



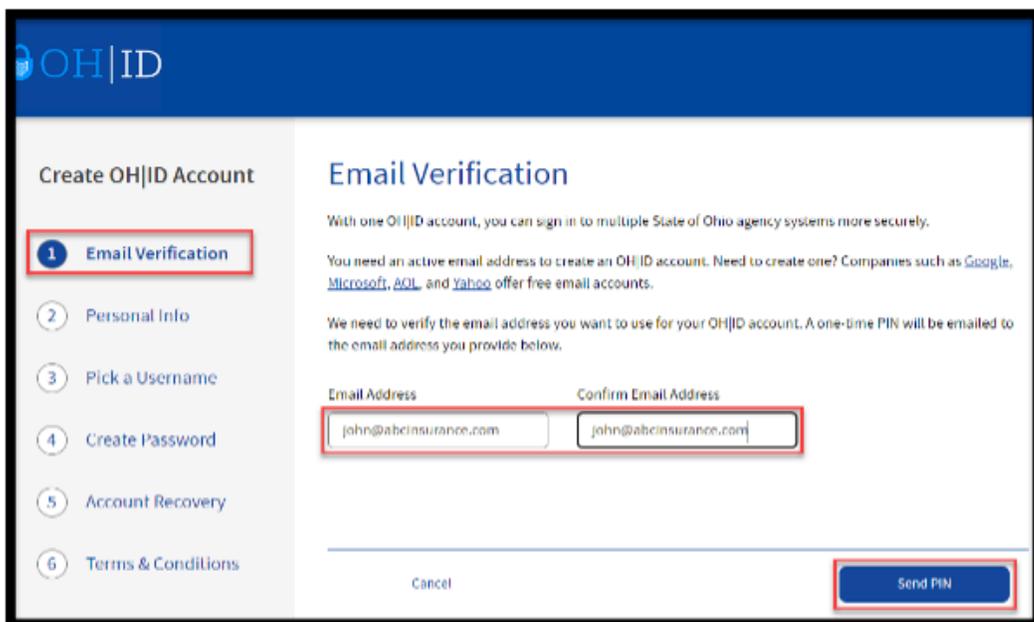
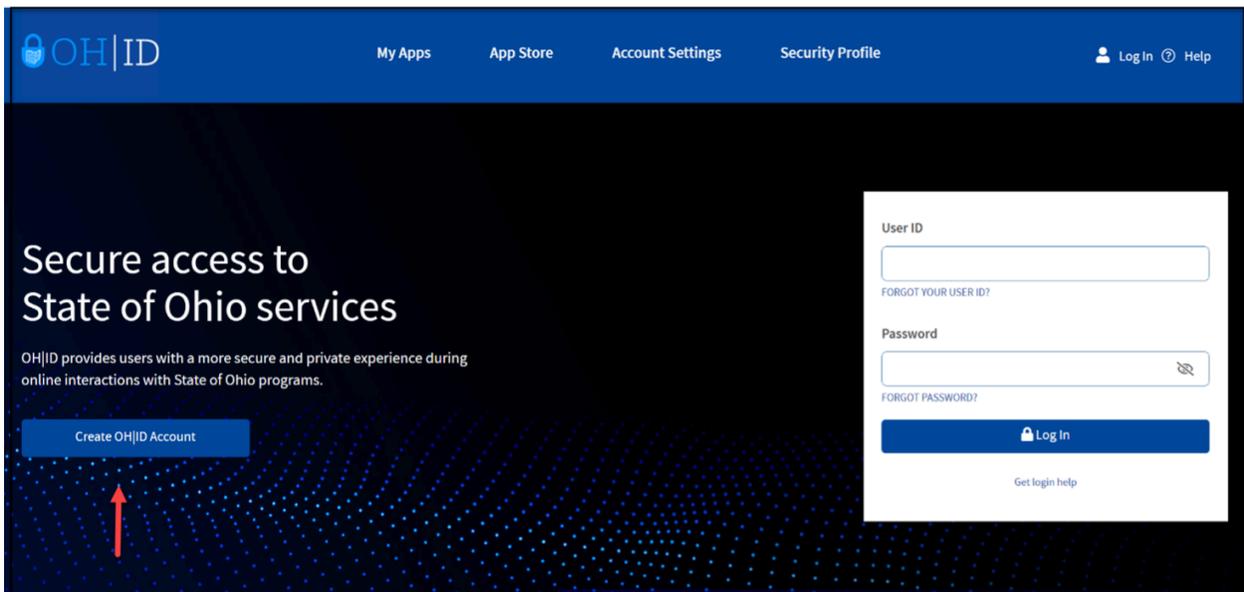
Create an OH|ID Account

Purpose: This document is a user guide for creating an OH|ID account.

- **DO NOT** create multiple OH|ID accounts as one ID can be used to link to multiple agency applications including the Ohio Department of Insurance Gateway Application.
- **DO NOT** use a generic email address in your account setup. You must use your individually assigned (e.g., john@abcinsurance.com) business email address.

Creation of new OH|ID account: Users can access the OH|ID portal directly or at ohid.ohio.gov and will be redirected to the screen below.

- Click "Create Account" to be redirected to create a new account application and fill in the requested details.
- "Create OH|ID Account" is a 10-step process. 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 then click "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](#)

Step 1

Step 2: Enter the PIN that was sent to the email address you provided and click "Verify" then click "Next".

- Note:** The "Send me a new PIN" option can be used if you do not receive a PIN after 10 minutes of clicking "Verify".

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Email Verification

An email with a one-time PIN was sent to odi.sso.test-160@gmail.com.

Enter PIN: [Verify](#)

Having Trouble?

- Search your junk mail and spam folder for an email from: DONOTREPLY-EnterpriseIdentity@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-EnterpriseIdentity@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 2

Step 3: Fill in the required details under "Personal Info" and click "Next".

The screenshot shows the 'Personal Info' step of the account creation process. On the left, a sidebar lists the steps: 1. Email Verification (checked), 2. Personal Info (highlighted with a red box), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name' (with 'Test' entered), 'Legal Last Name' (with 'Name' entered), 'Date of Birth' (with '01/01/2000' entered), and 'Last 4 digits of SSN (optional)' (with '1234' entered). A red box highlights these four fields. Below the fields is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box. A blue arrow labeled 'Step 3' points from the 'Next' button up to the input fields.

Step 4: Pick a username which follows the requirements and then click "Next".

- **Note:** It is highly recommended that you pick a username with your name followed by "@odi".

The screenshot shows the 'Pick a Username' step of the account creation process. On the left, the sidebar lists the steps: 1. Email Verification (checked), 2. Personal Info (checked), 3. Pick a Username (highlighted with a red box), 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Pick a Username' and features 'Username Requirements' listed as follows: Must be between 6-64 characters; Cannot start or end in a special character; Cannot contain only numbers; Only . _ - or @ No other special characters. Below the requirements is a 'Username' input field containing 'test.160@odi', which is highlighted with a red box. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box. A blue arrow labeled 'Step 4' points from the 'Next' button left to the input field.

Step 5: Create a password that follows the requirements and click "Next".

The screenshot shows the 'Create OH|ID Account' progress bar on the left with '4 Create Password' highlighted. The main content area is titled '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)
 - 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"

Below the requirements are two input fields: 'Password' and 'Confirm Password', both containing masked characters. A 'Next' button is highlighted with a red box, and a blue arrow labeled 'Step 5' points to it from the right. A 'Cancel' button is located below the input fields.

Step 6: Click "skip this step" to set up account recovery later, and then click "Next."

- **Note:** (If you prefer, you can enter your mobile number now and verify it with the PIN sent to set up account recovery immediately.)

The screenshot shows the 'Create OH|ID Account' progress bar on the left with '5 Account Recovery' highlighted. The main content area is titled 'Account Recovery' and contains the following text:

Your email (odi.sso.test+160@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.

Set up mobile/text message account recovery
You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)

Below this is a 'Mobile Number' input field with a 'Send PIN' button. A 'skip this step.' link is highlighted with a red box. A blue arrow labeled 'Step 6' points from the 'Next' button to the 'skip this step.' link. The 'Next' button is also highlighted with a red box. A 'Cancel' button is located below the input fields.

Step 7: Click "I Agree" after reading the "Terms & Conditions". Complete the confirmation question then click "Verify". 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.

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, or cancel transactions related to your OH|ID account.

I Agree

← **Step 7**

Confirm you are not a robot

"doctoring" has how many letters?

9

Verify

Step 7

↓

Create Account

Step 8: Once the process is complete, click "log in to OH|ID" to proceed to the login screen and enter your created credentials.

Create OH|ID Account

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

Check your Email

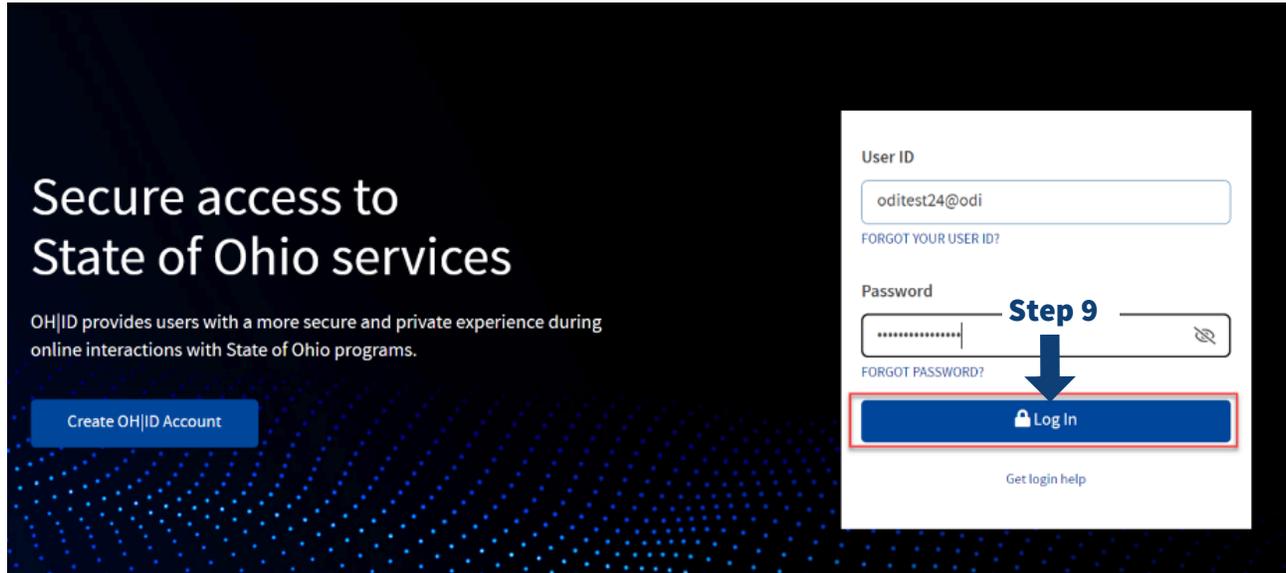
We are working to create your new OH|ID account. This may take a few seconds or a few minutes.

OH|ID: test.160@odi
Email: odi.sso.test+160@gmail.com

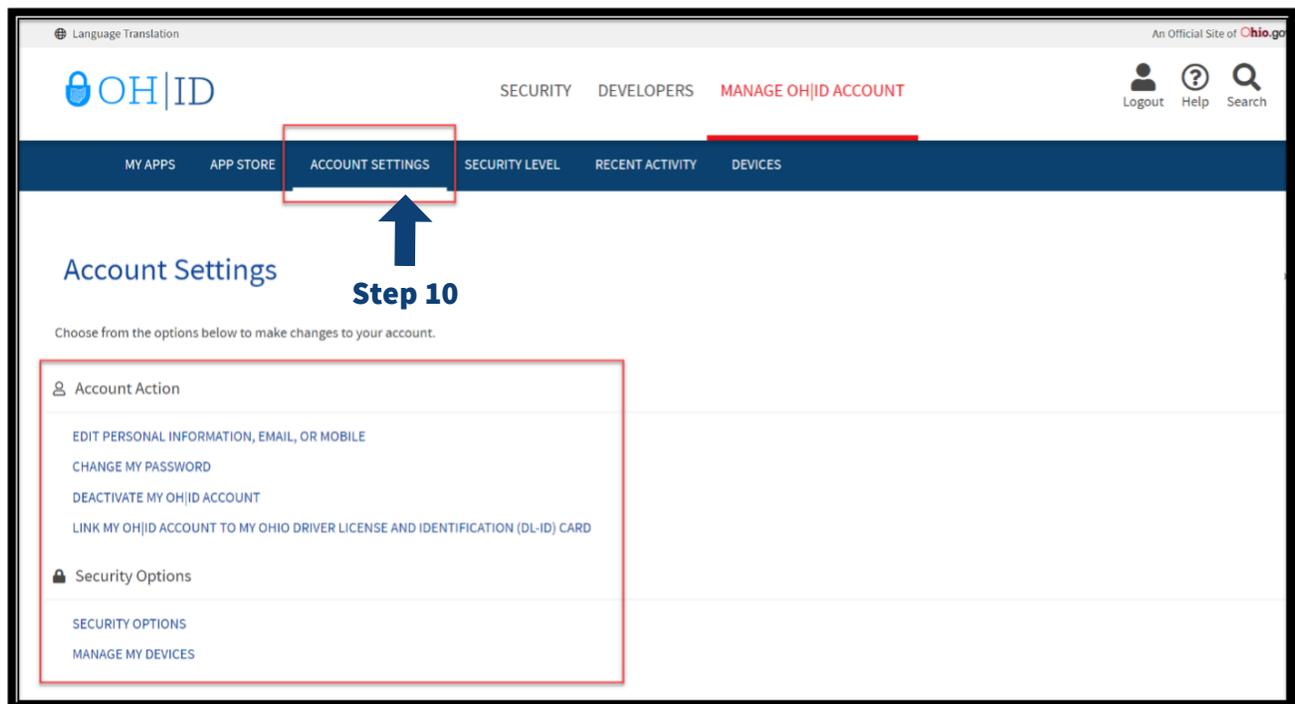
Once you receive a confirmation email, return here to [log in to OH|ID](#).

Step 8

Step 9: Enter the User ID and Password created and click "Log In." Once logged in, continue to "Create an Ohio Department of Insurance Account" for access to the ODI Gateway. Select the "App Store" tab to access the catalogue of available applications.



Step 10: Select "Account Settings" to edit preferences for the account.



Note: Continue to