

1. Got to <http://dodd.ohio.gov/Pages/default.aspx>.

Provider Search | Abuser Registry | Report Fraud | Report Abuse | Ohio.gov | State Agencies | Online Services


Ohio | Department of Developmental Disabilities | Search this site | Login

Glossary | Forms | Rules & Laws | FAQs | Newsroom | About Us

Contact Us | Residential Services | Medicaid | Health & Welfare | Training

HOME | INDIVIDUALS & FAMILIES | PROVIDERS | COUNTY BOARDS | MY DODD

Home



DODD.Ohio.gov is redesigned to better serve you. [Learn about changes to DODD's website.](#)

Welcome to the Ohio Department of Developmental Disabilities

2. Select PROVIDERS and under the menu for this section, select Create a Provider User Account.

The screenshot shows the Ohio Department of Developmental Disabilities website. The top navigation bar includes links for Provider Search, Abuser Registry, Report Fraud, Report Abuse, Ohio.gov, State Agencies, and Online Services. The main header features the Ohio logo, the Department name, a search bar, and a Login button. Below the header is a secondary navigation bar with links for Glossary, Forms, Rules & Laws, FAQs, Newsroom, and About Us. A third navigation bar contains links for Contact Us, Residential Services, Medicaid, Health & Welfare, and Training. A dark red navigation bar at the bottom of the header contains dropdown menus for HOME, INDIVIDUALS & FAMILIES, PROVIDERS (circled in red), COUNTY BOARDS, and MY DODD. The main content area is titled 'Providers Homepage' and is divided into four columns: General Information, Certification & Licensure, Compliance, and Training. Under 'Certification & Licensure', the link 'Create a Provider User Account' is circled in red. Other links in this column include 'Opening a Residential Facility'. The 'Compliance' column lists 'Compliance Review Protocol', 'CMO System', and 'OPSR Annual Reports'. The 'Training' column lists 'Provider Billing Training', 'Required Training Topics', 'Trainer Criteria', 'Verification of Training', and 'ImagineIS'. The 'Billing and Claims' column lists 'Training', 'Billing Resources', and 'Documentation'. The 'Medication Administration' column lists 'MAIS Certification' and 'Training'. The 'Resources' column lists 'Medicaid Services System (MSS)', 'Payment Authorization of Waiver Services (PAWS)', 'IAF Online Submission', 'Employment Resources', 'Maintain Your Profile', 'Stay Connected', and 'Assessment Tools'.

3. You will be taken to the New User Registration. Go step-by-step, indicating who you are.

The screenshot shows the 'NEW USER ACCOUNT REGISTRATION' page. At the top left is the Ohio logo and the text 'Department of Developmental Disabilities'. To the right is the text 'OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES'. Below this is a horizontal line. The page title is 'NEW USER ACCOUNT REGISTRATION'. Below the title is a message: 'Please allow 5 - 10 minutes to complete our registration request process.' Below this is another horizontal line. The first step is labeled 'Step 1: Indicate the account type.' Below this is the question 'So - what kind of account are you creating today?' with two radio button options: 'I am a Provider' and 'I am a Billing Agent'. At the bottom left is a 'Continue' button.

- Once you have completed the registration, you will receive a series of emails instructing you as to how to login to the DODD system. You must go through these steps in order to access PCW for the first time.



USER ACCOUNT REGISTRATION

This form is an essential step in verifying your account request.

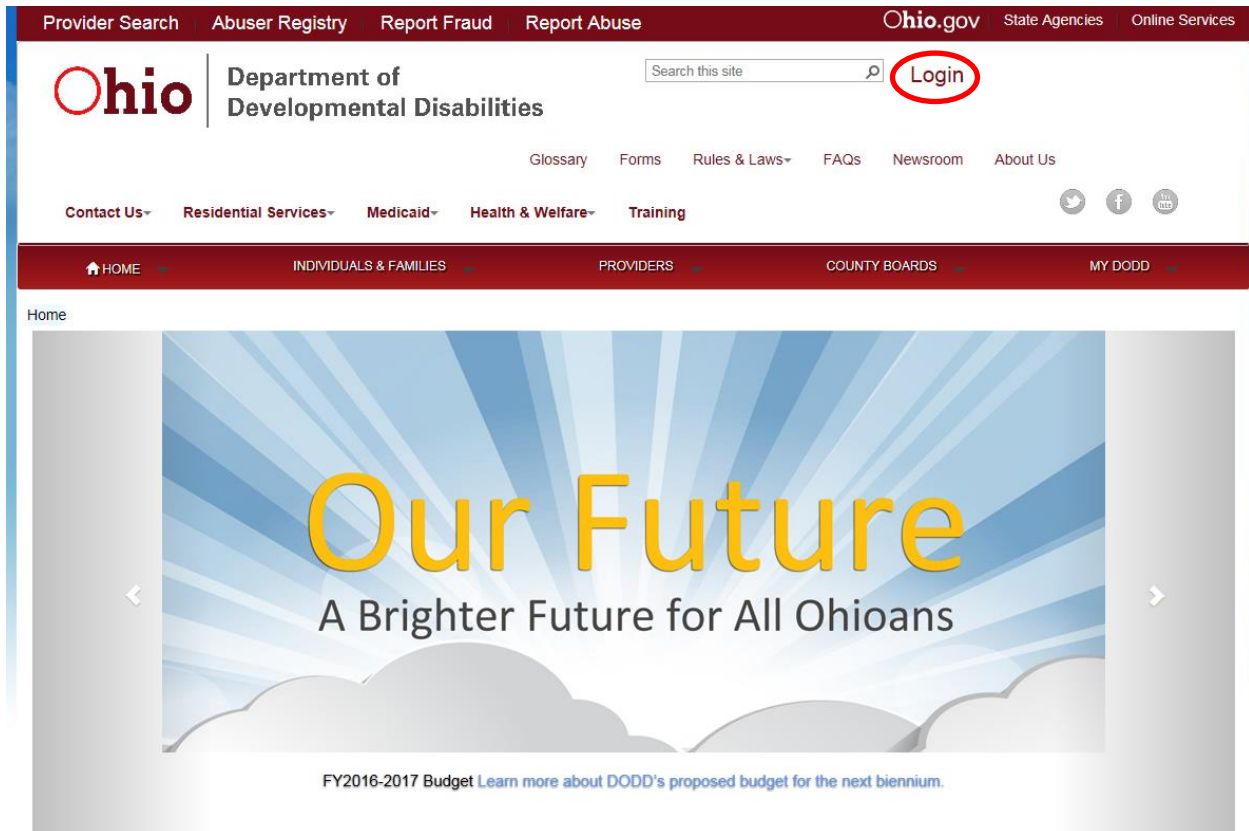
Welcome back, John Lennon! Not you? Please follow [this link](#) to register your own account.

Please enter the temporary PIN that you received in the email to set your password.
Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, and one special character.

That's it - You have successfully created a new password.

Please use this password to logon to your Agency's Portal and applications. New users will receive an email regarding the details of the logon information. Also please check your Spam/Junk mail folders for the email. Thank You.

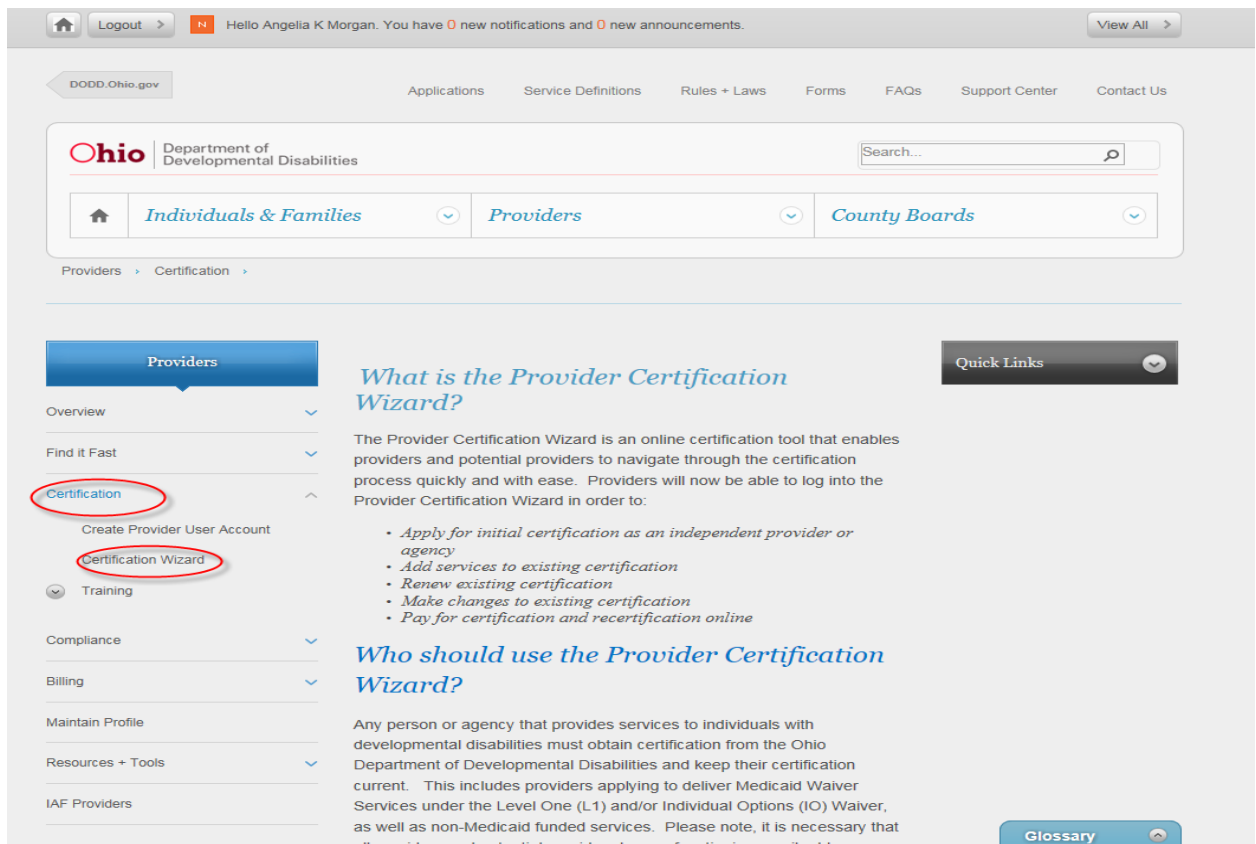
- Return to home screen and login with your new credentials.



6. Once you login, you will be redirected to the screen below. Select Providers.

The screenshot shows the DODD Gateway website interface. At the top, there is a navigation bar with a home icon, a 'Logout' button, a user greeting 'Hello Lennon, John. You have 0 new notifications and 0 new announcements.', and a 'View All' button. Below this is a secondary navigation bar with links for 'Applications', 'Service Definitions', 'Rules + Laws', 'Forms', 'FAQs', 'Support Center', and 'Contact Us'. The main header features the Ohio Department of Developmental Disabilities logo, a search bar, and a primary navigation menu with three items: 'Individuals & Families', 'Providers' (circled in red), and 'County Boards'. The background of the header is a photograph of a man with his arms raised in a field. Below the navigation menu is a 'Find it Fast' sidebar with links to 'Resources for those younger than 22', 'Resources for those 22 and Over', 'Provider Search', and 'Residential Vacancies'. The main content area contains a 'Welcome to DODD Gateway' message from the Department of Developmental Disabilities, followed by a paragraph of introductory text. At the bottom, there is an 'ANNOUNCEMENTS' section and two buttons: 'Report Fraud' and 'Report Abuse'.

7. On the left-hand side of the screen, half-way down the page, select Certification and then Certification Wizard



8. You will be asked to identify whether you are a provider coming in for the first time or if you are an Existing Provider with DODD. If you have been a provider in the past, and have had a contract number (even if expired), you should select the first option. Your selection will then take you through the Provider Certification Wizard dependent on what is needed.

