Removing a Draft Application

1. **Access the DODD website**
   Go to http://dodd.ohio.gov/Pages/default.aspx
2. **Click on Log In 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. **Multiple tables will appear showing your current certifications as well as any draft applications you have.**
   Click on the application number of the application/draft you wish to view.

9. **Once the application opens, scroll down and click cancel.**