



## **Creating an Account in OH|ID**

The InnovateOhio Platform

# Creating an Account in OH|ID

## Overview

This job aid is intended to provide an overview for creating a new account via OH|ID.

## Step-by-Step Guide

### Step 1 – Click the “Create New Account” hyperlink

Navigate to <https://ohid.ohio.gov> and click the “Create New Account” hyperlink.

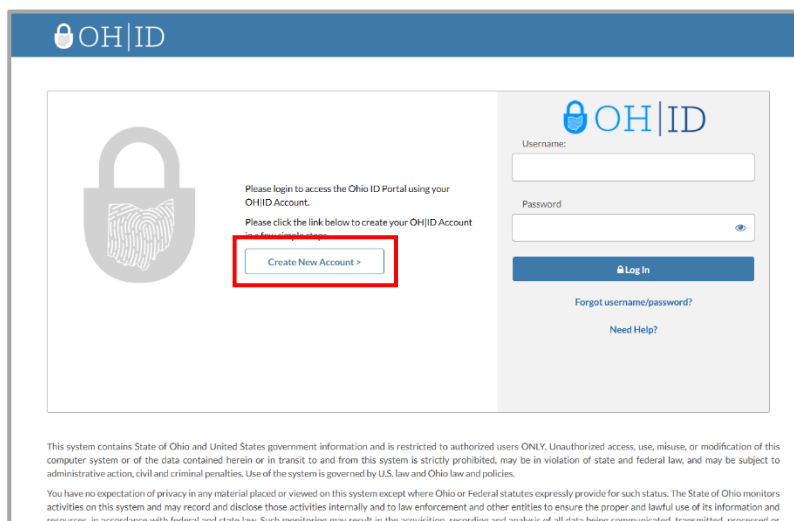


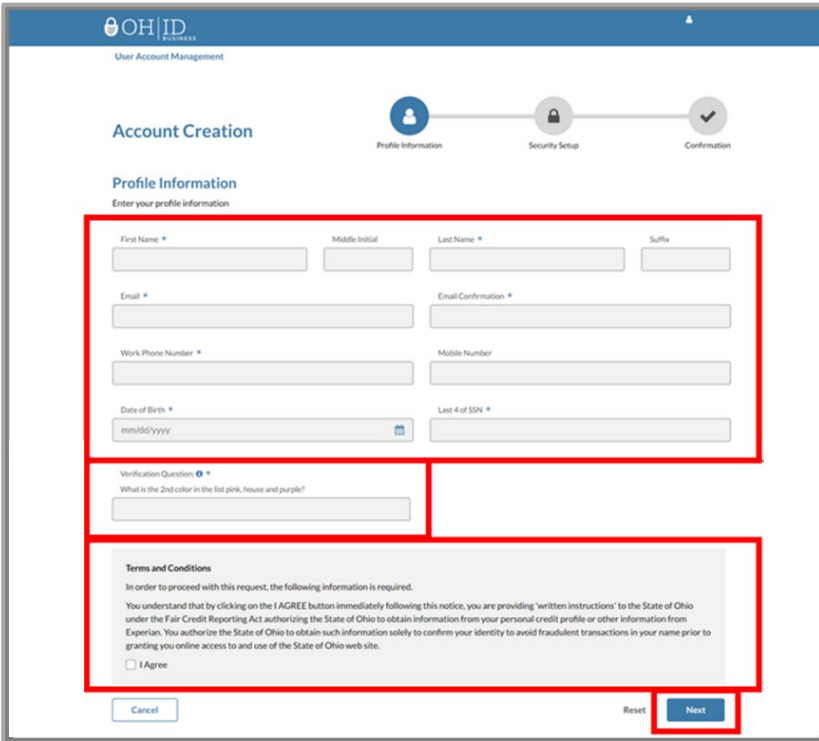
Figure 1 OH|ID Homepage

**Step 2 – Fill out the information on the Profile Information page**

The first step of the OH|ID account creation process is completing the **Profile Information** page. To do this:

- Enter your contact and demographic information.
- Answer the verification question.
- Read and accept the OH|ID terms and conditions by checking the box next to "I Acknowledge."

Once you have entered all the necessary information and accepted the terms and conditions, click the "Next" button to continue.



The screenshot displays the 'Profile Information' page of the OH|ID account creation process. The page is titled 'User Account Management' and 'Account Creation'. It features a progress bar with three steps: 'Profile Information' (active), 'Security Setup', and 'Confirmation'. The 'Profile Information' section includes the following fields:

- First Name \*
- Middle Initial
- Last Name \*
- Suffix
- Email \*
- Email Confirmation \*
- Work Phone Number \*
- Mobile Number
- Date of Birth \* (format: mm/dd/yyyy)
- Last 4 of SSN \*

A verification question is also present: "What is the 2nd color in the list pink, house and purple?". Below the form is a 'Terms and Conditions' section with an 'I Agree' checkbox. At the bottom, there are 'Cancel', 'Reset', and 'Next' buttons.

Figure 2 OH|ID Account Creation Page

### Step 3 – Complete the **Security Setup** page

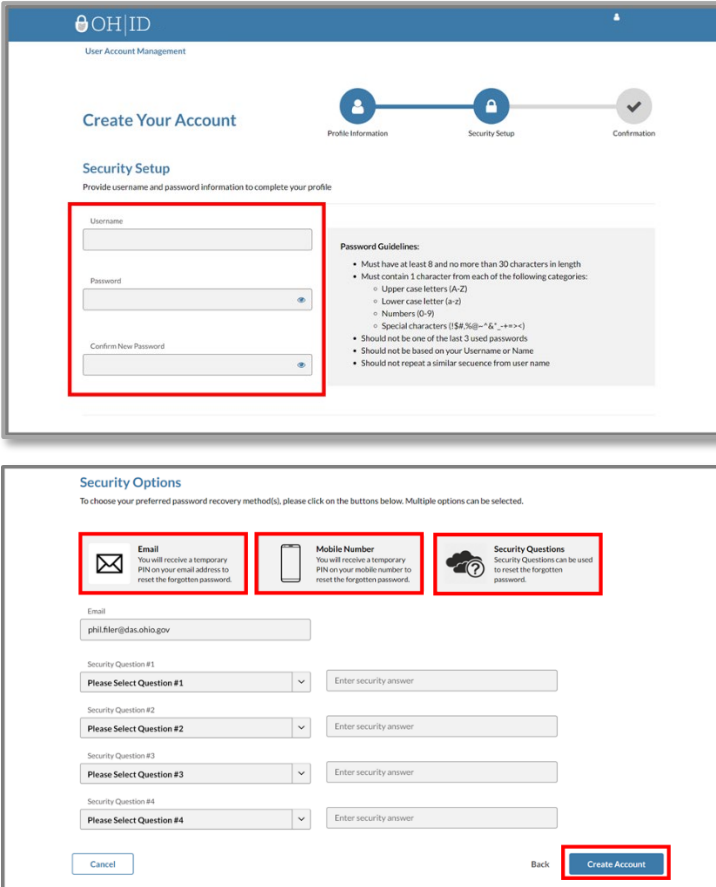
On the **Security Setup** page, create your OH|ID Business username and password following the password guidelines on the right-hand side of the page.

Then, select your preferred password recovery method. The options are:

- A temporary PIN that is sent to your email address
- A temporary PIN that is sent via text message, or
- Answering pre-selected security questions.

Click on the corresponding tile under the “Security Options” header to choose your preferred option. It is important to note that multiple options can be selected.

Once you have entered all the required information, click the “Create Account” button to continue.



**OH|ID**  
User Account Management

**Create Your Account**

Profile Information    Security Setup    Confirmation

**Security Setup**  
Provide username and password information to complete your profile

Username  
Password  
Confirm New Password

**Password Guidelines:**

- 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 letter (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$%&'\*~^&#x2013;\_+<=>)
- Should not be one of the last 3 used passwords
- Should not be based on your Username or Name
- Should not repeat a similar sequence from user name

**Security Options**  
To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

**Email**  
You will receive a temporary PIN on your email address to reset the forgotten password.

**Mobile Number**  
You will receive a temporary PIN on your mobile number to reset the forgotten password.

**Security Questions**  
Security Questions can be used to reset the forgotten password.

Email  
phil.flier@das.ohio.gov

Security Question #1  
Please Select Question #1    Enter security answer

Security Question #2  
Please Select Question #2    Enter security answer

Security Question #3  
Please Select Question #3    Enter security answer

Security Question #4  
Please Select Question #4    Enter security answer

Cancel    Back    **Create Account**

Figure 3 OH|ID Security Setup page

**Step 4** – Click the “Go to Login” button to enter the OH|ID platform

Click the “Go to Login” button to navigate to the OH|ID login page.

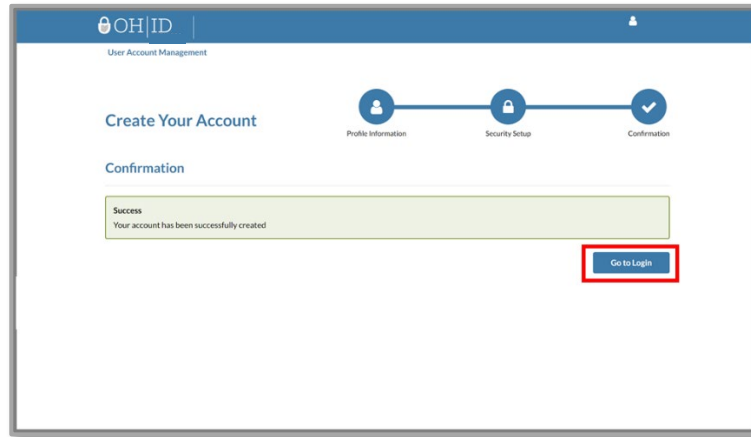


Figure 4 *Create Your Account* page