

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. At the top, there is a navigation bar with links for Provider Search, Abuser Registry, Report Fraud, Report Abuse, Ohio.gov, State Agencies, and Online Services. Below this is the Ohio logo and the Department of Developmental Disabilities name, along with a search bar and a Login button. A secondary navigation bar includes Glossary, Forms, Rules & Laws, FAQs, Newsroom, and About Us. A third navigation bar lists Contact Us, Residential Services, Medicaid, Health & Welfare, and Training. A dark red navigation bar at the bottom contains HOME, INDIVIDUALS & FAMILIES, PROVIDERS (circled in red), COUNTY BOARDS, and MY DODD. Below this is the 'Providers Homepage' with four main sections: General Information, Certification & Licensure, Compliance, and Training. Under Certification & Licensure, the link 'create a Provider User Account' is circled in red. Other links include 'Opening a Residential Facility', 'Compliance Review Protocol', 'CMO System', 'OPSR Annual Reports', 'Provider Billing Training', 'Required Training Topics', 'Trainer Criteria', 'Verification of Training', and 'ImagineIS'. Below these are sections for Billing and Claims, Medication Administration, and Resources.

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, followed by the heading 'NEW USER ACCOUNT REGISTRATION'. Underneath, it says 'Please allow 5 - 10 minutes to complete our registration request process.' Another horizontal line follows. 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.

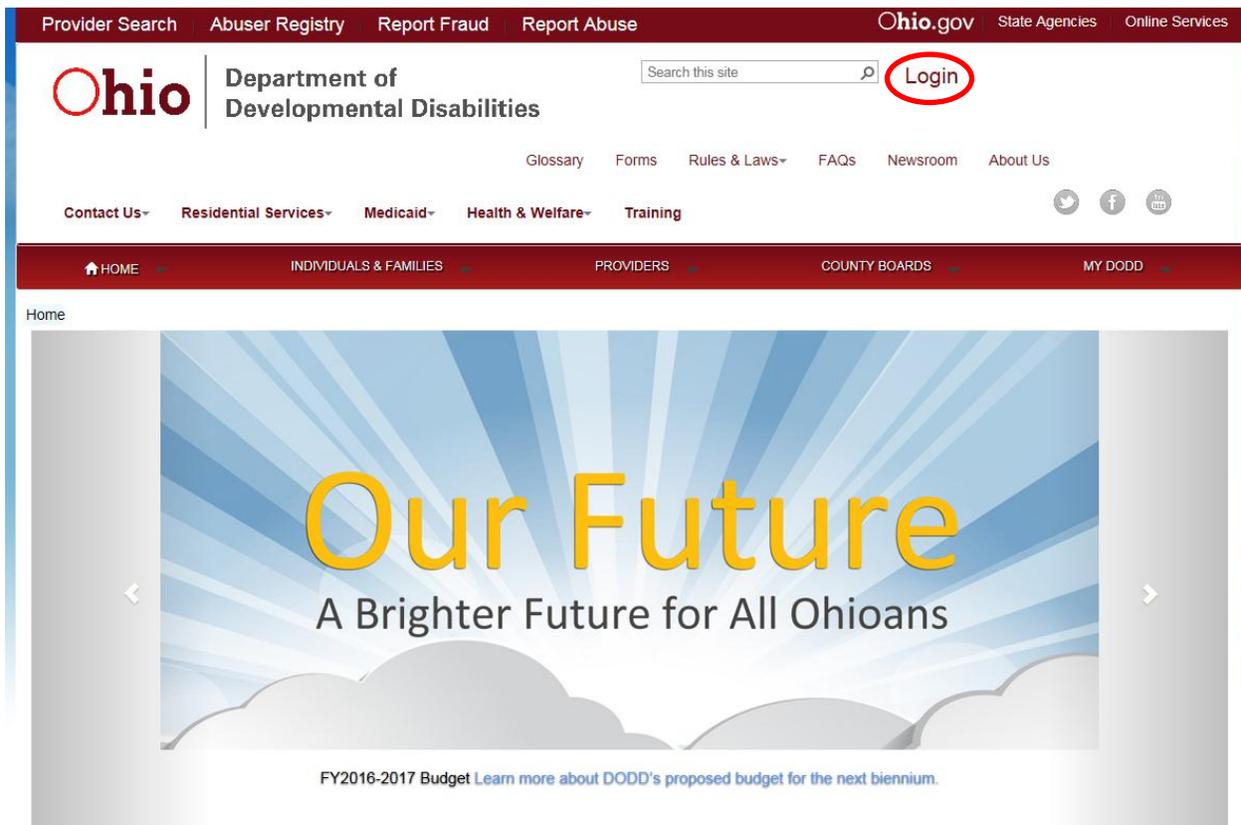
Welcome back, John Lennon! Not you? Please follow [this link](#) to register your own account.

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 login 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.

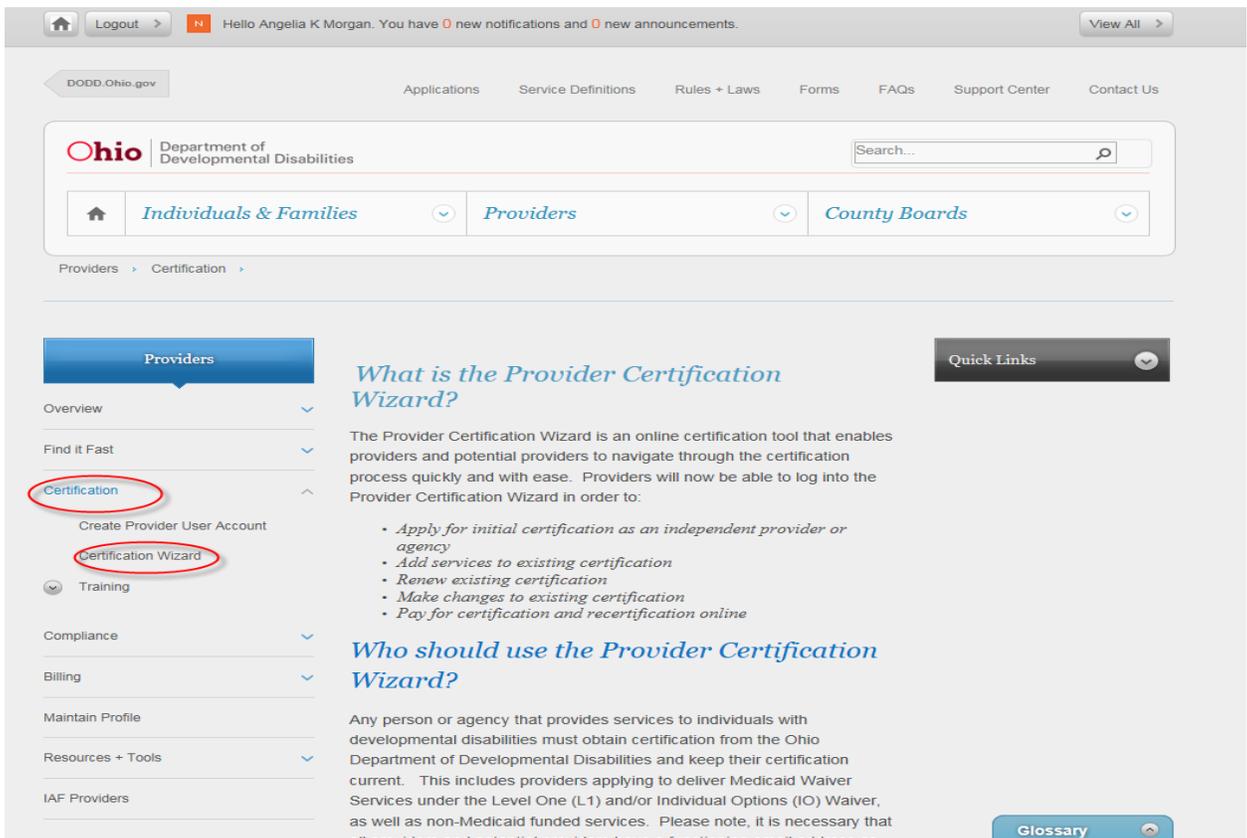


Welcome to the Ohio Department of Developmental Disabilities

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 main content area has a background image of a man with his arms raised. On the left, a 'Find it Fast' sidebar lists 'Individuals & Families', 'Providers', and 'County Boards'. The center contains links for 'Resources for those younger than 22', 'Resources for those 22 and Over', 'Provider Search', and 'Residential Vacancies'. On the right, a 'Welcome to DODD Gateway' message is displayed. 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.

