

Creating an OH|ID and SAFE Account for Tax Credit Certificate for Work-Based Learning

Step 1: Create an OH|ID Account

Anyone can create an OH|ID. It's free and we'll never share your personal information.

Go to ohid.ohio.gov and click Create OH|ID Account.

1. Enter your email address. We'll send you a one-time PIN.
2. Enter the one-time PIN to verify your email.
3. Enter your legal first and last names, and date of birth.
4. Pick a username. This will be your OH|ID.
5. Create a password.
6. Add a mobile number as an account recovery option. We'll send you a one-time PIN.
7. Enter the one-time PIN to verify your mobile number.
8. Agree to the Terms & Conditions and answer the verification question.
9. Click Create Account.
10. Wait for a confirmation email before attempting to log in for the first time.

Step 2: Create a SAFE Account

1. Go to ohid.ohio.gov and login with your OH|ID username and password.
2. Under Available Apps, click on the "Department of Education Profile Setup" button.
(Figure 1)



Figure 1

3. Choose Request Access, Request Access to Group. (Figure 2)

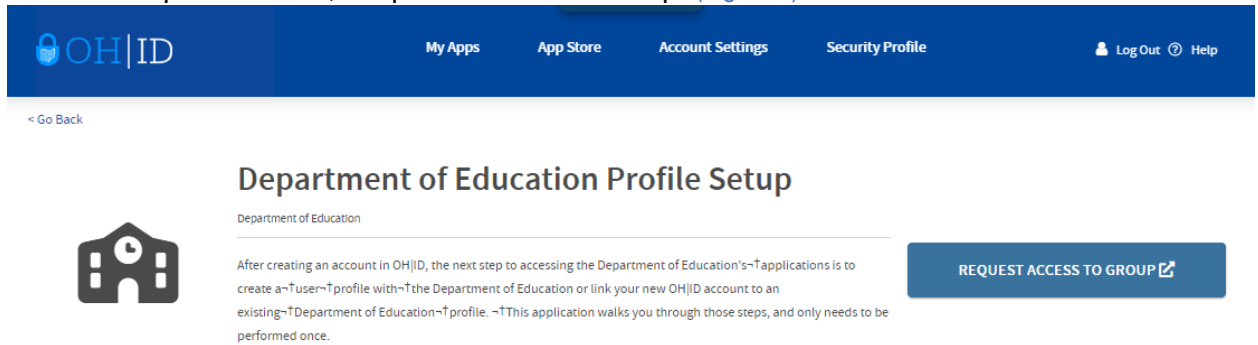


Figure 2

4. Click Agree to Terms and Request Access to Group

5. Click Launch. (Figure 3)

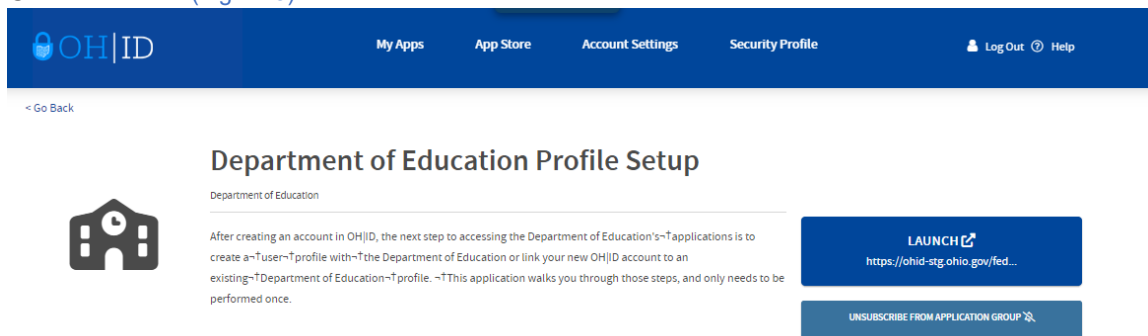


Figure 3

6. Click Create Profile. (Figure 4)

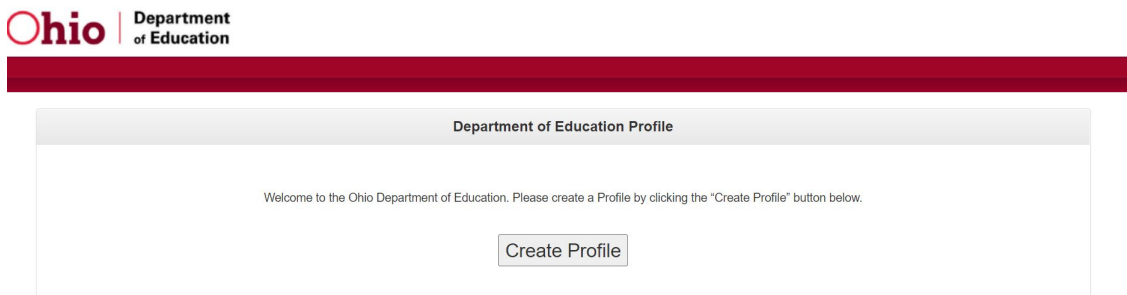


Figure 4

7. Select "I am signing up to apply for a Tax Credit for the Work Based Learning Experience." Enter personal information and click next. (Figure 5)

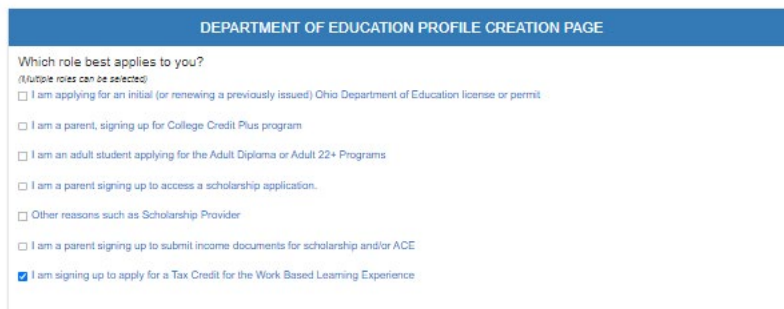


Figure 5

8. Enter contact and Identify Verification information. Select “I agree to Ohio Department of Education Terms of Service and Privacy Policy” and click Next.

Note: If you upload your ID rather than enter your Driver’s License Number, you will get the following message, because we will need to verify your information. (Figure 6)

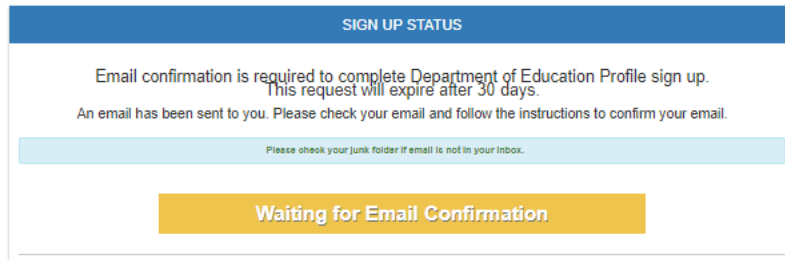


Figure 6

9. Once the OHID account is linked to the Ohio Department of Education, the following tiles will appear. (Figure 7)

My Apps

Click the star to pin your favorite apps to the top of the page.

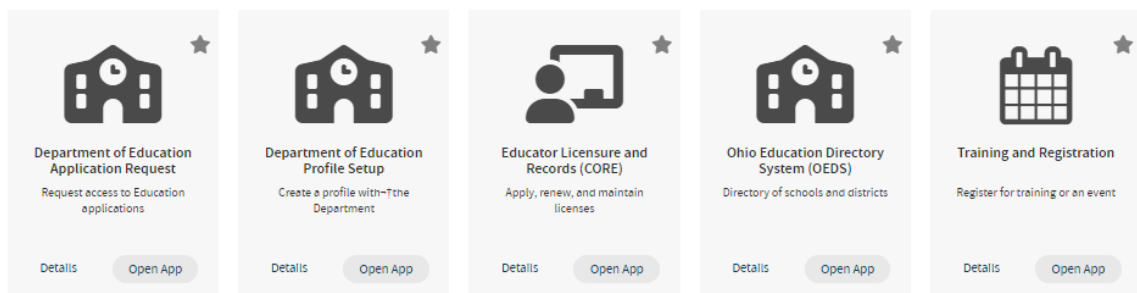


Figure 7

Step 3: Complete Form

1. Once the OHID account and SAFE account has been created, please complete the Form survey.

<https://forms.office.com/g/6QfnCe38u0>

2. Once the account is linked to the role for APPLICANT-WORK-BASED LEARNING TAX CREDIT, the Tax Credit Application tile will appear. This tile will be used to start the Tax Credit for Work Based Learning Experience Application. (Figure 8)

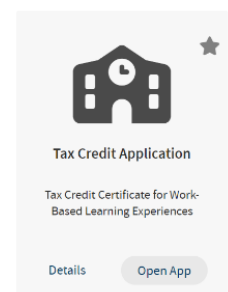


Figure 8

[For information on how to complete the Tax Credit for Work Based Learning Experience Application, please visit the application manual.](#)