

## **Exhibit A – Allowable Costs & EIGS**

The purpose of this exhibit is to:

- 1) Provide further guidance on the allowable and unallowable costs for this grant.
- 2) Define the budget and expenditure categories available for reporting allowable direct costs in EIGS.
- 3) Provide instructions for requesting access to the EIGS system. Please note there are two sets of instructions. The first set is for non-County Board of DD EIGS users and the second set is for EIGS users employed by a County Board of DD. Please remember that each Grantee shall have no more than four EIGS users. DODD recommends having two Certification users since this role is required to submit the budget and expense reports.

### **Allowable Costs**

#### Indirect Costs

Subrecipients shall follow 2 CFR 200 to determine the allowable and unallowable indirect costs that may be charged to the grant. This grant agreement does not further limit what is allowable per 2 CFR 200. Indirect costs shall be in accordance with 2 CFR §200.414. In order to charge indirect costs to the grant, subrecipients must attach a copy of the federally approved indirect rate or a modified total direct cost worksheet in EIGS.

#### Direct Costs

Allowable direct costs must:

- 1) Meet the purpose of this grant as outlined in the grant agreement.
- 2) Be given consistent treatment. (A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.)
- 3) Not included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- 4) Are adequately documented.
- 5) Are reasonable.

Allowable costs may be allocable:

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. The method and calculation for this proportion must be documented.

## Allowable Direct Costs

Uniform Guidance Section	Uniform Guidance Section Title	Applicable EIGS Expense Category	Examples
200.421	Advertising	Other	Recruitment or procurement, such as running an ad to hire a service coordinator or evaluator. Advertising for the purpose of child find or central coordination activities is unallowable.
200.430	Compensation - Personal Services	Personnel	Salary
200.431	Compensation - Fringe Benefits	Personnel	Health Insurance
200.432	Conferences	Other	Conference fees for grant related professional development
200.439	Equipment	Equipment	Surface Pro with unit cost >\$1000
200.452	Maintenance and repair costs	Other	Repairs to a grant funded Surface Pro
200.453	Materials and supplies costs, including costs of computing devices	Supplies	Paper, booklets, iPads, phone charges, where per unit cost is <\$1000
		Utilities/ Phone Service	Cell phone service, internet service
200.454	Memberships, subscriptions and professional activity costs	Other	Professional certifications such as Division of Early Childhood, Infant & Child Journals
200.456	Participant Support Costs	Client Expense	Transportation cost for family to see an audiologist
200.459	Professional Service Costs	Contracts	Service coordination contracts, interpreters
200.461	Publication and printing costs	Supplies	Printing
200.463	Recruiting Costs	Other	Advertisement to recruit staff
200.472	Training and education costs	Training	Dr. Solomon's P.L.A.Y training
200.473	Transportation costs	Supplies	Stamps, FedEx, USPS services
200.474	Travel costs	Travel	Mileage, transportation, lodging, meal per diem for employees

# How to Register in the Early Intervention Grants Systems (EIGS)

If you **are not** an employee of a county board of developmental disabilities – use the instructions found on pages 5 – 13.

If you **are** an employee of a county board of developmental disabilities – use the instructions found on pages 15 – 28.

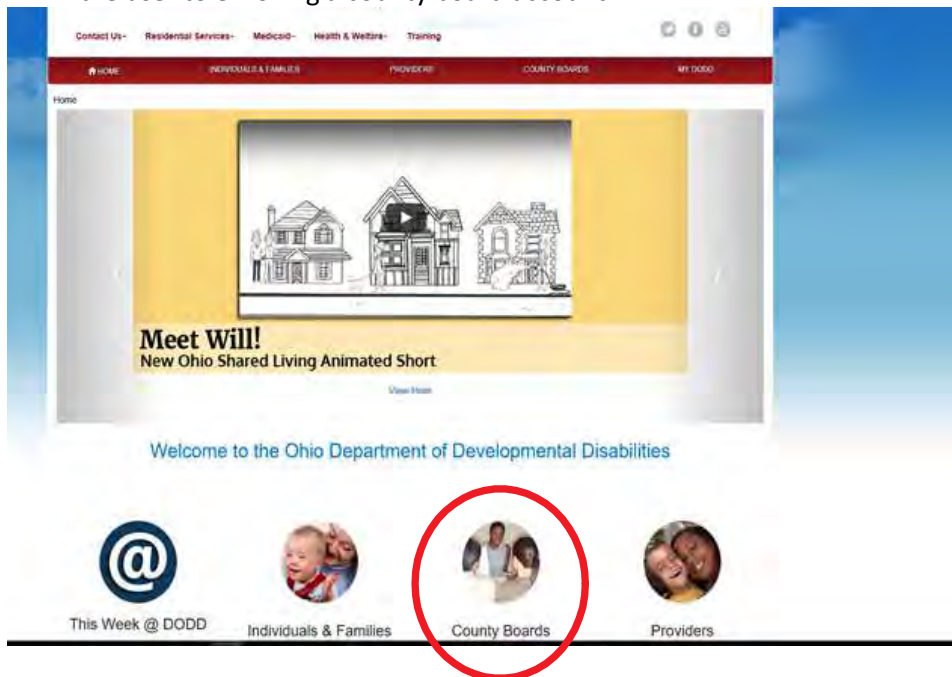
# Early Intervention Grants Systems (EIGS)

Non-CBDD Users  
(pages 5 – 13)

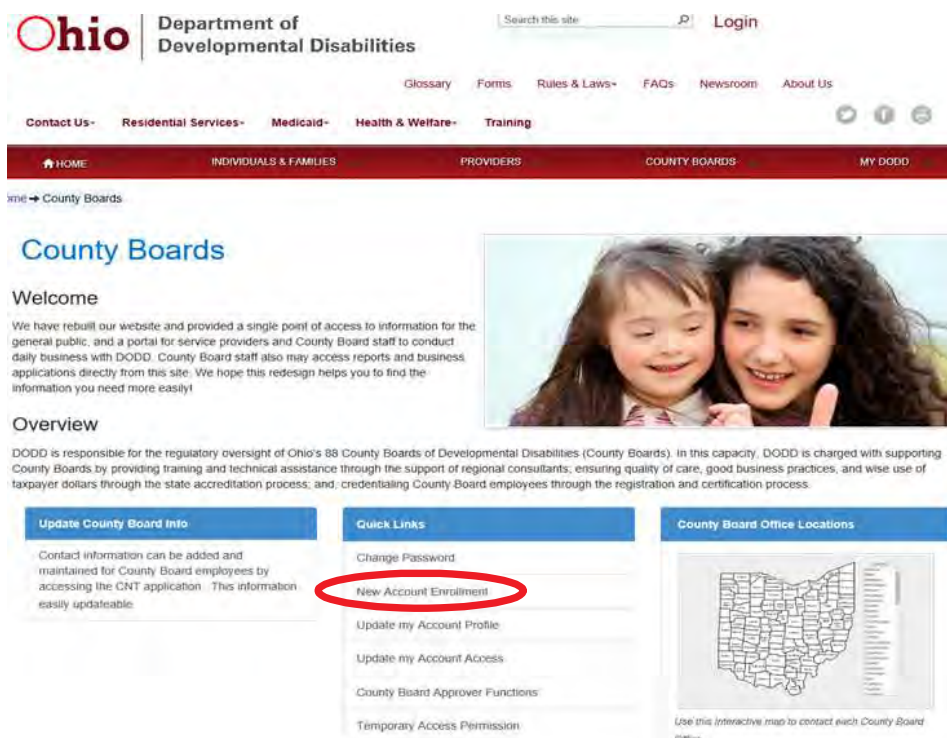
# Registering an EIGS Data Entry or Certification (Non-County Board) User

Friday, March 31, 2017 9:46 AM

1. Go to the DODD Website
  - a. <http://dodd.ohio.gov/Pages/default.aspx>
2. Locate the County Board icon and click on it
  - a. Even though the path chosen is routed through County Boards, the link to register associate does not limit the user to enrolling a county board account



3. Under the Quick Links Section, click on "New Account Enrollment"



4. Locate "I am a subrecipient of early intervention grant dollars and need access to EIGS," select that option, and

click Continue

**Ohio**  
Department of  
Developmental  
Disabilities

**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

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**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process...

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**Step 1:** Indicate the account type:

So - what kind of account are you creating today?

I am a County Board Worker

I work for the Ohio Department of Developmental Disabilities:

I work for an Ohio Council of Governments (COG)

I work for the Ohio Department of Health

I am a subrecipient of early intervention grant dollars and need access to EIGS

5. Select the County you are affiliated with from the Drop Down Menu, then Click Continue

**Ohio**  
Department of  
Developmental  
Disabilities

**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

---

**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process...

---

**Step 1:** You have informed us that you are a subrecipient of early intervention grant dollars and need access to EIGS

**Step 2:** Select your County Affiliation:

Please select the County you wish to affiliate:

6. Select the role you are requesting from the Drop Down Menu, then Click Continue

**Ohio**  
Department of  
Developmental  
Disabilities

**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

---

**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process...

---

**Step 1:** You have informed us that you are a subrecipient of early intervention grant dollars and need access to EIGS

**Step 2:** You have selected your affiliation as Geauga County.

**Step 3:** Select your function as the user of the new account.

Now select the account holder's primary function:

7. Enter your first name, last name, a temporary PIN, phone number, email address, confirmation of email address and the code displayed in the appropriate fields, then, click Continue

- Be sure to write down the temporary pin created, as this will be needed throughout this process

**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process.

**Step 1:** You have informed us that you are a subrecipient of early intervention grant dollars and need access to EIGS

**Step 2:** You have selected your affiliation as **Geauga County**.

**Step 3:** You have informed us that your **primary** function is a(n) **Certification**

**Step 4:** Enter the user's account information.

<b>First Name:</b>	<input type="text" value="EigsCertification"/>
<b>Last Name:</b>	<input type="text" value="Geauga"/>
<b>Temporary PIN:</b> <small>Create a 5-digit numeric PIN for account verification. You will need this later in the verification process.</small>	<input type="text" value="12345"/>
<b>Your phone number:</b> <small>With area code, (xxx) xxx-xxxx (numbers only).</small>	<input type="text" value="(614) 555-1212"/>
<b>Your email address:</b>	<input type="text" value="jeffrey.jaynes@dodd.ohio.gov"/>
<b>Please Confirm your email address:</b>	<input type="text" value="jeffrey.jaynes@dodd.ohio.gov"/>



Enter the above code here:

UNABLE TO READ THE CODE?  
[Click here to generate a new code.](#)



8. Once the verification screen is presented, review the Confidentiality Agreement and click the check box next to "I have read and understand the Agreement", then click Submit

### NEW USER ACCOUNT REGISTRATION

Please allow 5 - 10 minutes to complete our registration request process.

- Step 1: You have informed us that you are a caregiver of early intervention grant dollars and need access to EISA
- Step 2: You have selected your affiliation as **Geauga County**
- Step 3: You have informed us that your primary function is a(n) **Foundation**
- Step 4: You have entered the following information about yourself:

Name:	EdgeCertification - Geauga
Phone Number:	(814) 333-1111
Email Address:	Jeffrey.Lourey@dodd.ohio.gov
One Time PIN:	11881

- Step 5: Verify information and Accept the Confidentiality Agreement.

#### CONFIDENTIALITY AND INFORMATION SECURITY

Security and confidentiality are a matter of concern for all users of Department of Developmental Disabilities grant administration systems and other services. We have created this policy to help you understand the confidentiality and information security requirements of our systems.

Each person authorized to access DDDO systems must be given a printed copy of this policy and acknowledge the responsibility associated with their access to the system and to protect the confidentiality and security of the information.

It is the responsibility of every user to understand and comply with the following:

- 1. Confidentiality can be your address, that is, your individual email address, and a group or shared email.
- 2. Do not share or provide confidential user information to anyone, in person, if any disclosure of this information is prohibited by DDDO.
- 3. Confidential user information is provided to you for your use only. Do not disclose confidential information to anyone, in person, or by email, or by any other means.
- 4. Do not create or divulge the contents of any records or any person except in the presence of the user's name and in accordance with the policies of DDDO.
- 5. Do not knowingly provide or cause to be produced or any record or report to any third party, the system where it is stored (except when necessary to the authorized user only).
- 6. Do not delete or cause to be deleted any official record or report from any file, disk, the system where it is stored (except when necessary to the authorized user only).
- 7. Do not access or record (other than access via DDDO or other data transfer system for personal use only).
- 8. Do not create user and password information in a controlled way.
- 9. Do not change or share any security codes (e.g., user names, passwords, etc.) with anyone, in person or by email.
- 10. Do not immediately report any violation of this policy to either the DDDO(DDO) Security Manager.
- 11. Do not willfully obstruct or act in concert with another to violate any part of this policy.
- 12. Do not attempt to bypass DDDO policies and procedures pertaining to the use of DDDO or Ohio State Records System software and hardware.

Any violation of this agreement may result in the cancellation of your account access and possible referral to the Office of the Attorney General for possible prosecution of applicable state and federal laws and regulations.

I have read and understand the Agreement.

9. The system confirms the data entered and informs you of a future email to guide you through the remaining part of the process

### NEW USER ACCOUNT REGISTRATION

Please allow 5 - 10 minutes to complete our registration request process.

- Step 1: You have informed us that you are a **County Board Member**
- Step 2: You have selected your affiliation as **Adams County**
- Step 3: You have informed us that your primary function is a(n) **Foundation**
- Step 4: You have entered the following information about yourself:

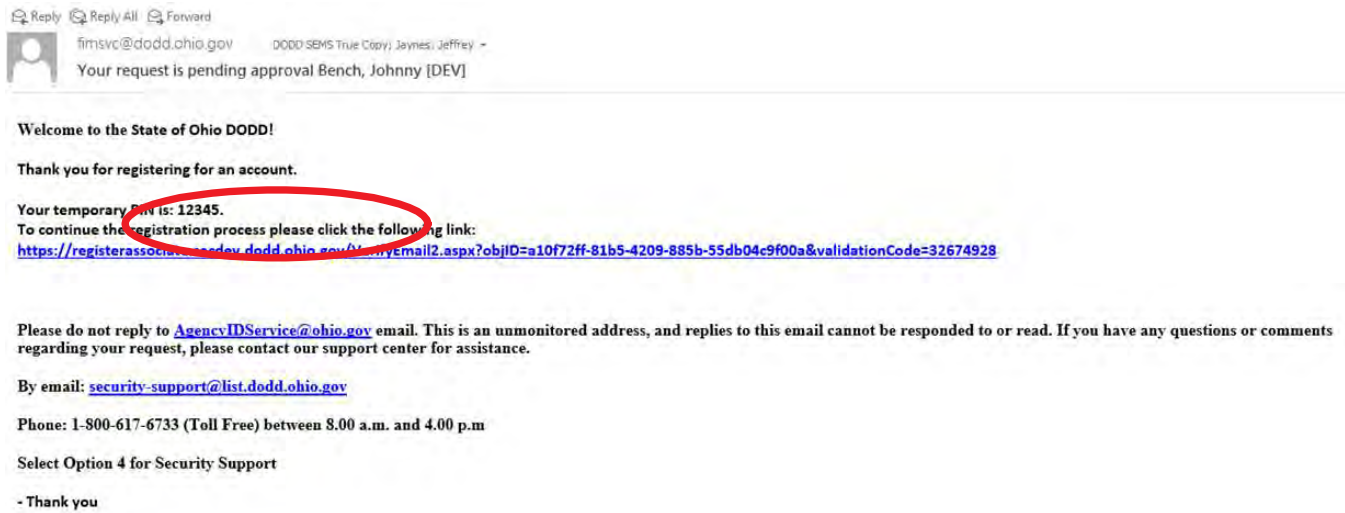
Name:	Adams Test
Phone Number:	(111) 111-1111
Email Address:	marissa.smith@dodd.ohio.gov
One Time PIN:	65100

- Step 5: Verify information and Accept the Confidentiality Agreement.

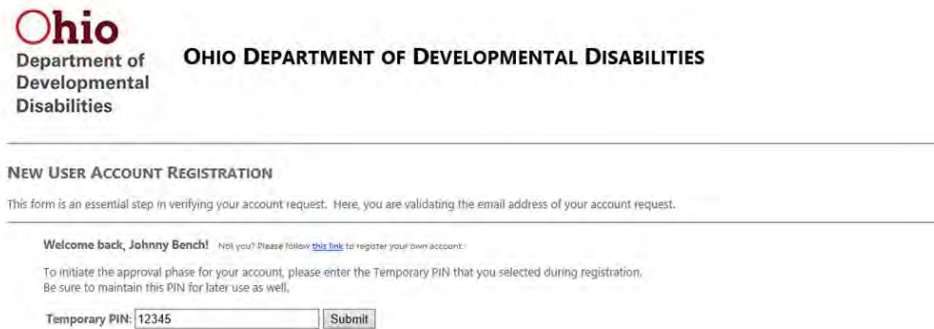
That's it - Your registration has been submitted! You will receive an email in a few moments that will help guide you through the approval process.



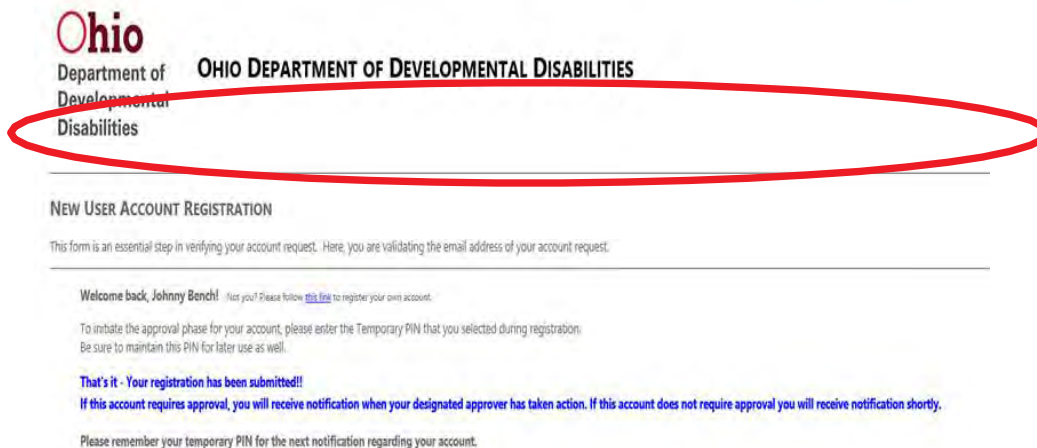
10. Open the email account that was provided in step 7 and Click on the link provided



11. Enter the temporary pin created during Step 7, then click Submit



12. The system will display a verification page



13. Once the account has been approved an email will be received with approval of the account, click on the link provided



**Welcome to State of Ohio DODD!**

**Your Temporary PIN is 12345**

Your account has been approved. In order to complete the next step select the following link:

<https://registerassociate.secdev.dodd.ohio.gov/VerifyEmail.aspx?objID=a10f72ff-81b5-4209-885b-55db04c9f00a&validationCode=32674928>

Please do not reply to [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov) email. This is an unmonitored address, and replies to this email cannot be responded to or read. If you have any questions or comments regarding your request, please contact our support center for assistance.

By email: [security.support@list.dodd.ohio.gov](mailto:security.support@list.dodd.ohio.gov)

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m

- Thank you

14. Enter the pin created in Step 7 and create a new password (this is the last time the pin will be needed)

**Ohio**  
Department of  
Developmental  
Disabilities

**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

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**USER ACCOUNT REGISTRATION**

This form is an essential step in verifying your account details.

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Welcome back, Jeffrey Smith! You just need to verify your email address.

Please enter the temporary PIN that you received in the email to set your password.  
Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character.

Your Temporary PIN:

Create your New Password:

Retype your New Password:

Show Password

Your Password has to meet following criteria to continue:

- It needs to be at least 20 characters
- It needs to have at least 2 numbers
- It needs to have at least 1 lower case character
- It needs to have at least 1 upper case character
- It needs to have at least 1 special character (such as !, @, #, \$, %, ^, &, \*, -, +, (, ), {, }, |, ~, `)

15. The system will present a confirmation page



## OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

### USER ACCOUNT REGISTRATION

This form is an essential step in verifying your account request.

Welcome back, Johnny Bench! Not you? Please follow [this link](#) to register your own account.

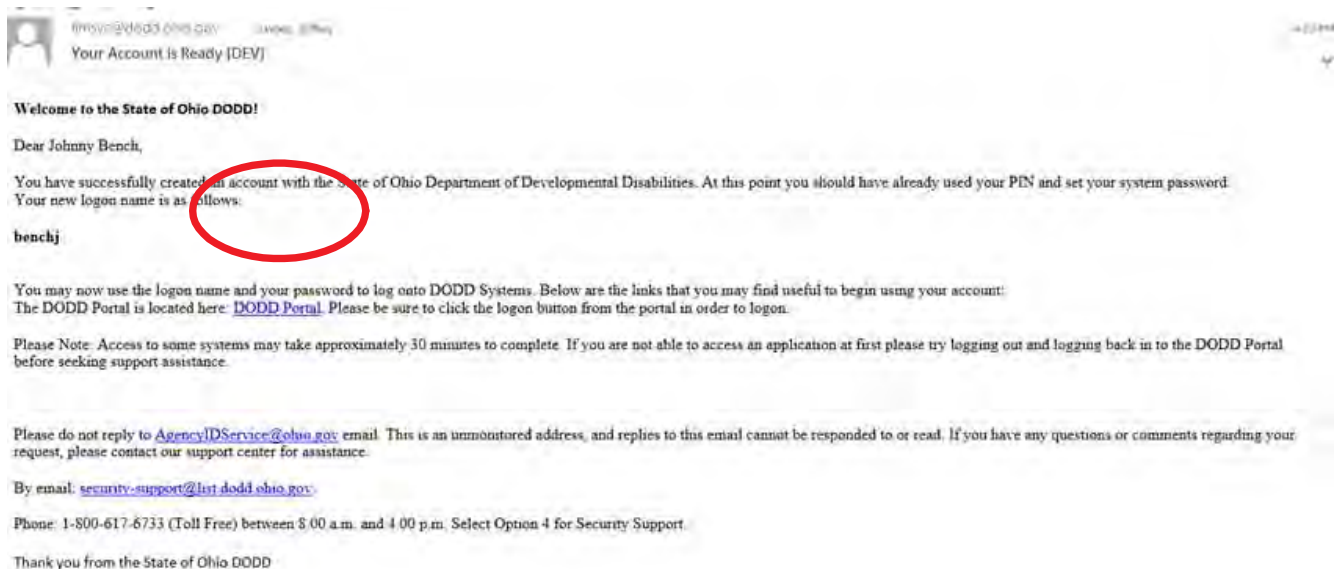
Please enter the temporary PIN that you received in the email to set your password.

Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, and one special character.

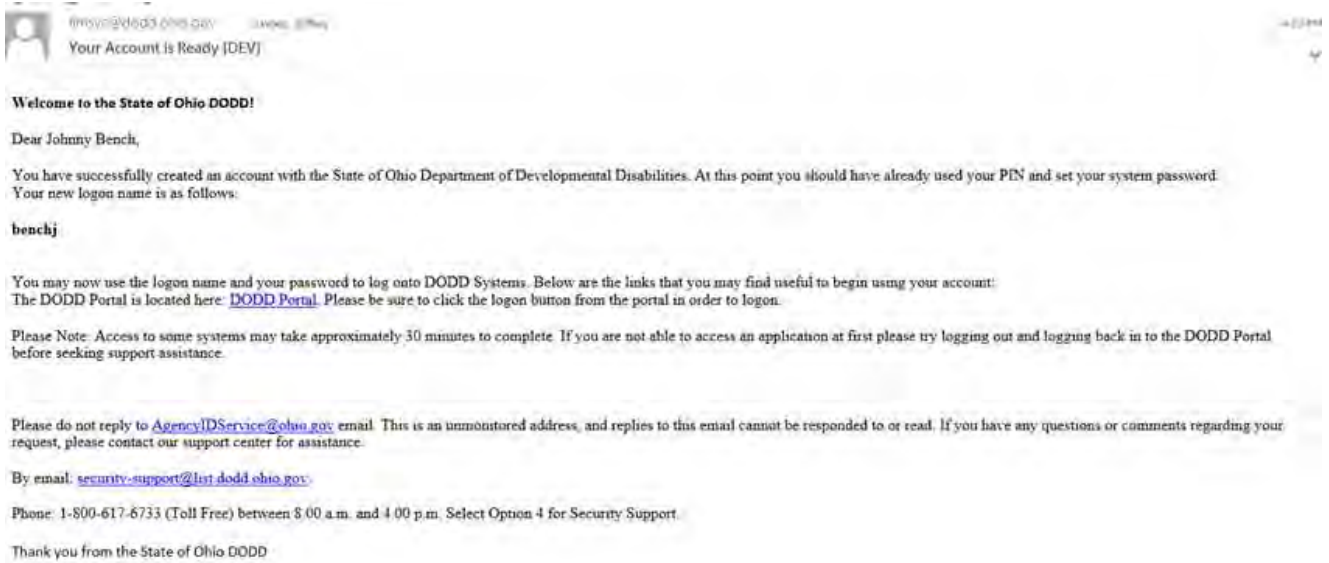
**That's it - You have successfully created a new password.**

Please use this password to logon to your Agency's Portal and applications. New users will receive an email regarding the details of the logon information. Also please check your Spam/Junk mail folders for the email. Thank You.

16. An email is received that contains the assigned User ID



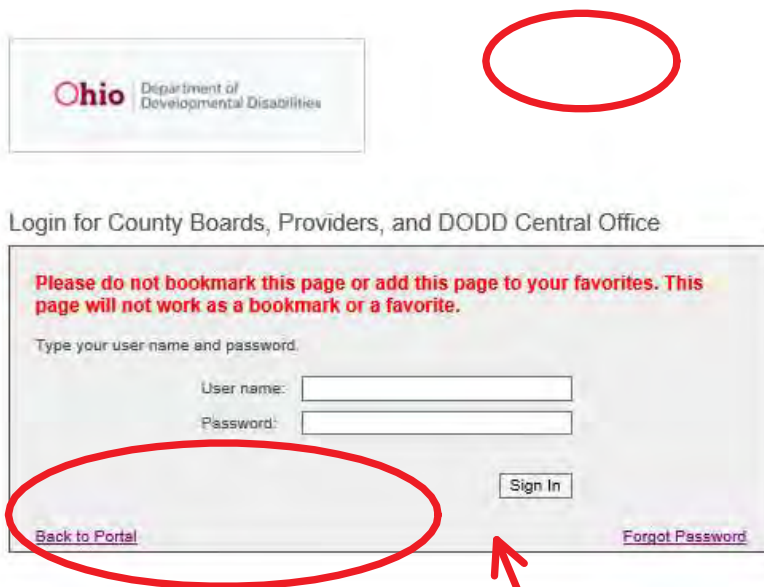
17. Within the email is a link labeled "DODD Portal", click on that link



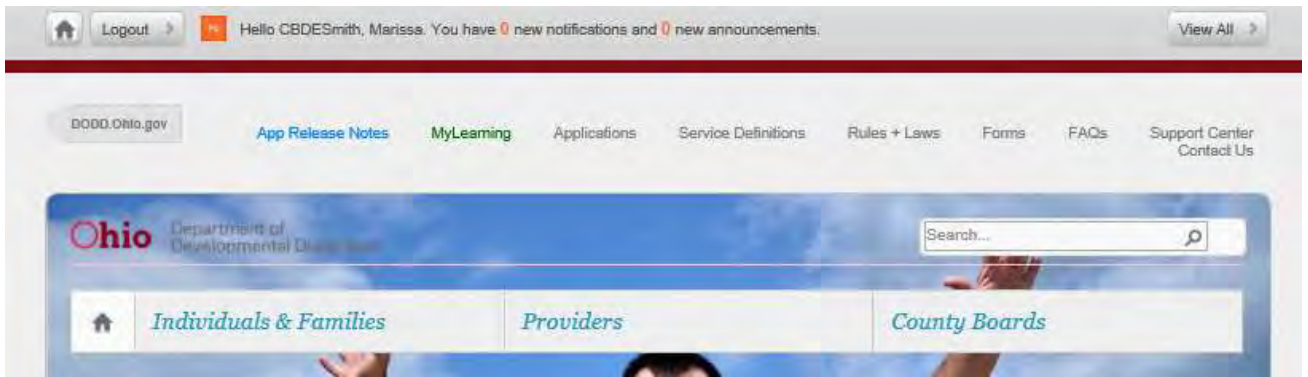
18. In the top left corner there is a Login Button, click that button



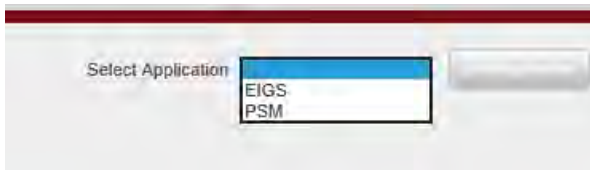
19. Enter the Username supplied in the email in step 16 and the password created in step 14



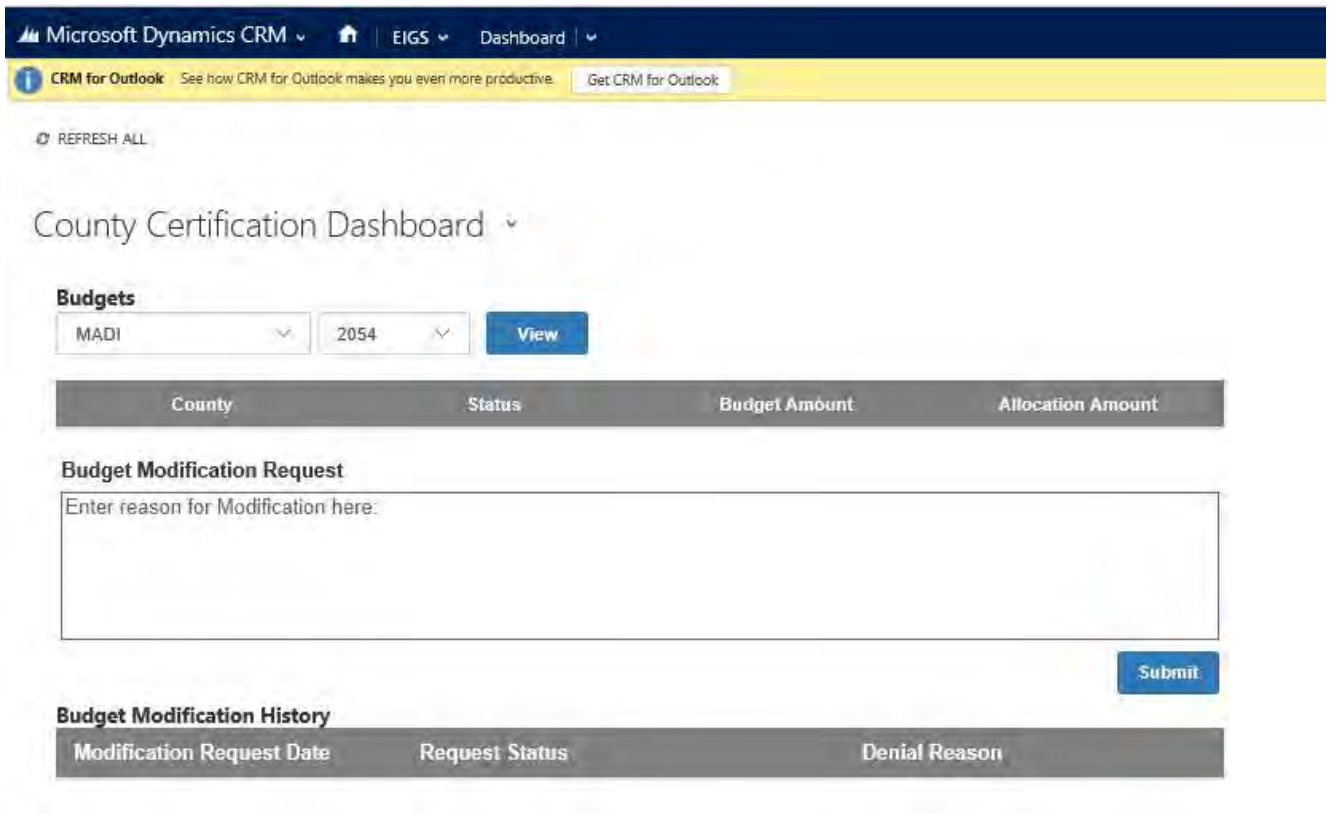
20. In the top middle of the screen click on "Applications"



21. In the top right hand corner from the drop down menu labeled "Select Application", choose EIGS and Click Load Application



22. This will load the application



# Early Intervention Grants Systems (EIGS)

CBDD Users  
(pages 15 – 28)



# Registering an EIGS Data Entry or Certification (County Board) User

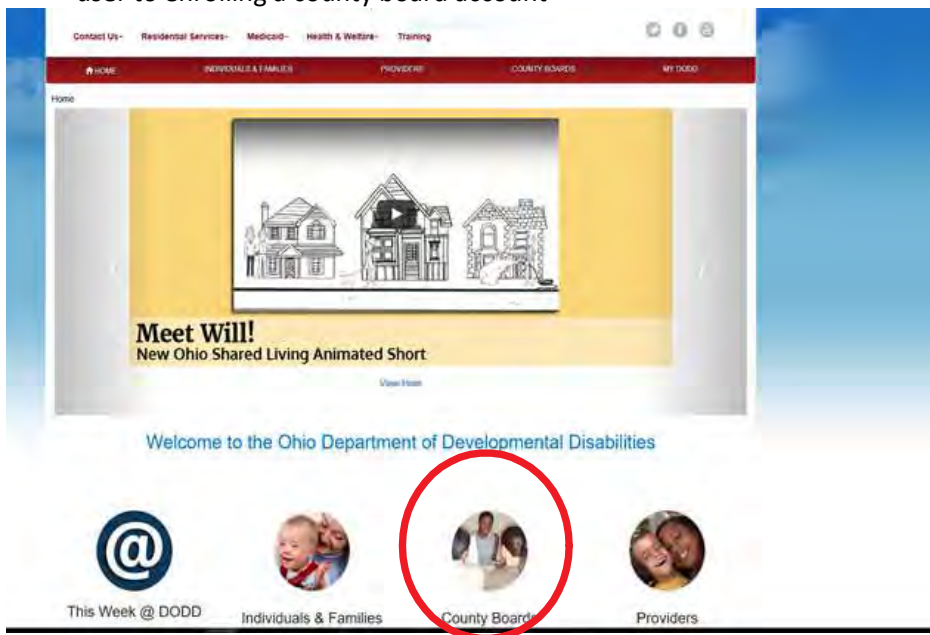
Friday, March 31, 2017 9:46 AM

If you are an existing user of DODD applications, follow this link and skip to step # 18

<http://dodd.ohio.gov/Pages/default.aspx>

If you are a brand new user of DODD applications and do not currently have a User ID, start with step # 1

1. Go to the DODD Website
  - a. <http://dodd.ohio.gov/Pages/default.aspx>
2. Locate the County Board icon and click on it
  - a. Even though the path chosen is routed through County Boards, the link to register associate does not limit the user to enrolling a county board account



3. Under the Quick Links Section, click on "New Account Enrollment"

4. Locate “I am a County Board Worker,” select that option, and click Continue

5. Select the County you are affiliated with from the Drop Down Menu, then Click Continue

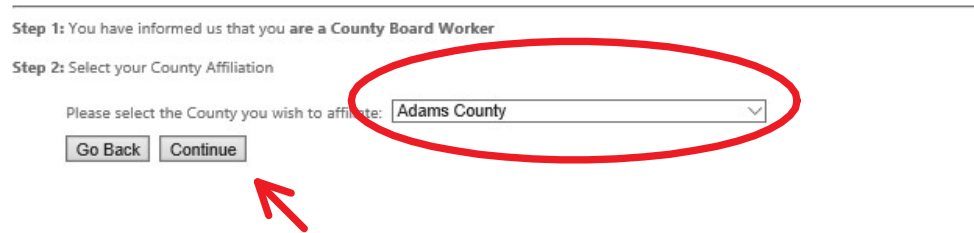


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**Step 1:** You have informed us that you are a **County Board Worker**

**Step 2:** Select your County Affiliation

Please select the County you wish to affiliate:



6. Select the Foundation role from the Drop Down Menu, then Click Continue



**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

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**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process

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**Step 1:** You have informed us that you are a **County Board Worker**

**Step 2:** You have selected your affiliation as **Adams County**.

**Step 3:** Select your function as the user of the new account

Now select the account holder's **primary** function:



7. Enter your first name, last name, a temporary PIN, phone number, email address, confirmation of email address and the code displayed in the appropriate fields, then, click Continue
  - a. Be sure to write down the temporary pin created, as this will be needed throughout this process

**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process.

**Step 1:** You have informed us that you are a **subrecipient of early intervention grant dollars and need access to EIGS**

**Step 2:** You have selected your affiliation as **Geauga County**.

**Step 3:** You have informed us that your **primary** function is a(n) **Certification**

**Step 4:** Enter the user's account information.

First Name:	<input type="text" value="EigsCertification"/>
Last Name:	<input type="text" value="Geauga"/>
Temporary PIN: <small>Create a 5-digit numeric PIN for account verification. You will need this later in the verification process.</small>	<input type="text" value="12345"/>
Your phone number: <small>With area code. (XXX) XXX-XXXX (numbers only).</small>	<input type="text" value="(614) 555-1212"/>
Your email address:	<input type="text" value="jeffrey.jaynes@dodd.ohio.gov"/>
Please Confirm your email address:	<input type="text" value="jeffrey.jaynes@dodd.ohio.gov"/>



Enter the above code here:

UNABLE TO READ THE CODE?  
[Click here to generate a new one.](#)



8. Once the verification screen is presented, review the Confidentiality Agreement and click the check box next to "I have read and understand the Agreement", then click Submit the Application

### NEW USER ACCOUNT REGISTRATION

Please allow 5 - 10 minutes to complete our registration request process.

**Step 1:** You have informed us that you are a **County Board Worker**

**Step 2:** You have selected your affiliation as **Adams County**.

**Step 3:** You have informed us that your **primary** function is a(n) **Foundation**

**Step 4:** You have entered the following information about yourself:

Name:	Adams Test
Phone Number:	(111) 111-1111
Email Address:	marissa.smith@dodd.ohio.gov
One Time PIN:	65100

**Step 5:** Verify information and Accept the Confidentiality Agreement.

#### DODD DATA SECURITY AND CONFIDENTIALITY AGREEMENT

Security and confidentiality are a matter of concern for all users of Department of Developmental Disabilities (DODD) information systems.

Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibility to protect the information. Failure to do so may threaten the security and confidentiality of this information.

It is the responsibility of every user to understand and comply with the following:

- I will only use an email address that is my individual email address, not a group or shared email.
- I will not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by the system.
- I will not seek to benefit personally or permit others to benefit by any confidential information that has come to me by virtue of my position.
- I will not exhibit or divulge the contents of any record to any person except in the conduct of my work duties and in accordance with applicable laws and regulations.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not delete or cause to be deleted any official record or report from any file from the system where it is stored except with the approval of the appropriate authority.
- I will not access or request others to access any DODD or Ohio Data Network system for personal business.
- I will not violate rules and regulations concerning access to controlled areas.
- I will not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- I will immediately report any violation of this policy by anyone to the DODD/DITS Security Manager.
- I will not aid, abet or act in conspiracy with another to violate any part of this policy.
- I agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer systems.

Any violations of this agreement may result in the cancellation of your security access and possible referral to the Office of the Attorney General.

I have read and understand the Agreement.

[Go Back](#)

[Submit the Application](#)

9. The system confirms the data entered and informs you of a future email to guide you through the remaining part of the process

**NEW USER ACCOUNT REGISTRATION**

Please allow 5 - 10 minutes to complete our registration request process.

- Step 1: You have informed us that you are a County Board Worker
- Step 2: You have selected your affiliation as Adams County.
- Step 3: You have informed us that your primary function is a(n) Foundation
- Step 4: You have entered the following information about yourself:

Name:	Adams Test
Phone Number:	(111) 111-1111
Email Address:	marissa.smith@dodd.ohio.gov
One Time PIN:	65100

Step 5: Verify information and Accept the Confidentiality Agreement.

That's it - Your registration has been submitted! You will receive an email in a few moments that will help guide you through the approval process.

- 10. Open the email account that was provided in step 7 and Click on the link provided

Reply Reply All Forward  
fmsvc@dodd.ohio.gov DDDD SEMS True Copy: Jaynes, Jeffrey -  
Your request is pending approval Bench, Johnny [DEV]

Welcome to the State of Ohio DODD!  
Thank you for registering for an account.  
Your temporary PIN is: 12345.  
To continue the registration process please click the following link:  
<https://registerassociate.secdev.dodd.ohio.gov/VerifyEmail2.aspx?objID=a10f72ff-81b5-4209-885b-55db04c9f00a&validationCode=3267497>

Please do not reply to [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov) email. This is an unmonitored address, and replies to this email cannot be responded to or read. If you have any questions or comments regarding your request, please contact our support center for assistance.

By email: [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov)  
Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m  
Select Option 4 for Security Support  
- Thank you

- 11. Enter the temporary pin created during Step 7, then click Submit

**Ohio**  
Department of  
Developmental  
Disabilities

**OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES**

**NEW USER ACCOUNT REGISTRATION**

This form is an essential step in verifying your account request. Here, you are validating the email address of your account request.

Welcome back, Johnny Bench! Not you? Please follow [this link](#) to register your own account.

To initiate the approval phase for your account, please enter the Temporary PIN that you selected during registration. Be sure to maintain this PIN for later use as well.

Temporary PIN:

- 12. The system will display a verification page

**NEW USER ACCOUNT REGISTRATION**

This form is an essential step in verifying your account request. Here, you are validating the email address of your account request.

Welcome back, Johnny Bench! Not you? Please follow [this link](#) to register your own account.

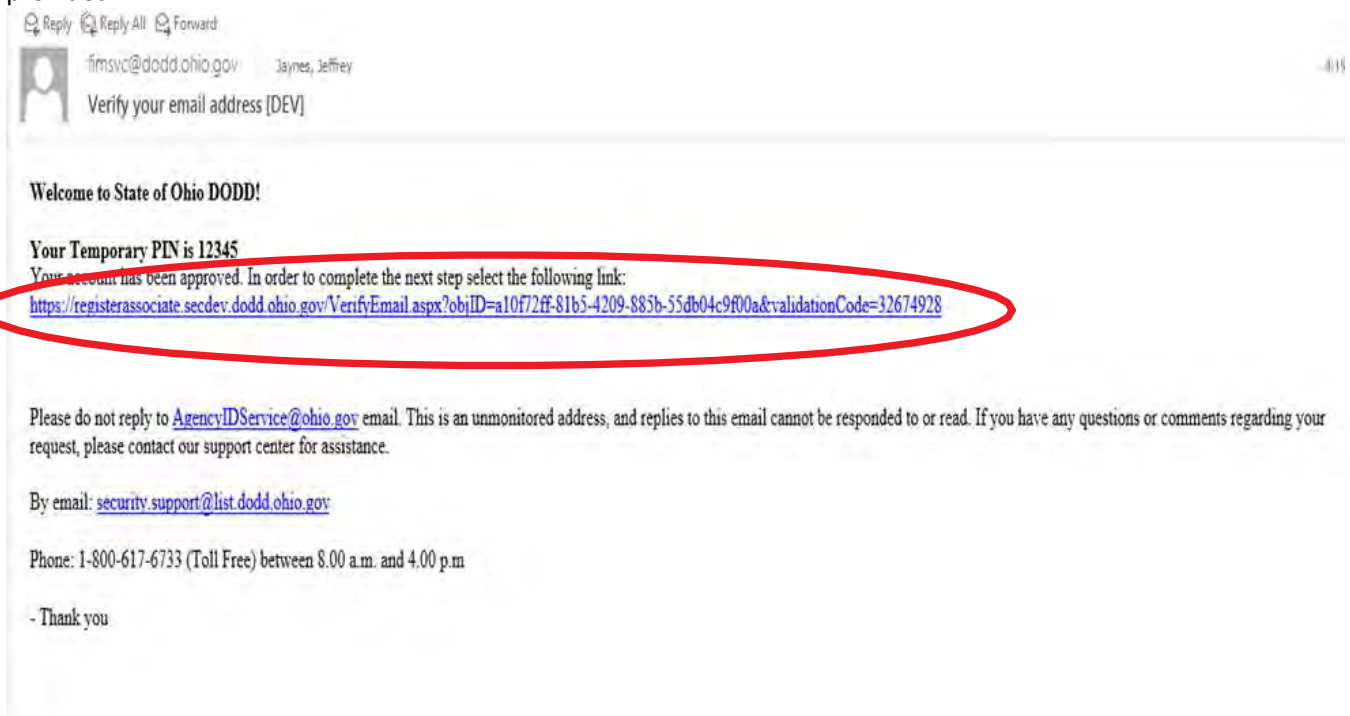
To initiate the approval phase for your account, please enter the Temporary PIN that you selected during registration. Be sure to maintain this PIN for later use as well.

**That's it - Your registration has been submitted!**

**If this account requires approval, you will receive notification when your designated approver has taken action. If this account does not require approval you will receive notification shortly.**

Please remember your temporary PIN for the next notification regarding your account.

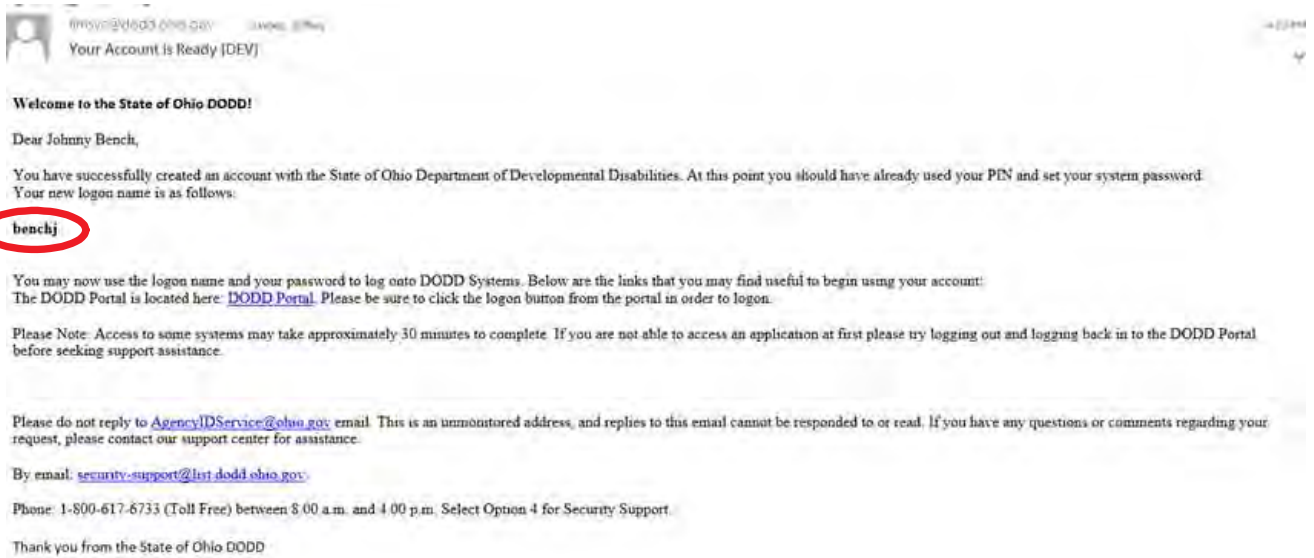
13. Once the account has been approved an email will be received with approval of the account, click on the link provided



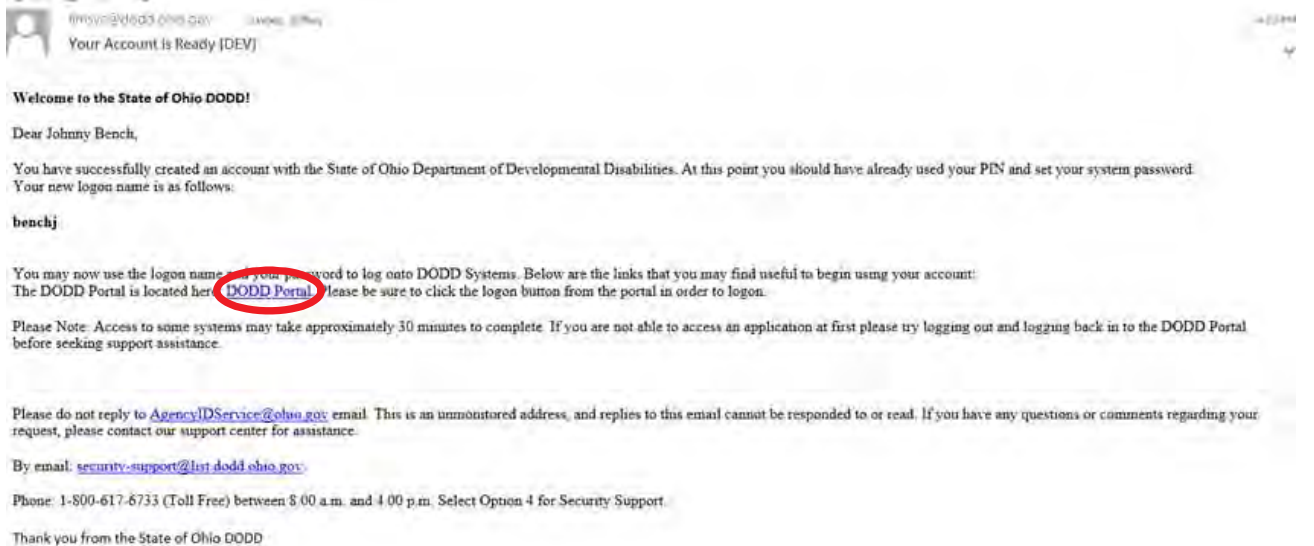
14. Enter the pin created in Step 7 and create a new password (this is the last time the pin will be needed), then click Create Your New Password



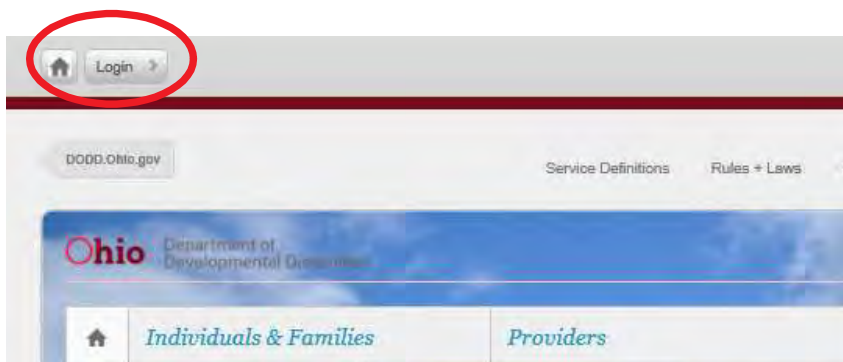




17. Within the email is a link labeled "DODD Portal", click on that link



18. In the top left corner there is a Login Button, click that button



19. Enter the User name supplied in the email in step 16 and the password created in step 14, then click Sign In



Login for County Boards, Providers, and DODD Central Office

**Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite.**

Type your user name and password.

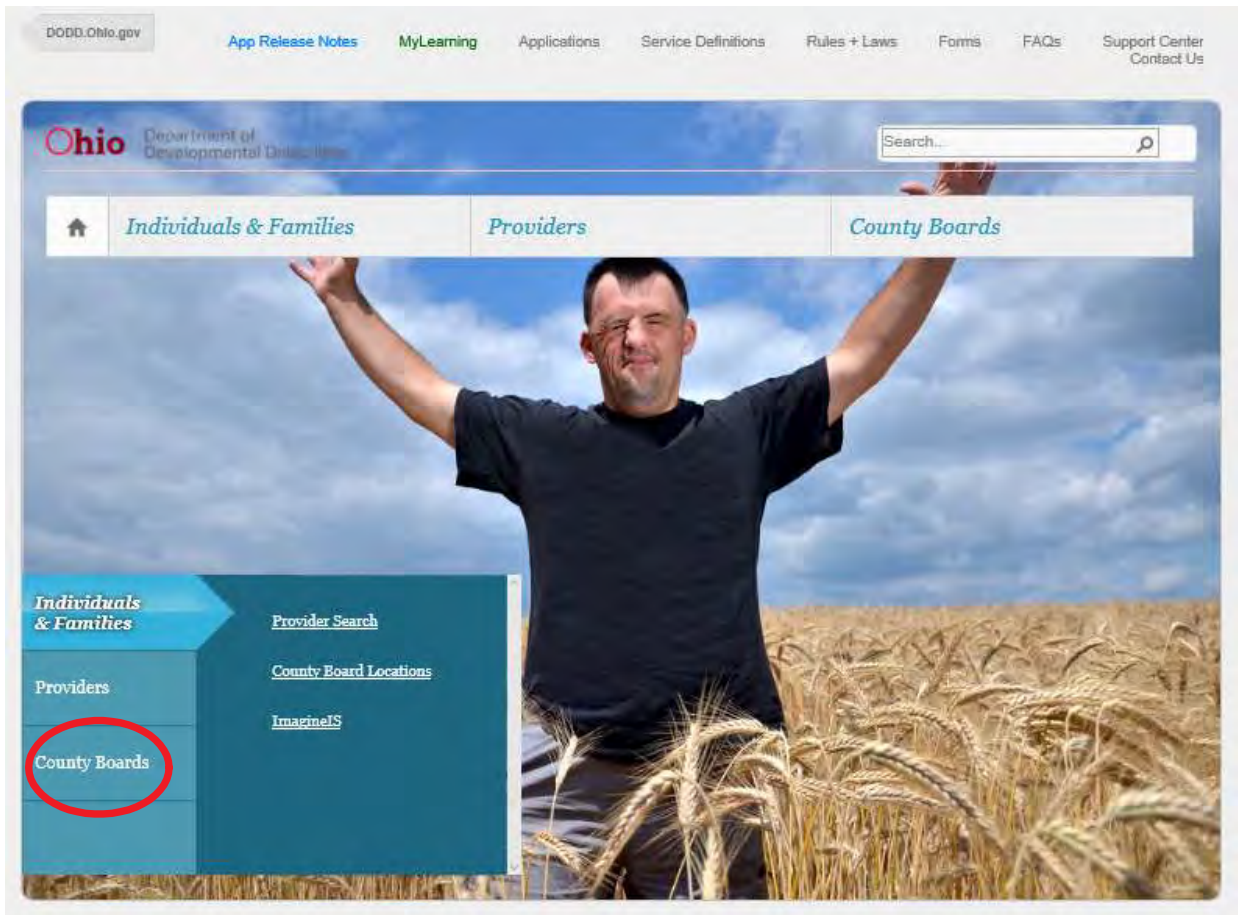
User name:

Password:

←

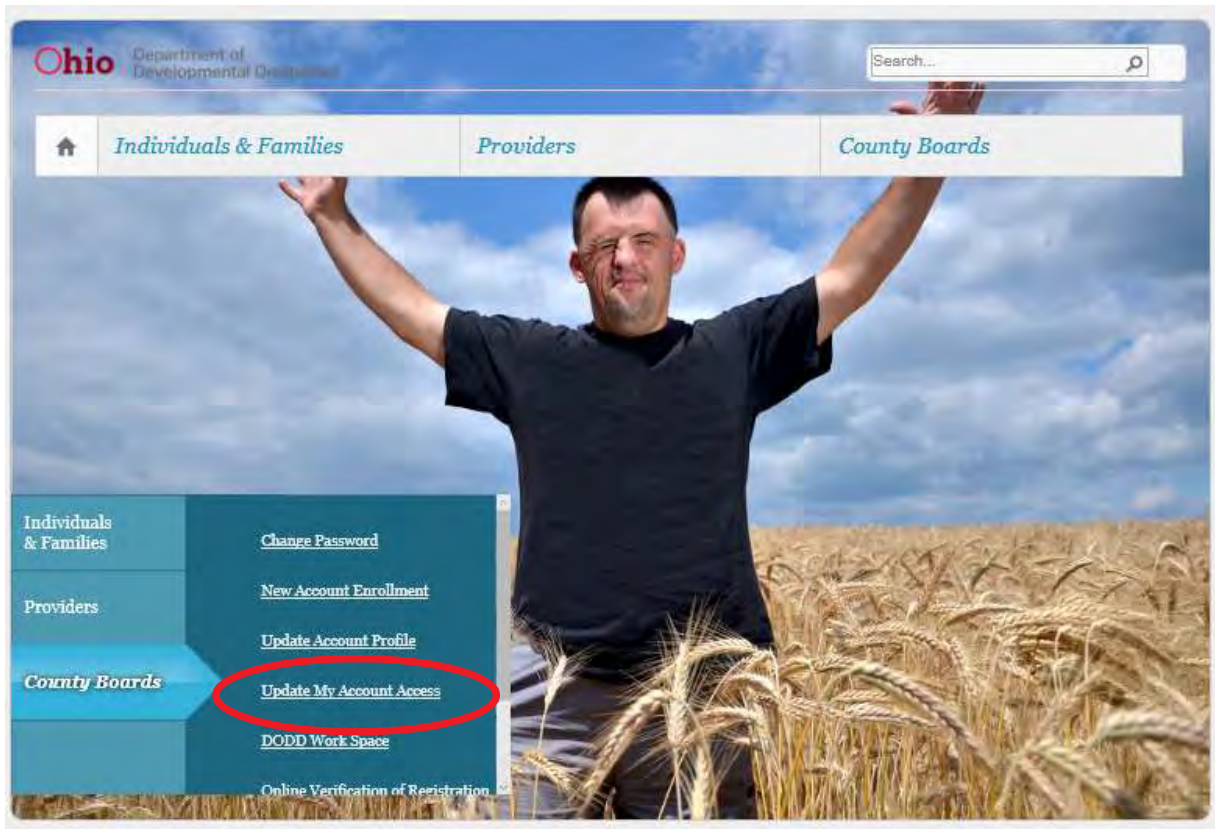
[Back to Portal](#) [Forgot Password](#)

20. Click on County Boards



21. Click on Update My Account Access





22. Click Continue

---

### UPDATE MY ACCOUNT ACCESS

When you created your new access account, you were granted a set of permissions that allowed you to perform your job duties. However, it may be required to include additional role groups th

First, you will be presented with a list of Role Groups to which you currently have access. If requestable Role Groups are available, you will be presented with selectable options to choose from. Once you have verified your selections, a request will be submitted to approve your requested changes.

---

23. Click Continue

---

### UPDATE MY ACCOUNT ACCESS

Step 1: Confirm Current Membership

County-Adams-Foundation

---

24. Select the role you are requesting, then click Continue

---

## UPDATE MY ACCOUNT ACCESS

### Step 2: Select a Requestable Function

Based on your affiliation, here are a list of **Functions** that are available for you to request.  
Please select at least one function (but no more than eight):

Your affiliation is **County-Adams-Foundation**

- County-Adams-Assessment Specialist
- County-Adams-Behavior Support (BSC) / Human Rights (HRC)
- County-Adams-Budget Support
- County-Adams-Business Manager
- County-Adams-CB-Preparer
- County-Adams-CB-Reviewer
- County-Adams-CB-Submitter
- County-Adams-Customer Guide
- County-Adams-Eligibility
- County-Adams-Finance Agreement Coordinator
- County-Adams-Finance Manager
- County-Adams-Investigative Agent
- County-Adams-IT Specialist
- County-Adams-MUI Manager
- County-Adams-Nurse
- County-Adams-OPSR Reviewer Supervisor
- County-Adams-Quality Assurance
- County-Adams-sp\_CaseNoteQA
- County-Adams-SSA
- County-Adams-SSA Manager/Director
- County-Adams-Superintendent
- County-Adams-Waiver Admin
- EIGS-Adams-Certification
- EIGS-Adams-Data-Entry
- sp\_AAIOverrideSubmission
- sp\_AAIReadOnly
- sp\_AAIUser
- sp\_DDPAssessor
- sp\_DDPReadOnly
- sp\_DDPUser
- sp\_EmpFirst\_CB
- sp\_ITS\_ReviseReadOnly
- sp\_ITS\_ReviseUser
- sp\_PAWS2ReadOnly
- sp\_PAWS2SecUser

25. Click Submit Request

---

## UPDATE MY ACCOUNT ACCESS

### Step 3: Confirm Requested Functions

You have selected the following **Functions** to be added to your account:

EIGS-Adams-Certification

26. A confirmation page is displayed

## UPDATE MY ACCOUNT ACCESS

### Step 3: Confirm Requested Functions

You have selected the following **Functions** to be added to your account:

EIGS-Adams-Certification

**That's it - you're all finished! Your request has been submitted for approval.**

**If you have recently requested new functions, allow at least 5 business days for your request to be processed. If aft**

27. An email will be received once the role has been approved for access, in the email click on the DODD Portal Link

**Welcome to the State of Ohio DODD!**

Adams Test

You have successfully requested supplemental RoleGroups:

Your new RoleGroups: EIGS-Adams-Certification

in the State of Ohio Department of Developmental Disabilities. As a reminder, your logon name is:

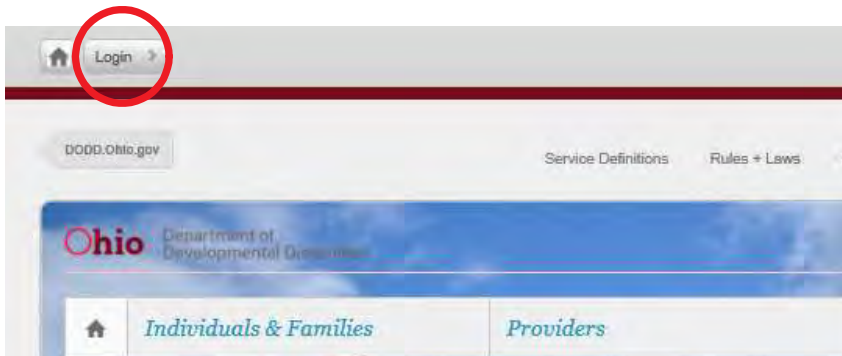
**testad**

You may now use the logon name and your password to log onto DODD Systems. Below are the links that you may find useful in using your account: The DODD Portal is located here: [DODD Portal](#). Please be sure to click the logon button from the portal in order to logon.

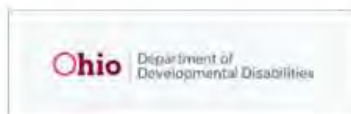
Please Note: Access to some systems may take approximately 15 minutes to complete. If you are not able to access an application at first please try logging out and logging back in to the DODD Portal before seeking support assistance.

Please do not reply to [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov) email. This is an unmonitored address, and replies to this email cannot be responded to or read. If you have any

28. In the top left corner there is a Login Button, click that button



29. Enter the Username supplied in the email in step 16 and the password created in step 14, then click Sign In



Login for County Boards, Providers, and DODD Central Office

**Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite.**

Type your user name and password.

User name:

Password:

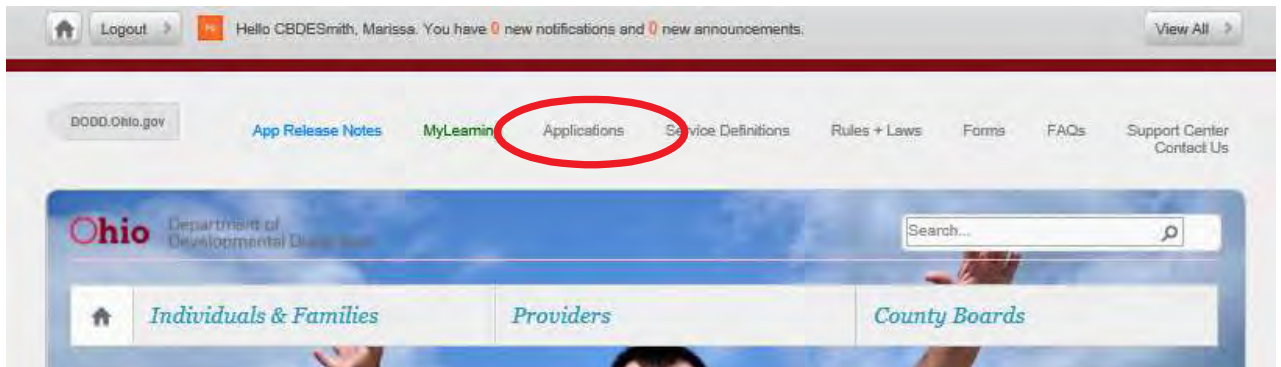
Type your user name and password.

User name:

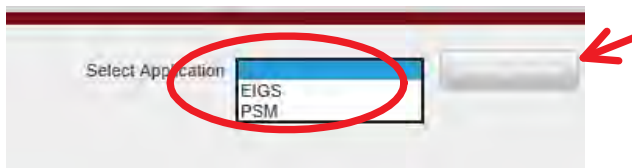
Password:

[Back to Portal](#) [Forgot Password](#)

30. In the top middle of the screen click on "Applications"



31. In the top right hand corner from the drop down menu labeled "Select Application", choose EIGS and Click Load Application



32. This will load the application

