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 <u>ohid.ohio.gov</u> 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 <u>ohid.ohio.gov</u> and login with your OH|ID username and password.

School Finance Manage school finance programs	The Ohio Business Gateway GoLive Ohio Business Gateway GoLive Back Office Portal	
APPLICATION-NAME APPLICATION-OESCRIPTION	Q Department of Education Profile Setup Create a profile with the	Developmental Services Agency Developmental Services Agency
DODD-ODX Integration DODD Test Application	Enterprise Tableau (Sandbox) Enterprise Reporting and Analytics Services (Sandbox)	ODOT FNINT ODOT Finance Integration Administration Portal
ODOT HCINT ODOT HCM Integration Administration Portal	Ohio Business Gateway Test Ohio Business Gateway Test Back Office Portal	OhioGEM Ohio Grants Enterprise Management System
Taxation Ohio Department of Taxation Back- Office Administration Portal	The Ohio Business Gateway Demotuli Ohio Business Gateway Demotuli Back Office Portal	Flex Pho Business Gateway Flex Ohio Business Gateway Flex Back Office Portal
The Ohio Business Gateway UAT Ohio Business Gateway UAT Back Office Portal	W2 Upload Ohio Department of Taxation Upload W2 Files	

2. Under Available Apps, click on the "Department of Education Profile Setup" button. (Figure 1)





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)





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)

SIGN UP STATUS		
Email confirmation is required to complete Department of Education Profile sign up. This request will expire after 30 days. An email has been sent to you. Please check your email and follow the instructions to confirm your email.		
Please check your junk folder if small is not in your inbox.		
Waiting for Email Confirmation		
	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. Department of Education Department of Education Educator Licensure and **Ohio Education Directory** Training and Registration Application Request Profile Setup Records (CORE) System (OEDS) Create a profile with-†the Request access to Education Apply, renew, and maintain Directory of schools and districts Register for training or an event applications Department licenses Details Open App Figure 7

Step 3: Complete Form

1. Once the OH|ID account and SAFE account has been created, please complete the Form survey.

https://forms.office.com/g/wTYgCSDtSQ



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.



