Renewing Your Certification

1. Access the DODD website

Go to http://dodd.ohio.gov/Pages/default.aspx

2. Click on the Log In icon on the top right of the page

3. Type in your DODD username and password, and click Log In

4. Click on Continue when this screen appears

Make sure that the selected information on the screen is correct

5. Once you are logged in, click on applications

6. From the menu, select PSM-portal

7. Once PSM-portal opens, click the arrow in the first blue box (Provider Certifications)

8. When this table appears, click on your contract number

9. **Your provider home page will load, in the middle of the page, you will see this Provider Applications Type box, click on Renewal Certification**

10. **This page will load explaining the application process, click on continue, then complete each required part of the application**

Application/ Provider Type	Initial (3 Years)	Renewal (3 Years)	Service Change - Add Additional Service
Independent	$125.00	$125.00	$25.00
Agency Small	$800.00	$800.00	$75.00
Agency Large	$1,600.00	$1,600.00	$150.00
County Board Large	$1,600.00	$1,600.00	$150.00
ODM Fee	$586.00		

on this screen, if all addresses (home, billing, mailing and alternative) are the same, just click the boxes, you do not have to fill in each section if they are the same

11. Click 'Save and Continue'. On the next screen, it will show all the services you are certified in, Click 'Save and Continue'

12. On the More Information Page, fill in any required information that is not already auto filled in.

13. Upload the required documents.

14. Complete this page, click save and continue.

15. Once you complete the application to recertify, you will pay the fee (use an electronic check or credit/debit card)

If the payment page does not automatically load, go back to the PSM home page and click on the red box, 'Fee Payment Information'