



FINDER Tool - OH|ID Account Creation



Part 1: Account Creation

An OH|ID account is a single account that citizens or businesses can use to access multiple government agency systems securely. This guide will walk you through a step-by-step process to create an OH|ID account



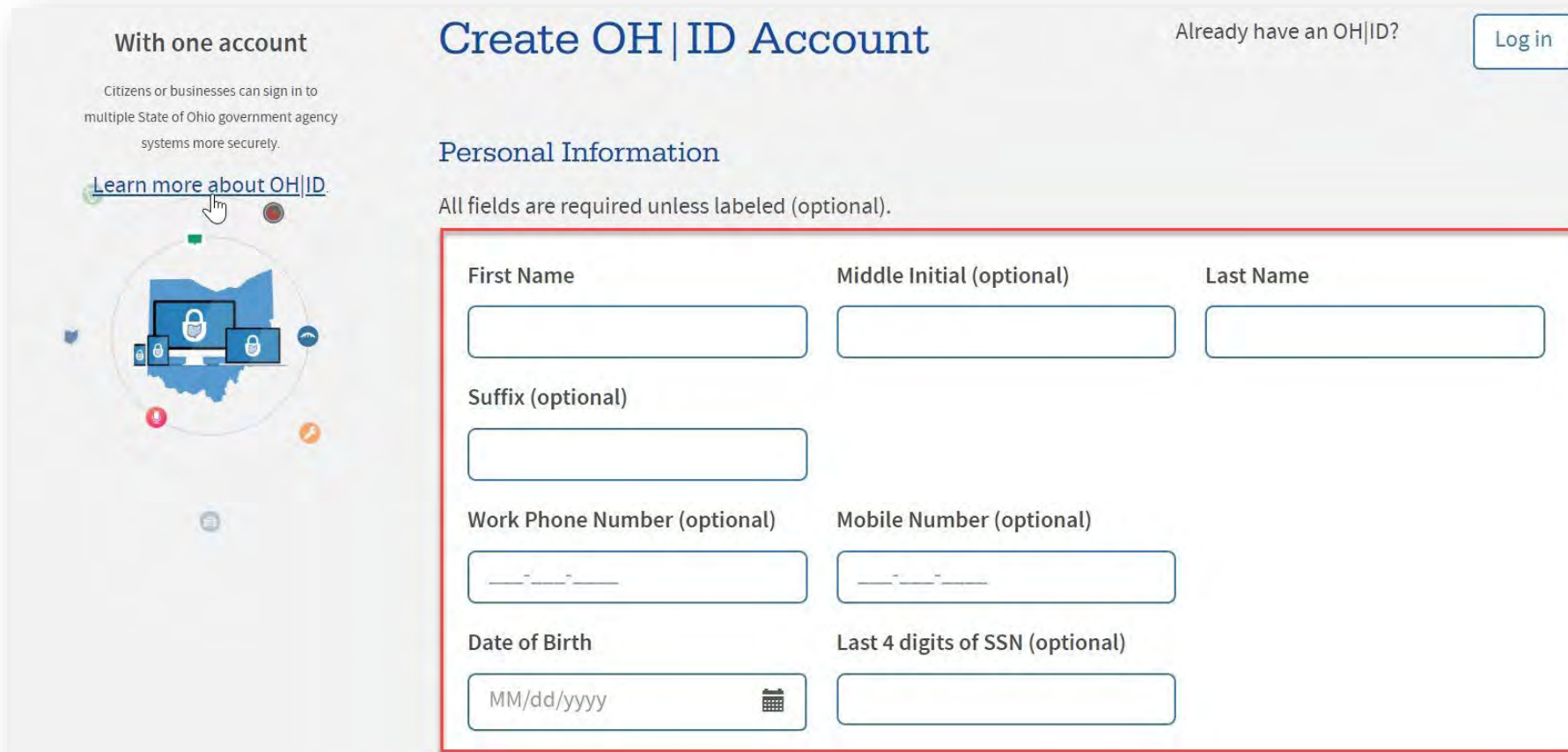
1. Navigate to the OHID Website

Navigate to <https://ohid.ohio.gov/> and click **Create OH|ID Account**.

The screenshot displays the OHID website interface. At the top right, it says "An Official Site of Ohio.gov" with a checkmark icon. The navigation menu includes "SECURITY", "DEVELOPERS", "HELP", and "MANAGE OH|ID ACCOUNT". The main header features the OHID logo and a search icon. The central banner has the heading "Secure access to State of Ohio services" and a subtext: "OHID 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." A prominent "Create OH|ID Account" button is shown, with an orange arrow pointing to it. To the right, a login form is visible, containing fields for "User ID" and "Password", each with a "FORGOT" link below it. A "Log In" button is at the bottom of the form, and a "LOGIN HELP" link is below that. The bottom section of the page features three icons with corresponding text: "Simplified Experience for Users" (with a heart and keyboard icon), "Reduced Costs for Agencies" (with a piggy bank icon), and "Enhanced Security for Everyone" (with a globe and padlock icon).

2. Fill in your personal information

First, you'll complete the Personal Information section. All fields are required unless labeled as optional



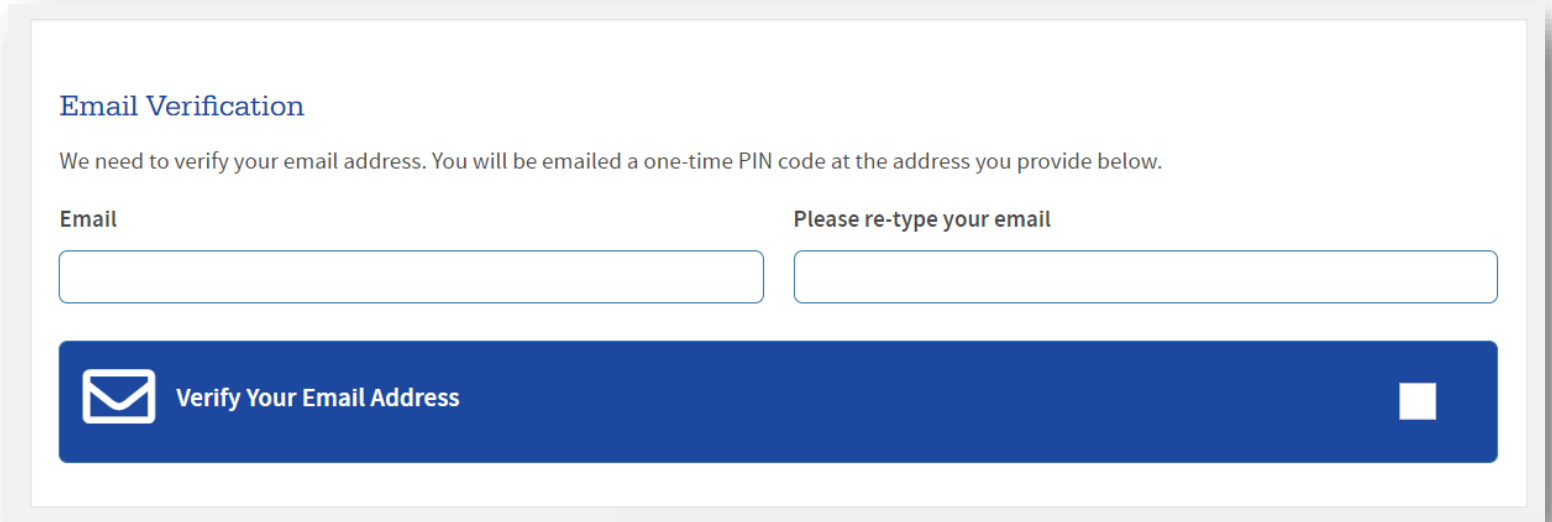
The screenshot shows the 'Create OH|ID Account' page. On the left, there is a section titled 'With one account' with a sub-header 'Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.' Below this is a link 'Learn more about OH|ID' and a graphic of the state of Ohio with icons for a laptop, a smartphone, and a tablet. On the right, the main heading is 'Create OH|ID Account' with a 'Log in' button for users who already have an account. The 'Personal Information' section is highlighted with a red border and contains the following fields:

Personal Information
All fields are required unless labeled (optional).

First Name <input type="text"/>	Middle Initial (optional) <input type="text"/>	Last Name <input type="text"/>
Suffix (optional) <input type="text"/>		
Work Phone Number (optional) <input type="text"/>	Mobile Number (optional) <input type="text"/>	
Date of Birth <input type="text" value="MM/dd/yyyy"/>	Last 4 digits of SSN (optional) <input type="text"/>	

3. Verify your email address

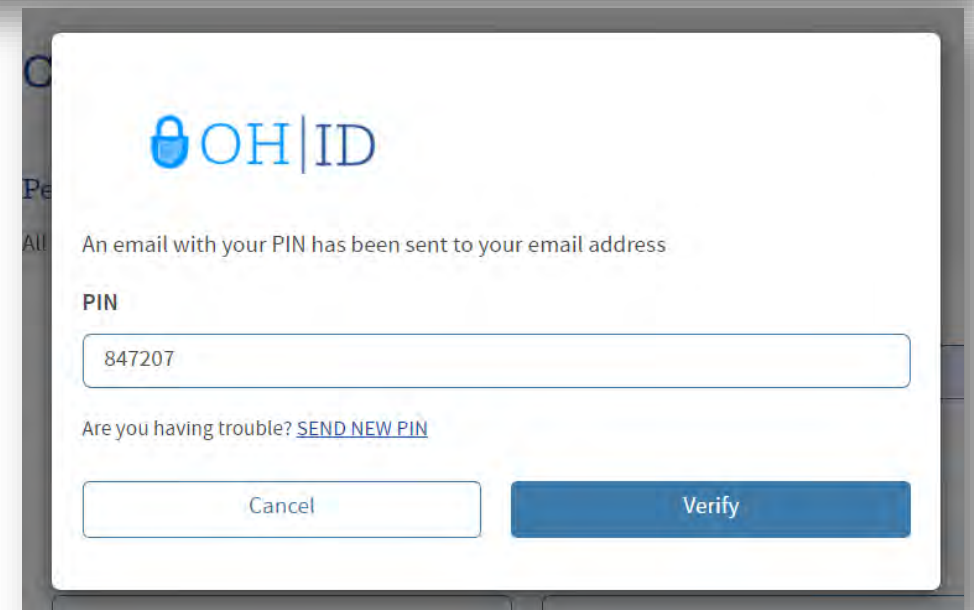
Enter a valid email address into the email fields. Click **Verify Your Email Address** to have a one-time PIN code sent to email you provided. The email will come from NOREPLY-EnterprisIdentity@ohio.gov



The screenshot shows a web form titled "Email Verification". Below the title is a message: "We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below." There are two input fields: "Email" and "Please re-type your email". At the bottom of the form is a large blue button with a white envelope icon and the text "Verify Your Email Address".

Enter the PIN you received in the pop-up window and click **Verify**.

Note: If you didn't receive an email, double-check that your email address is typed correctly and search within your junk/spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If needed, click **Send New PIN** to invalidate the previous PIN and send you a new one



The screenshot shows a pop-up window with the "OH|ID" logo at the top. Below the logo is a message: "An email with your PIN has been sent to your email address". There is a "PIN" label above a text input field containing the number "847207". Below the input field is a link: "Are you having trouble? [SEND NEW PIN](#)". At the bottom of the window are two buttons: "Cancel" and "Verify".

4. Choose a username and password

In the Profile Information section, create a username and password following the guidelines listed for each.

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

RobertoSmith

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 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**

***** *****

5. Agree to Terms & Conditions & Verification Questions

Finally, read and accept the Terms and Conditions and answer the verification question. Click **Create Account** to submit the request.

Note: You will receive an email notification confirming your account was created. This email includes the Username you selected.

You'll see a confirmation screen. Click **Continue** and log in to your new account.

The screenshot shows a form with two main sections. The first section is titled "Terms and Conditions" and contains several paragraphs of text explaining the terms of service. Below the text is a checkbox labeled "I agree to the terms and conditions". The second section is titled "Verification Question" and contains a text input field with the prompt "Red, pants and pink: the 1st color is?". At the bottom of the form, there are two buttons: "Cancel" and "Create Account".

The screenshot shows a confirmation screen with a "Success!" message. The message states: "You have successfully created your OH|ID account." Below the message, there is a paragraph of text: "You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications. Click 'Continue' to go to the login screen and enter your new credentials. Once you Login, update your Security Information in order to liberate your OH|ID account." At the bottom of the screen, there is a large blue button labeled "Continue".

Part 2: Security Options Set Up

When you log in to your OH|ID account for the first time, you'll be directed to a Security Options screen. The email address you used to create your account will be listed in the **Email Address** field. You'll need to enable another Security Option, either **Text Message** or **Security Questions**.



6. Set up a Security Option

Click **Set Up** next to the option(s) you wish to enable and follow the on-screen prompts.

Option A: **Text Message**

Option B: **Security Questions**

This screenshot shows the 'Security Options' page on the OH|ID portal. The page title is 'Security Options' and it includes a sub-header: 'This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.' Below this, there are three main sections: 'Email (required)', 'Text Message', and 'Security Questions'. The 'Text Message' section is highlighted with a red box around its 'Set Up' button. A 'Security Disclaimer' is also visible on the right side of the page. At the bottom, there is a 'Continue' button and footer links for 'Help / FAQs' and 'Privacy Statement'.

This screenshot shows the 'Security Options' page on the OH|ID portal, similar to the first one. The 'Security Questions' section is highlighted with a red box around its 'Set Up' button. The rest of the page layout, including the 'Email (required)' section, the 'Security Disclaimer', and the 'Continue' button, is identical to the first screenshot.

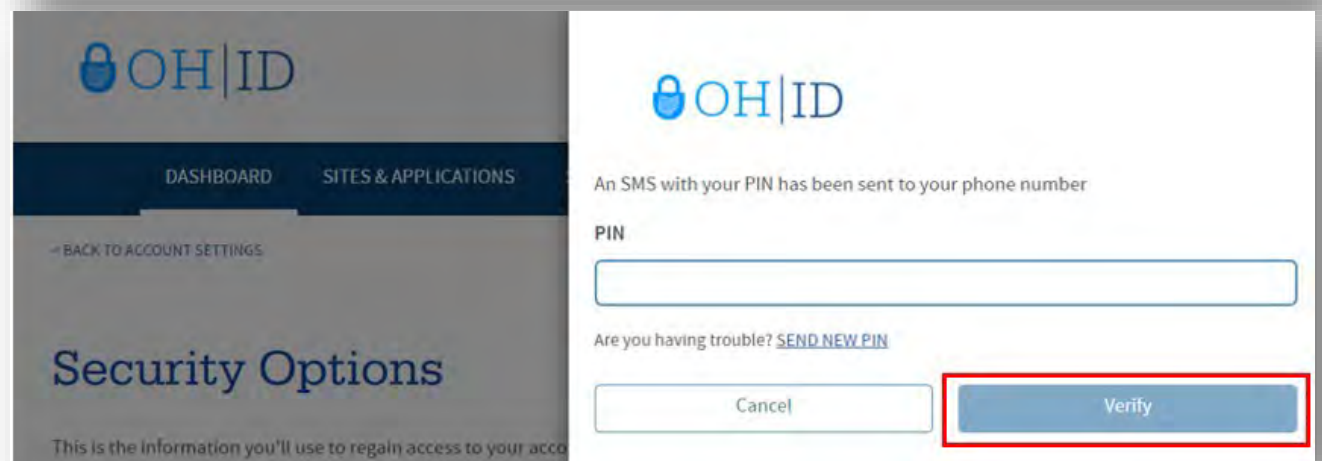
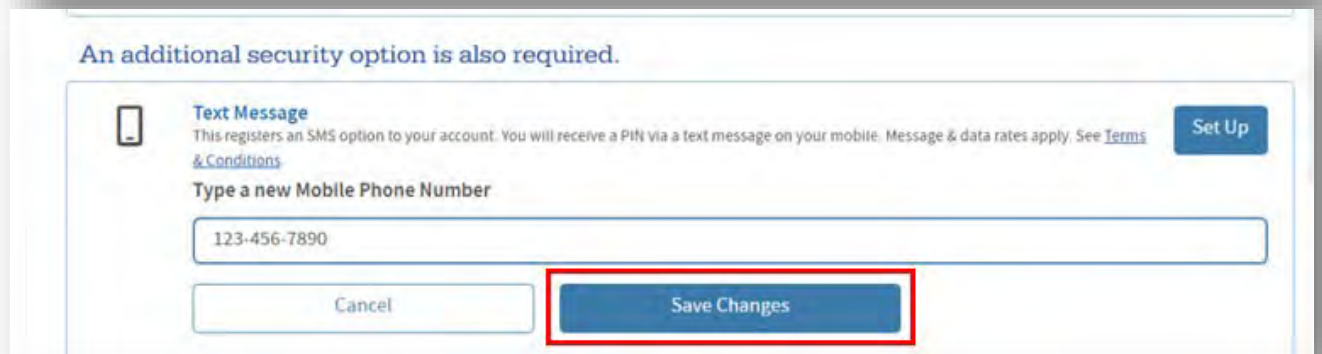
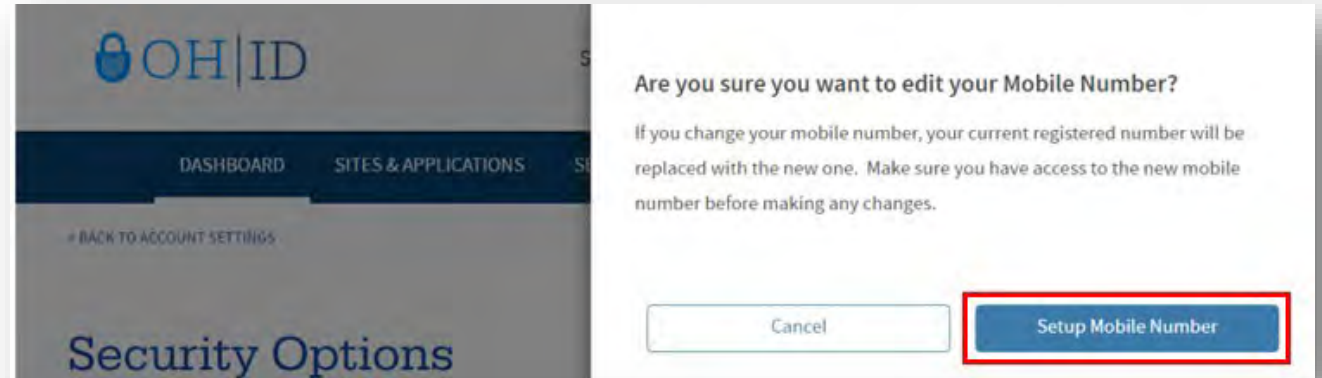
Option A: Text Message

Click **Set Up** next to the Text Message option

When prompted, click **Setup Mobile Number**

Enter your mobile number and click **Save Changes**

A 6-digit PIN code will be sent to your mobile number. Enter it when prompted and click **Verify**



Option B: Security Questions

Click **Set Up** next to the Security Questions option

Select questions from each of the drop-down boxes and type your answers. Your answers are case-sensitive

When you're finished, click **Save Changes**

The screenshot shows the OH|ID user interface for editing security questions. At the top, there is a navigation bar with the OH|ID logo and links for SECURITY, DEVELOPERS, HELP, MANAGE OH|ID ACCOUNT, and CHANGE PASSWORD. Below this is a secondary navigation bar with DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main content area is titled 'Edit your Security Questions' and includes a back link to account settings. A note instructs users to ensure all 4 security questions are selected and answered. The form contains four questions, each with a dropdown menu and a text input field:

- Security Question 1*: What was the make of your first car? (Dropdown: Jeep)
- Security Question 2*: In what city were you born in? (Dropdown: Columbus)
- Security Question 3*: What was your favorite place to visit as a child? (Dropdown: Cedar Point)
- Security Question 4*: What is your favorite team? (Dropdown: The Ohio State Buckeyes)

At the bottom right, there are two buttons: 'Cancel' and 'Save Changes'. The 'Save Changes' button is highlighted with a red rectangular box. To the right of the form, there is a 'Security Disclaimer' section with a padlock icon and text stating that OH|ID respects privacy and does not share information with third parties.

7. Explore your new OH|ID Account

Once you've set up two or more security options, click **Continue** to be taken to your Account Dashboard.

Need to make a change?

Click **Edit** next to any of your security options to make updates at any time.

The screenshot displays the OH|ID 'Security Options' page. At the top, there's a navigation bar with 'OH|ID' logo and links for SECURITY, DEVELOPERS, HELP, MANAGE OH|ID ACCOUNT, and CHANGE PASSWORD. Below this is a secondary navigation bar with DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main content area is titled 'Security Options' and includes a sub-header '< BACK TO ACCOUNT SETTINGS'. The text explains that this information is used to regain access if a password is forgotten. Three security options are listed: 'Email (required)' with a red box around its 'Edit' button, 'Text Message' with its 'Edit' button, and 'Security Questions' with its 'Edit' button. A large blue 'Continue' button is at the bottom, also highlighted with a red box. On the right, a 'Security Disclaimer' is shown with a lock icon. The footer contains 'Help / FAQs', 'Privacy Statement', and 'ohio.gov'.