Withdrawing Your Certification

1. **Access the DODD website**
   Go to http://dodd.ohio.gov/Pages/default.aspx
2. **Click 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. On the left side of the page, scroll to the bottom and click on "Voluntary Withdraw"**

10. **Once you have clicked, continue through the process to withdraw your certification.**