

# 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](https://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](https://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)

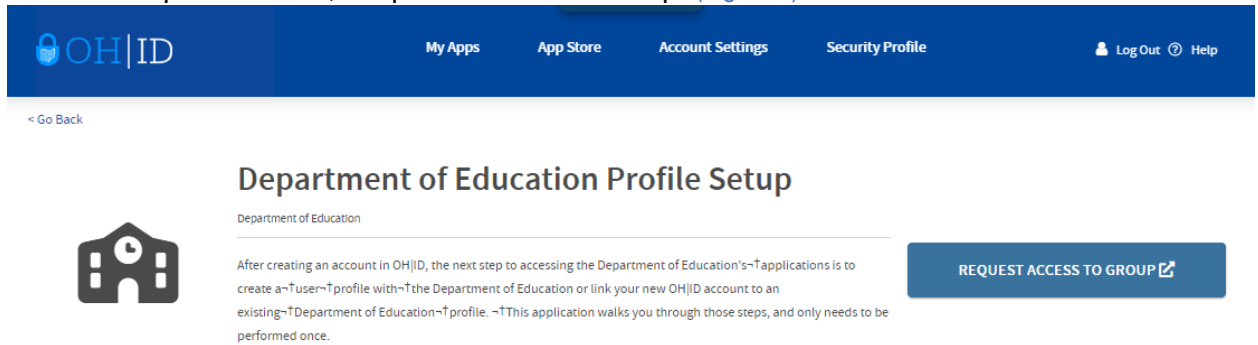


Figure 2

4. Click Agree to Terms and Request Access to Group

5. Click Launch. (Figure 3)

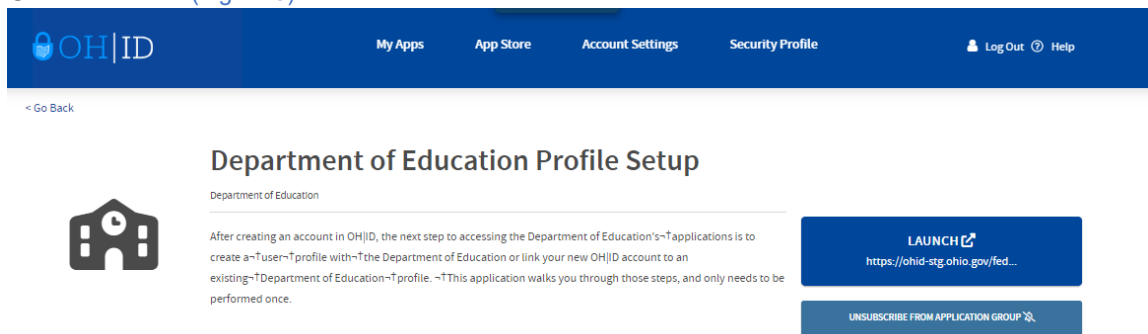


Figure 3

6. Click Create Profile. (Figure 4)

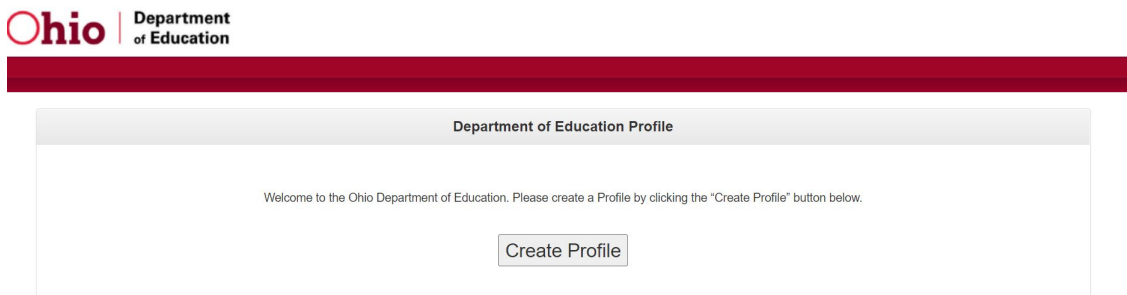


Figure 4

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)

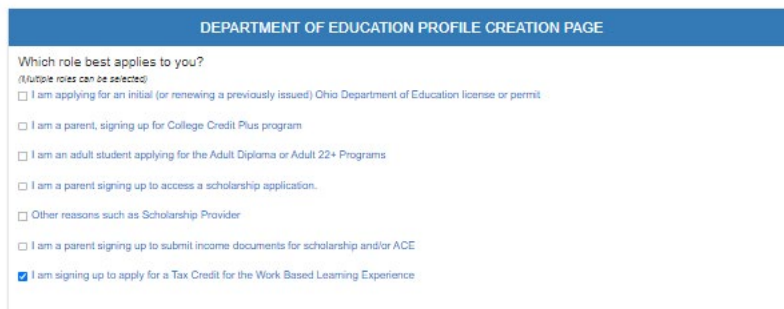


Figure 5

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)

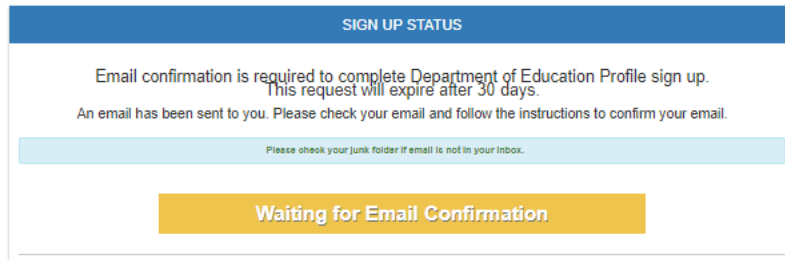


Figure 6

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.

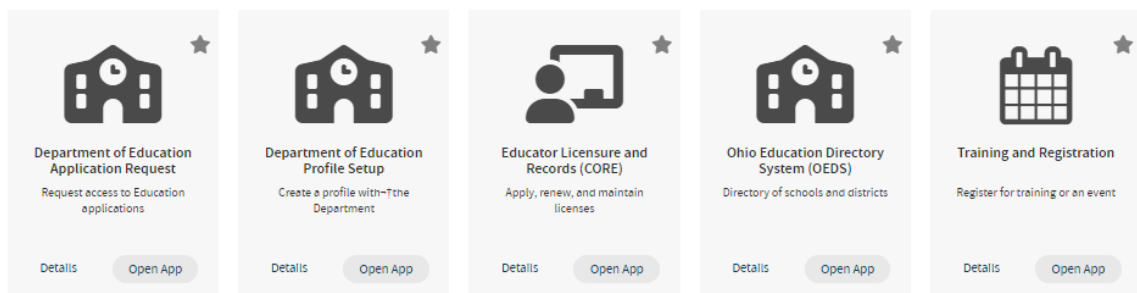


Figure 7

## 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/rHQ2vfHevj>

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)

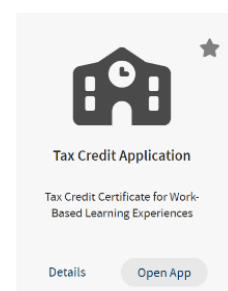


Figure 8

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