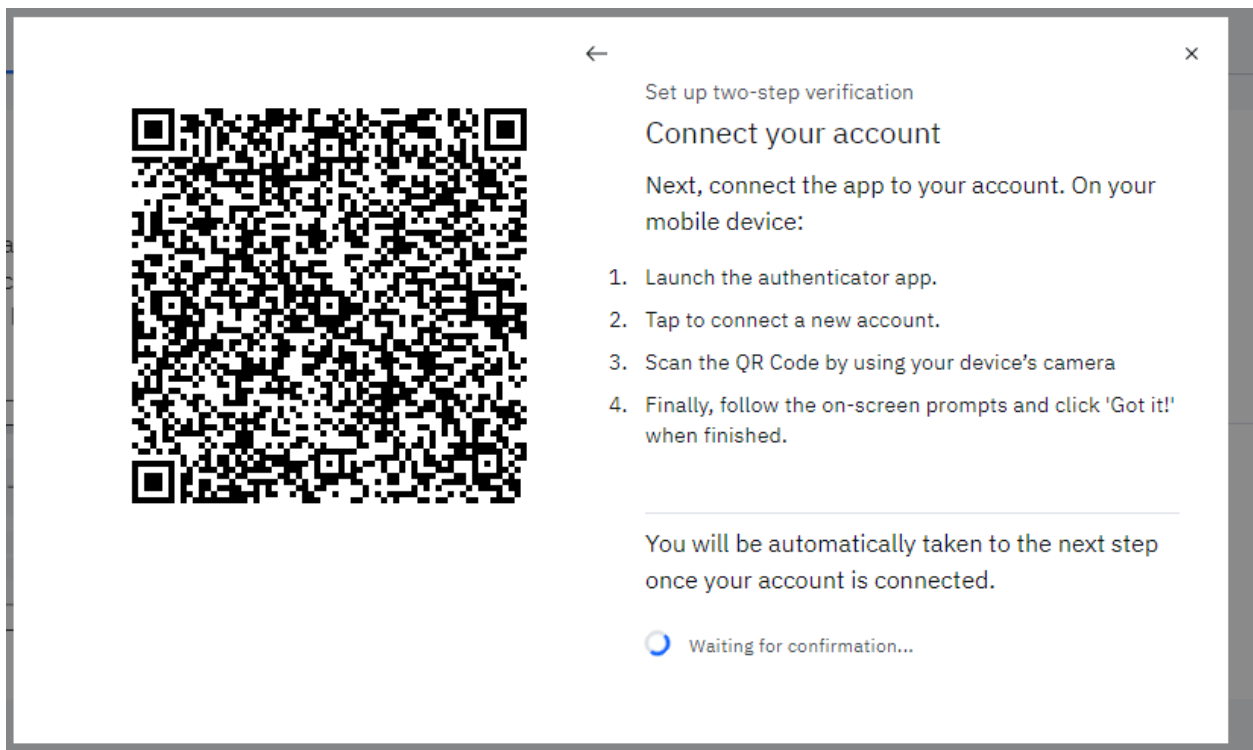
- Select a verification method:

IBM Security Verify app

- Download the free IBM 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



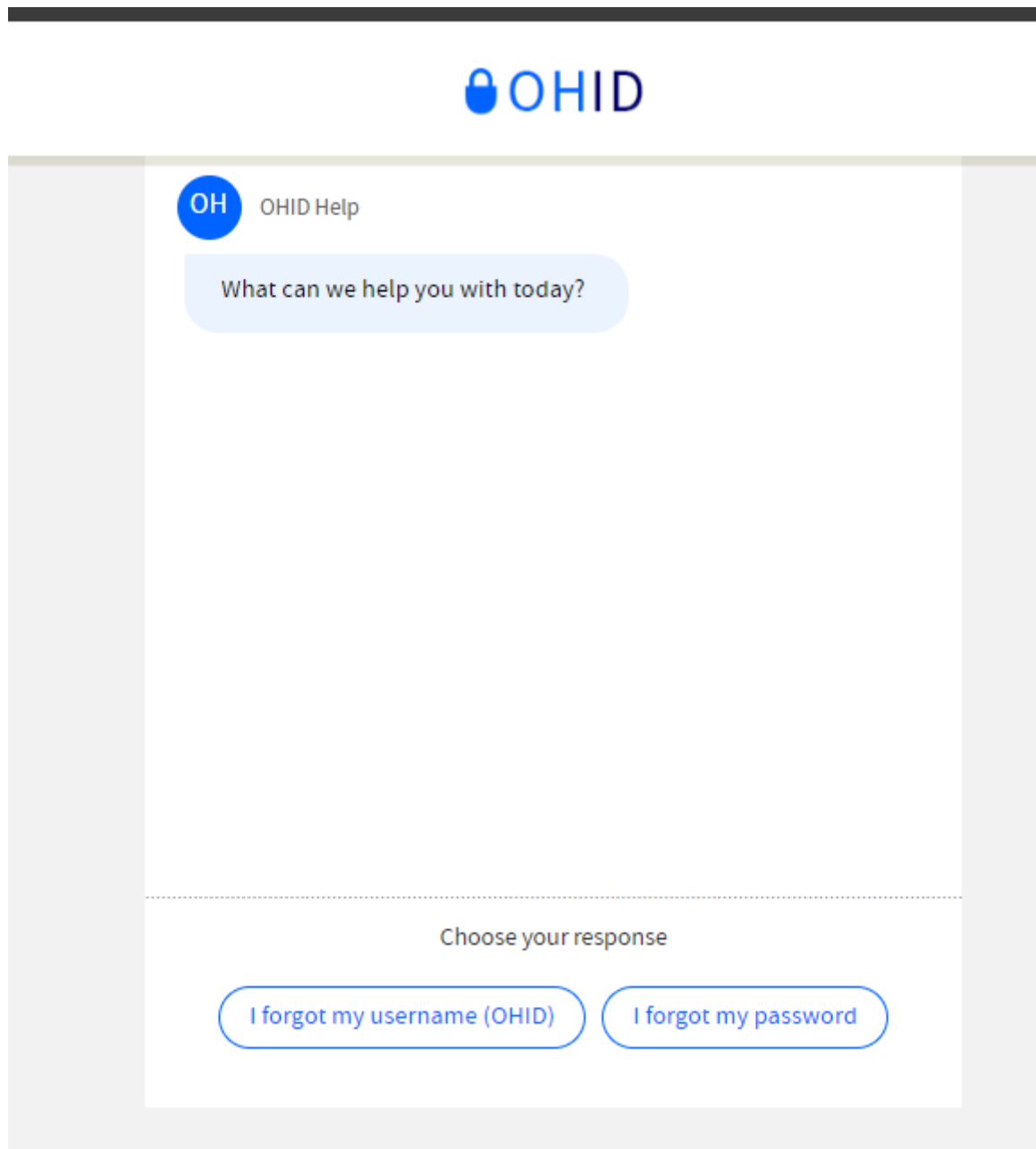
- Follow the app directions and complete set up.

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.

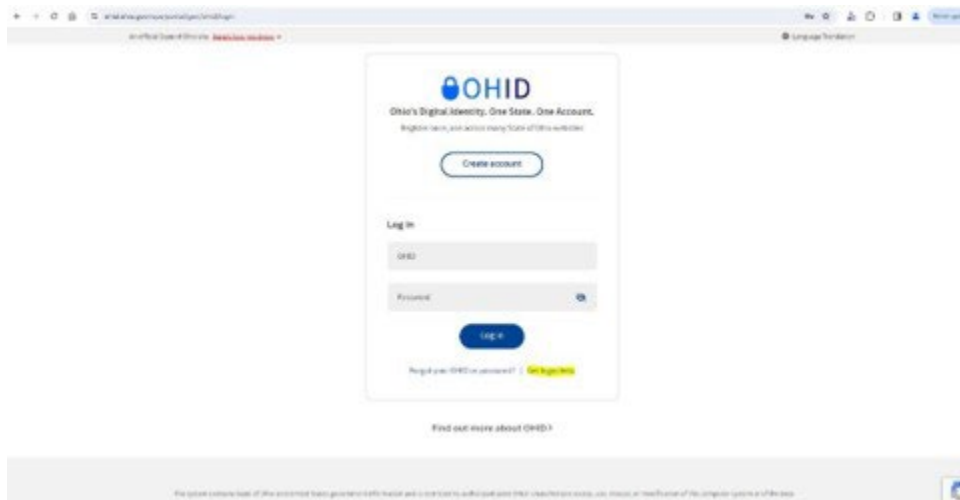
Get Help with a Forgotten Username or Password

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



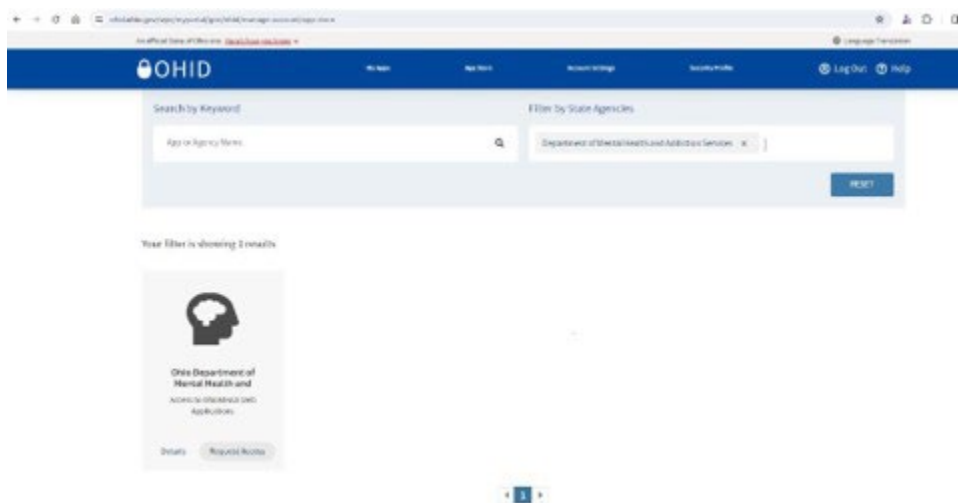
Where should I get help for login issues?

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



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

- **Create OH|ID Account**
- 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.