

## How to create an OH|ID and password for the PASSS portal:

1. From the OPPA landing page, select “Log in from OH|ID”
2. Once on the OH|ID sign-in page, select “Create Account”
3. Enter your email in the 2 spaces available and then select “Send PIN” (this will turn blue once the same valid email has been entered in both spaces.)
  - The PIN should arrive in your email shortly. Once the PIN arrives, copy and paste it into the “Enter PIN” box on the website and then select “Verify.”
  - Once it has been verified, select “Next”
4. Enter your name, date of birth, and the last four digits of your social security number (optional).
5. Create a username.
6. Create a password with 8-30 characters – must include 1 uppercase letter, 1 lower case letter, 1 number, and a special character.
7. Select “Next”
8. (This step is optional) Set account recovery by entering a cell phone number to get PIN.
  - Once the PIN arrives by text, enter it into the “Enter PIN” section on the website and then select “Verify.”
  - Once Verified, select “Next.”
9. Review the Terms and Conditions, then select “I Agree.”
  - Answer the question to confirm you are not a robot and select “Verify.”
  - Once Verified, select “Create Account.”
10. Once you have received a confirmation email, you will be able to sign into your account. This email may not arrive immediately, it may take several hours to receive.
11. To sign in, go to the OPPA landing page and select “Log in from OH|ID”

