Updating Demographic Information

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 places to click for editing email and phone number as well as updating name and address.**

Once you have clicked on the applicable link, follow the instructions to complete the update to your information.

You will also have to update you information with Ohio Shared Services.