Provider Certification Wizard (PCW)
January 2012

<u>**Creating a New User Account:**</u>

All potential providers that wish to apply for <u>initial</u> certification must first create a user account. This is done by doing the following:

- Go to DODD's website at http://dodd.ohio.gov
- Click on the yellow key icon (on the left hand side of the screen) to access the DODD Gateway
- Select Providers
- Select Certification (on the left-hand side of the screen)
- Select Create Provider User Account

A new screen will be displayed, requesting demographic information for the new user that is required to allow the account to be created. The applicant must complete all the required fields and then click on the Save button. At this time, the applicant should exit the DODD website and check their email for receipt of their confirmed User ID and password.

> <u>**PLEASE NOTE:**</u> Once the information is saved, the system will clear the fields and does not display any additional information. In turn, many providers are assuming that the information has been lost and they repeat the process, often several times. Every time the provider completes the data and clicks the Save button, an additional account is created. This leads to issues when the provider actually tries to log into the system to complete the application process. It is very important that the applicant only creates one account and then checks their email for their assigned User ID. Applicants should also be sure to check their Junk Mail folders to ensure that the system-generated email does not get redirected by a spam filter. If no email has been received after one business day, please contact Certification Support at 1-800-617-6733, option 3.

Once the applicant receives his/her assigned User ID, he/she should:
- Return to the DODD website at http://dodd.ohio.gov
- Click on the yellow key icon to access the DODD Gateway
- Click the Login button, which is located in the upper left hand side of the screen next to an icon in the shape of a house.
- Enter the newly assigned User ID and password

Upon successful login to the DODD Gateway, the applicant name will be displayed next to the Logout icon in the upper left hand corner of the screen. If the password is forgotten, there is a Forgot Password link on the login screen, which should be utilized.