

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

Step 1: Create an OH|ID Account

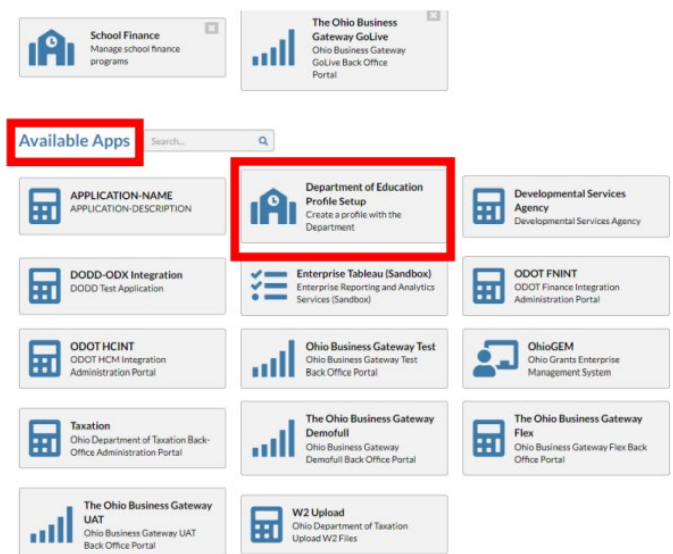
Anyone can create an OH|ID. It's free and we'll never share your personal information.

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.
3. Accept Terms and Conditions and verify SSN and click "Request Access."
4. Click on the "Return to Applications" button.
5. Under My Apps, click on the "Department of Education Profile Setup" button **for a second time**.
6. Click on "Create Profile" to create a Department of Education Profile.



7. Under “which role best applies to you?”, select “I am signing up to apply for a Tax Credit for the Work-Based Learning Experience” and complete the Profile Creation Pages.

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Reason for SAFE Signup

(multiple reasons can be selected)

- ☐ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- ☐ I am a parent, signing up for College Credit Plus program
- ☐ I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- ☐ I am a parent signing up to access a scholarship application.
- ☐ Other reasons such as Scholarship Provider
- ☐ I am a parent signing up to submit income documents for scholarship and/or ACE
- ☒ I am signing up to apply for a Tax Credit for the Work Based Learning Experience

8. Enter the last four digits of your SSN and validation code you received from a confirmation email in the confirmation dialog box and click “Continue.”

Thank you for creating your profile. Please verify your information to ensure secure access to your profile. Please click the link below and enter the last four digits of your Social Security number, along with the email confirmation key provided below to authenticate your profile.

Link: <https://safe.education.state.oh.us/SAFE/Profile/signup/confirm-email?key=VQ-6332457>

Email confirmation key: VQ-6332457

Email tips:

If you have questions regarding your profile setup, please contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov

Thanks for signing up!

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation

SSN4:

Last 4 digits of social security number

PLEASE ENTER THE KEY THAT WAS SENT IN YOUR
CONFIRMATION EMAIL:

9. If all information is entered correctly and verified, approval will be granted. Department of Education Applications can now be accessed by clicking the “Login” and entering your OH|ID username and password.