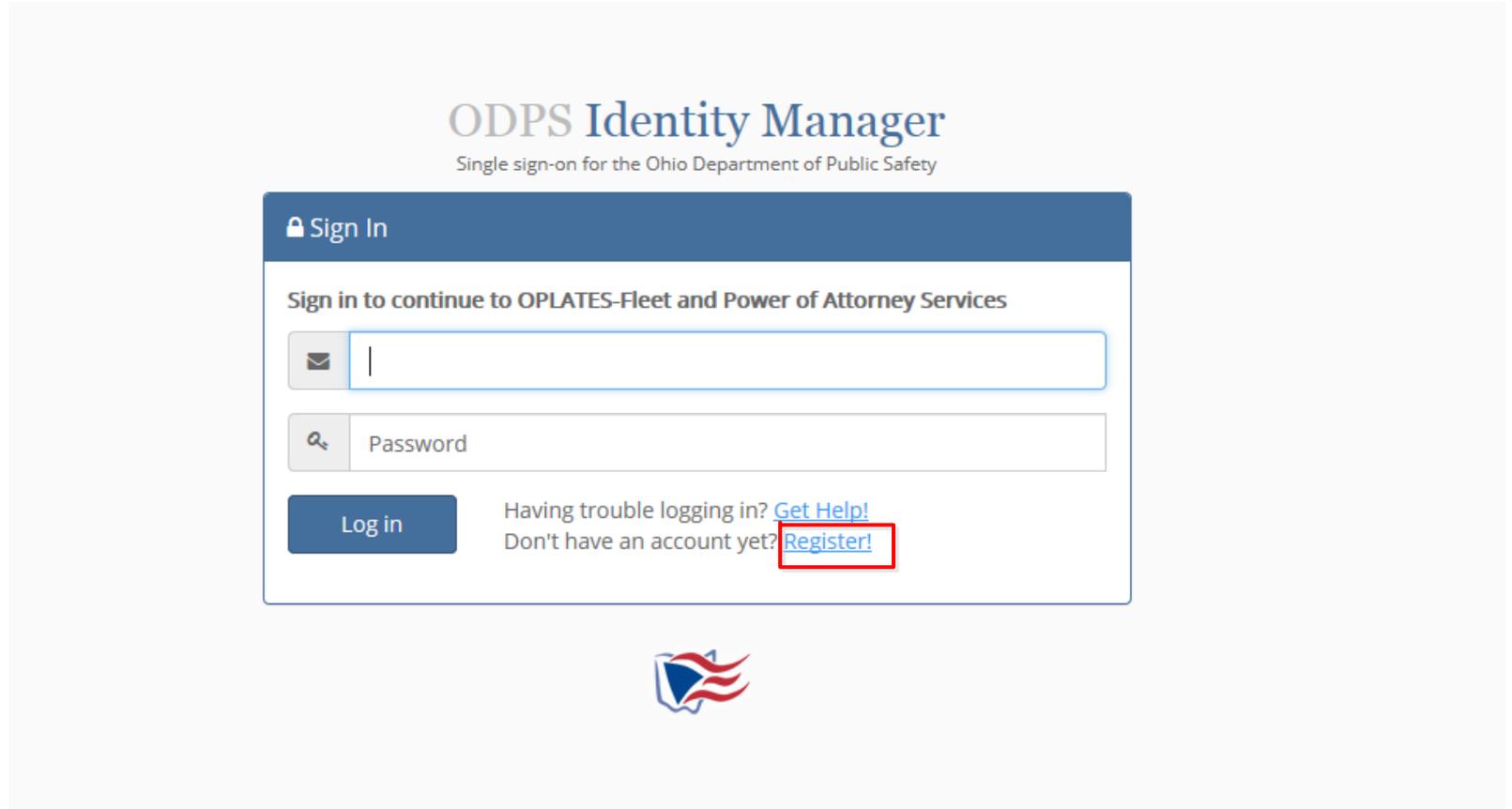
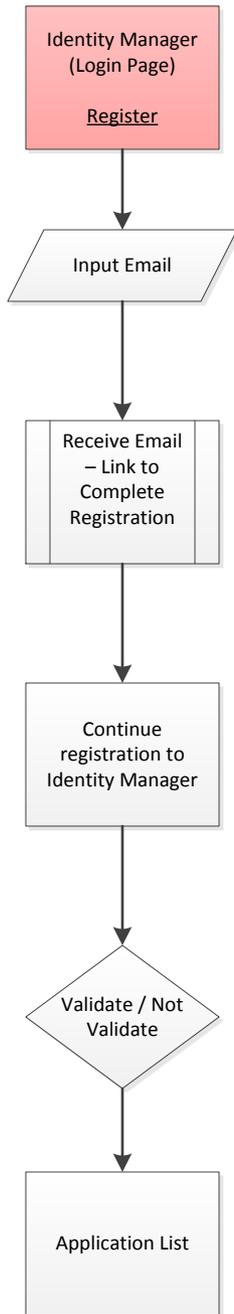


Fleet & Power of Attorney Services

Identity Manager & Company Setup Guide



New External User

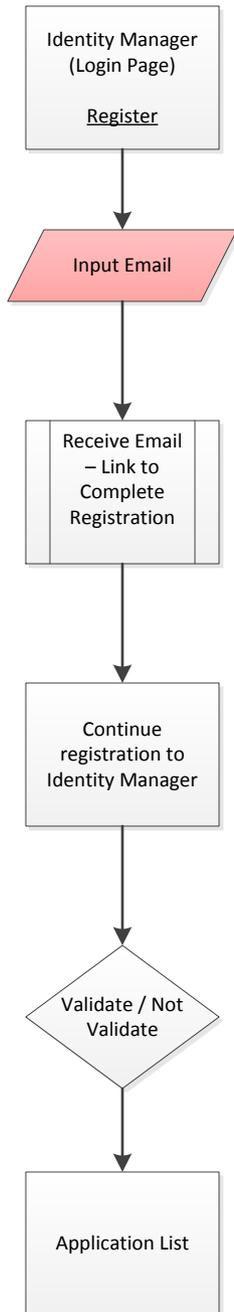


Click Register link to start registration process for Identity Manager

Identity Manager is a one time mandatory registration which allows centralized login for all the ODPS applications.



New External User



ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Registration

To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Please enter the text from the image below



Not receiving an email? [Click here](#)



Enter the email address you want to use as your Username and enter the 'captcha' as shown above, once "Register" is selected, you will be prompted with the message shown on the right.

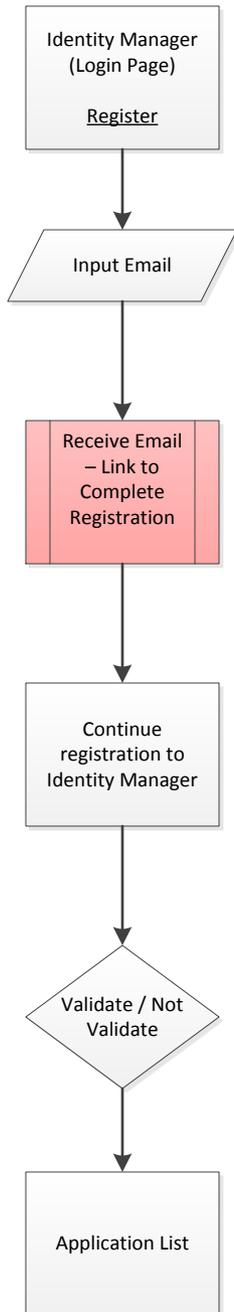
ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Registration Successful

You have been sent an email with instructions to complete your registration.



New External User



Ohio Public Safety - Identity Manager

DoNotReply@dps.ohio.gov

Sent: Thu 5/28/2015 2:12 PM

To: Jallaq, Mahde K

Retention Policy: Default All Items delete after 6 months (6 months) Expires: 11/24/2015

You are receiving this email because someone attempted to use your Email Address to create an Account with the Ohio Department of Public Safety.

Click the following hyperlink to confirm your account and complete your registration:

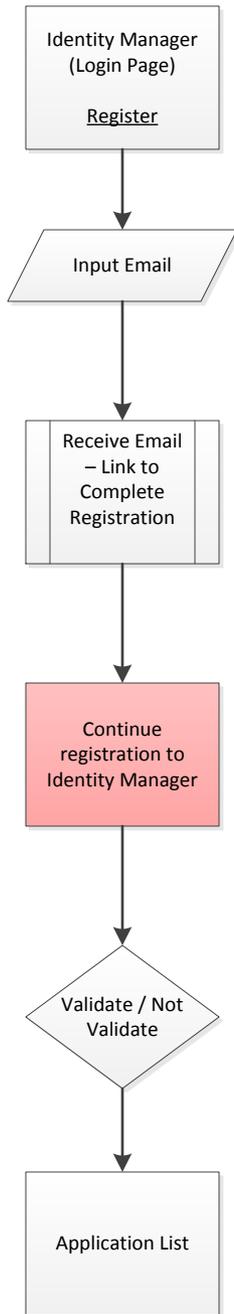
<https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount/phAPY9h5m9HslpiQZoEKYVn8rVKX1oJJbL12yAv5Y8zrWmfNJA>

Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

You will receive an email that will direct you to a screen where you can complete your identity manager registration.



New External User



ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Confirm Account

Please complete the following form to register your account with the Ohio Department of Public Safety.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Password

Confirm Password

- Your password must be at least 8 characters.
- Your password must contain at least one number.
- Your password must contain at least one letter.
- Your password may contain only the following special characters: ! @ # \$ %

Please select two different security questions that will be used if you need to reset your password.

#1 Question

#1 Answer

#2 Question

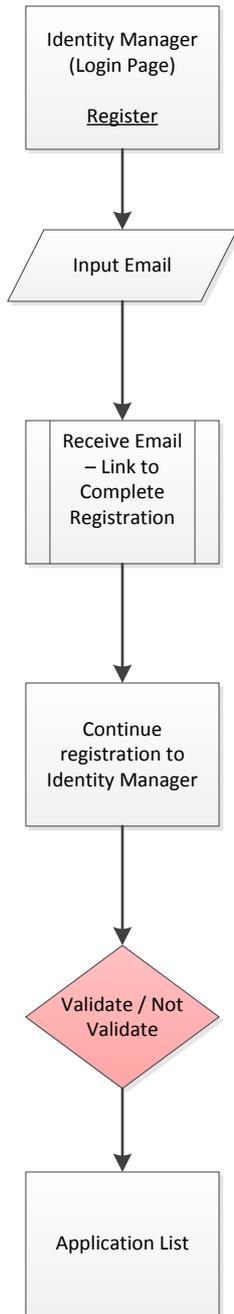
#2 Answer



Create your password and enter your security questions then click register when ready to submit.



New External User



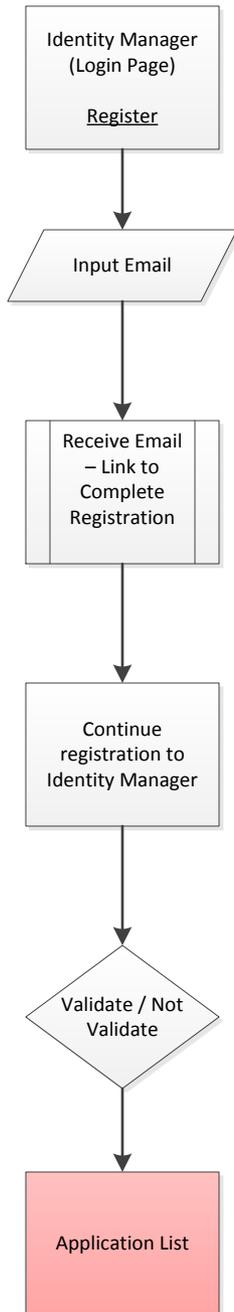
The screenshot shows the 'ODPS Identity Manager' interface. The page title is 'ODPS Identity Manager' with the subtitle 'Single sign-on for the Ohio Department of Public Safety'. The main heading is 'Validate Account'. Below this, there is a message: 'To access any personal information, you will need to validate your identity against the Ohio Driver's License Database. We recommend doing so now. If you choose to skip this step, you will be prompted again if you attempt to access an application that requires validation.' The form contains four input fields: 'Ohio Driver License Number', 'Date of Birth' (with a placeholder 'MM/dd/yyyy'), 'First letter of your Last Name', and 'Last 4 of SSN' (with a note: 'Enter "0000" if you do not have a Social Security Number.'). At the bottom of the form, there are two buttons: 'Validate My Identity' and 'Skip Validation'. The 'Skip Validation' button is highlighted with a red box. The Ohio Department of Public Safety logo is visible at the bottom right of the page.

Click “Skip Validation” (Optional) Fleet & Power of Attorney Services doesn’t require validation through Identity Manager.

*Some ODPS Applications require validation



New External User



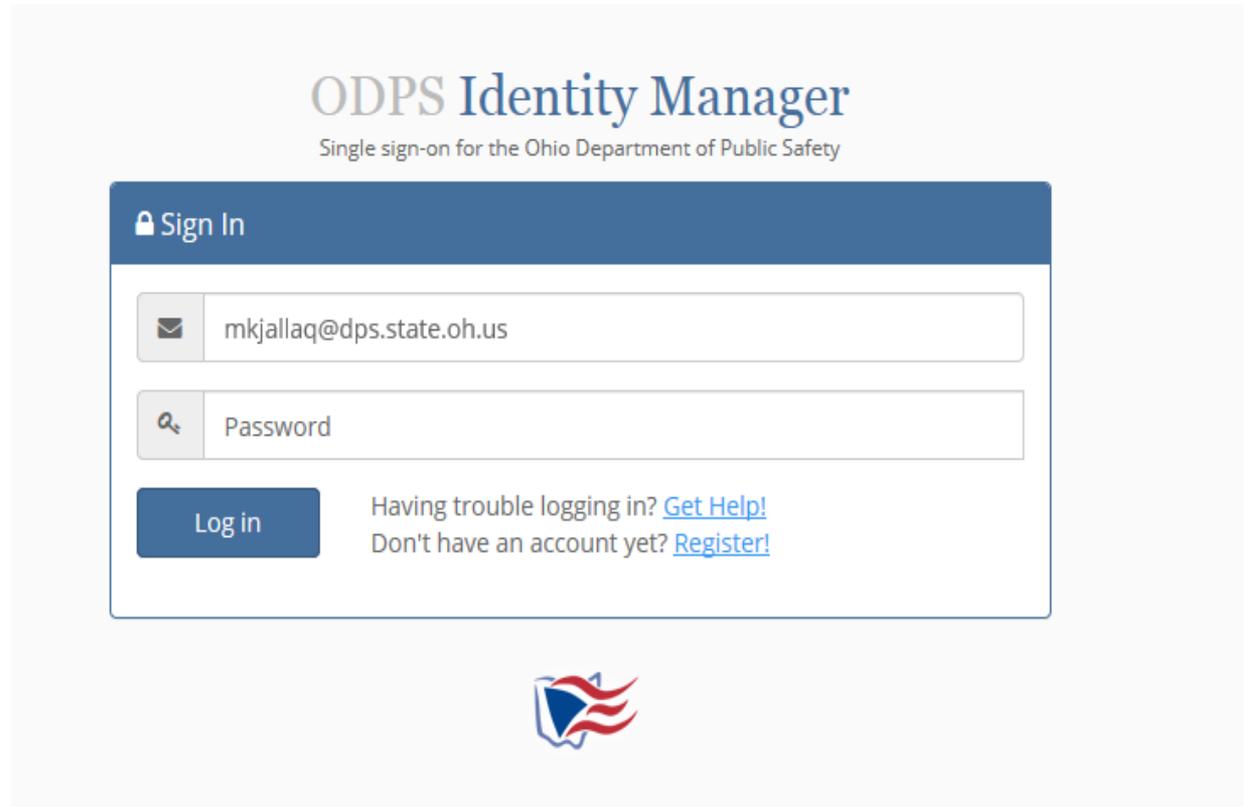
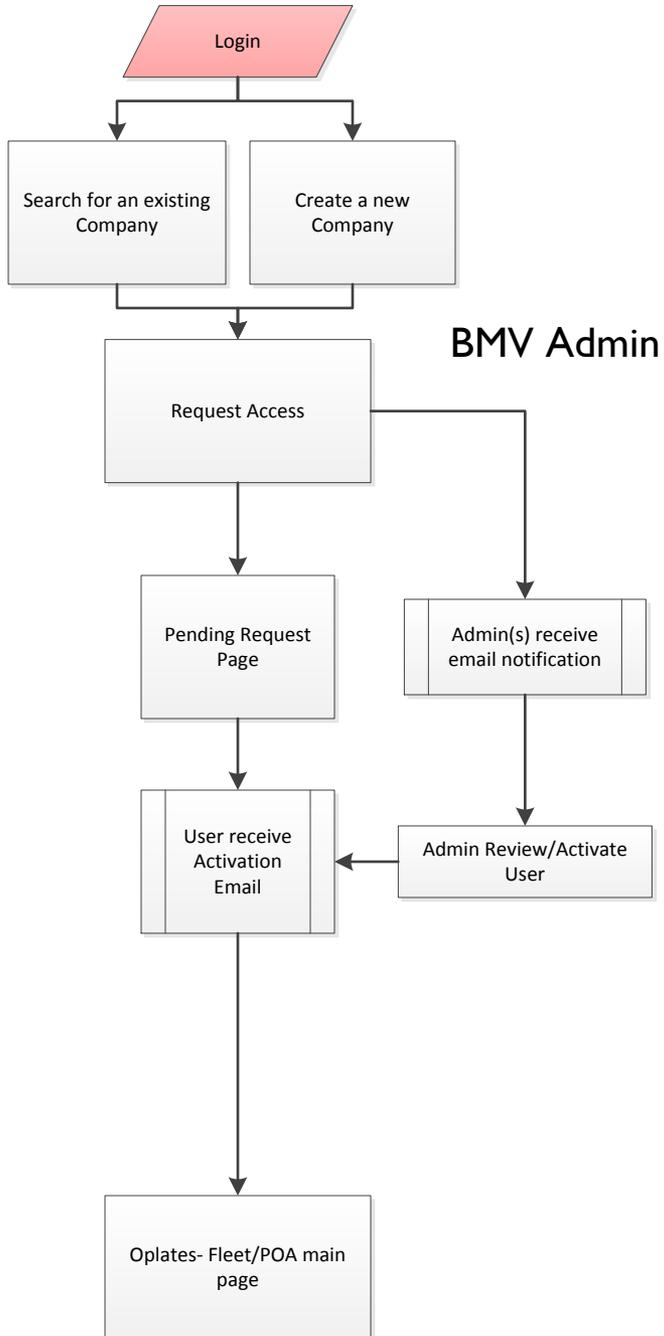
The screenshot shows the Identity Manager interface for user 'mkjallaq@dps.state.oh.us'. The 'My Account' section shows the email address and an 'Unvalidated' status with a 'Validate Now' button. The 'Applications' table lists several services, with 'OPLATES-Fleet and Power of Attorney Services' highlighted by a red box.

Application	Description
✓ Dealer Licensing System	The Dealers Licensing System is used by Automotive dealers across the State of Ohio. Dealers can use the system to report the sales of temporary tags, manage their licensed salespersons, and even order additional/replacement plates.
✓ Dealer Portal	This is a description of the Dealer Portal.
✓ OASIS	OASIS
✓ OPLATES-Fleet and Power of Attorney Services	Mass vehicle renewals and Electronic POA Management
✓ Proof Filing / Proof Cancellation	Proof Filing (SR-22) / Proof Cancellation (SR-26) external website for insurance companies.

Click “OPLATES-Fleet and Power of Attorney Services”.



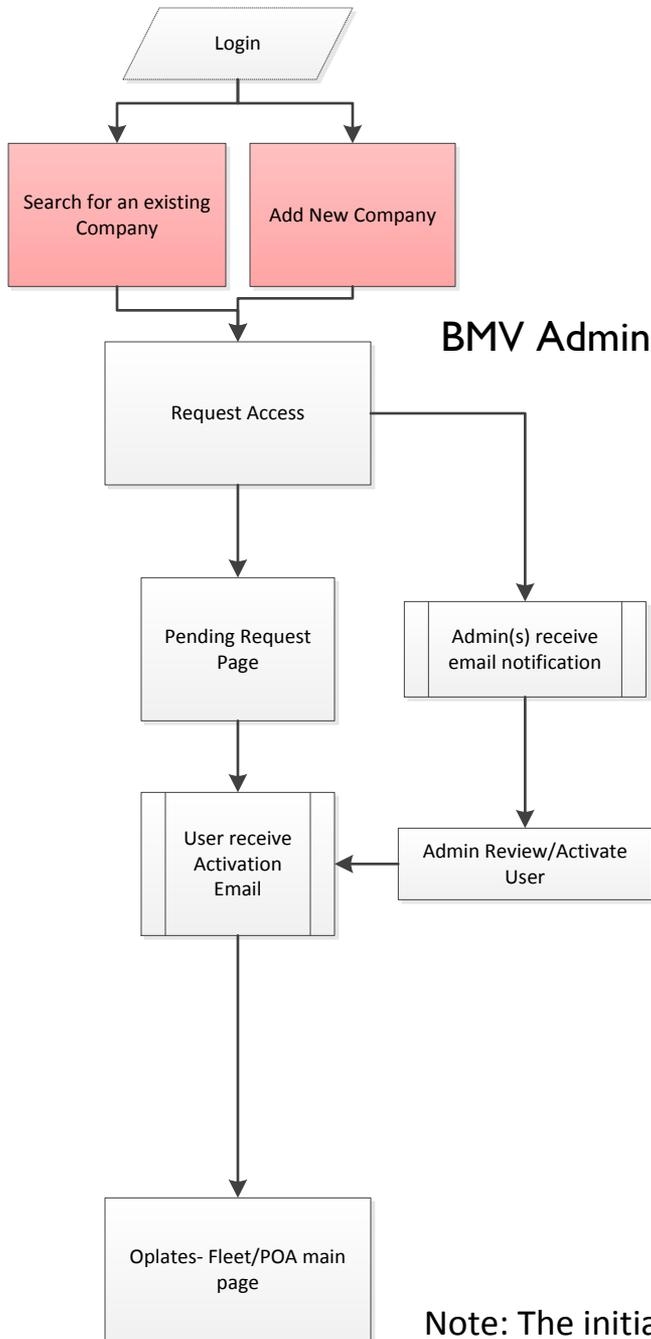
New External User



Login using your Email (Username) and Password.



New External User



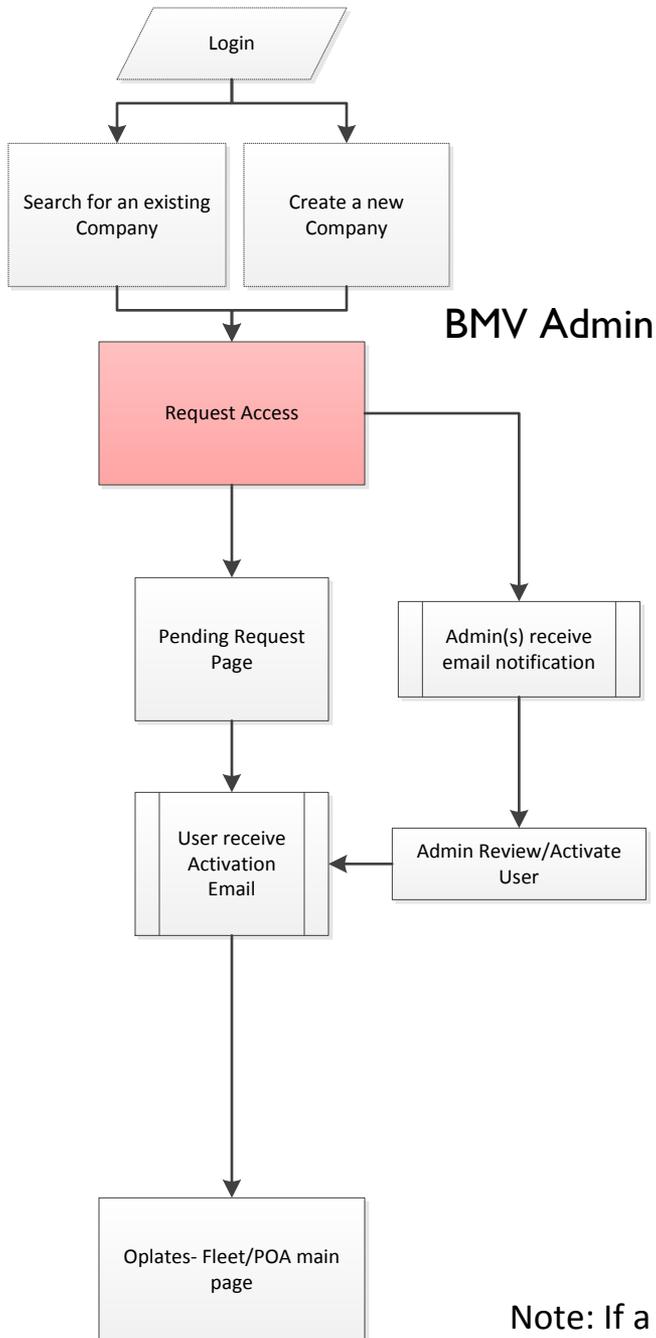
The screenshot shows the 'VEHICLE FLEET BULK RENEWALS' and 'ELECTRONIC POWER OF ATTORNEY SERVICES' header. Below the header is a 'Companies' section with a search prompt: 'Search for an existing company by Company Name or Tax ID'. The interface includes a 'Filter Results By' bar with an 'Add New Company' button highlighted in red. Below this are input fields for 'Company Name:' and 'Tax Id Number:', a 'Records Per Page' dropdown menu set to '10', and a 'Search' button highlighted in red.

Search for an existing company or select “Add New Company”

Note: The initial set up of the company is meant for the company administrator only. All other users must be set up by an existing company administrator.



New External User



The screenshot shows a web form titled 'Company Details'. The form includes the following fields:

- Company Name:** Test Company
- Address1:** 1970 w borad st
- Address2:** (empty)
- City:** Columbus
- State:** OH
- ZipCode:** 43223
- Tax ID and Delear Permit Number:**
- Dealer Permit:** LD000000
- Tax Id:** 111111112

At the bottom of the form, there are two buttons: 'Back' and 'Request Access'. The 'Request Access' button is highlighted with a red box.

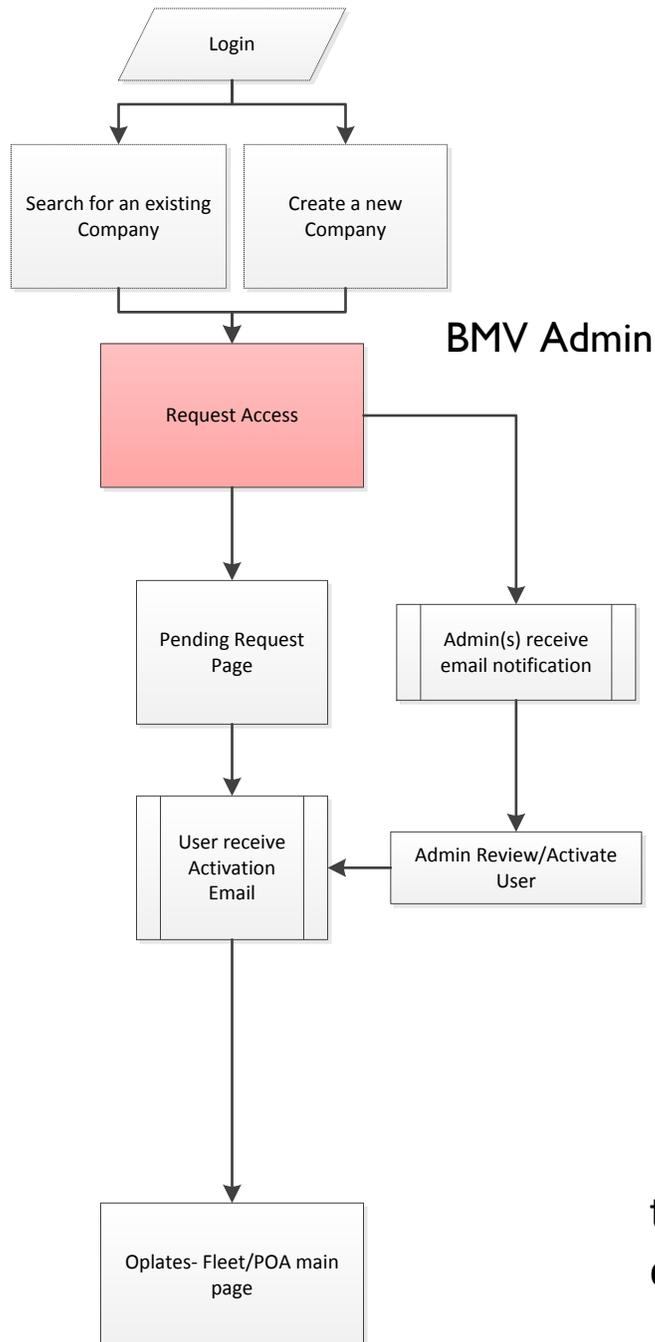
© 2015 - Ohio Department of Public Safety

Select "Request Access" if requesting for an existing company.

Note: If a company administrator already exists for that company or there is a pending request for the company, the user will not be able to request access.



New External User

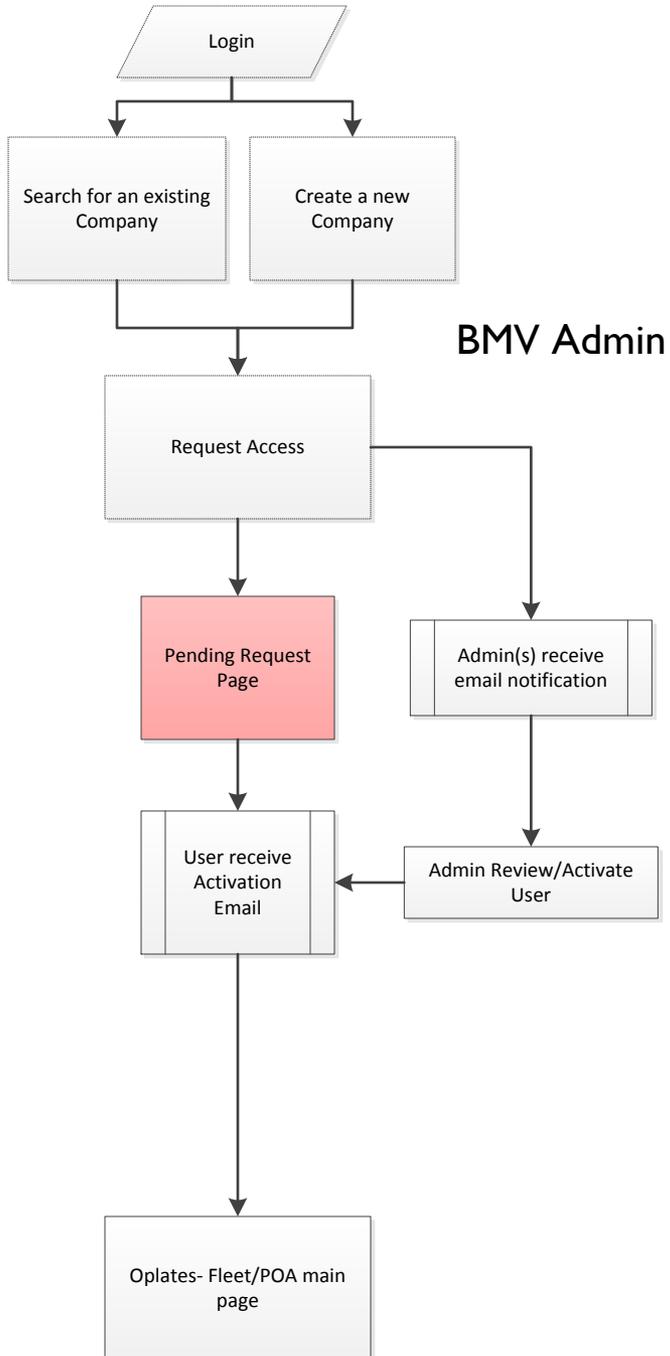


The screenshot shows the 'Add Company' form. At the top, there is a 'Tax ID Management' section with a text input field and a 'Validate Tax ID' button. Below this is a table with three columns: 'Tax ID Number', 'Electronic POA Capable', and 'Fleet Management'. The main section is 'Company Information', which includes fields for 'Company Name', 'Address1', 'Address2', 'City', 'State' (a dropdown menu), and 'ZipCode'. There are also fields for 'Contact Name', 'Middle Name', 'Last Name', 'Contact Phone', 'Extn', and 'Contact Email'. A 'Notes' section is provided as a large text area. The 'Shipping Address Information' section has a checkbox 'Check the box if same as address above: ', a 'Shipping Name' field, and a 'Dealer Permit' field. At the bottom, there are 'Back' and 'Request Access' buttons, with the 'Request Access' button highlighted with a red border.

If creating a new company, enter Companies Tax ID number, then select “Validate Tax ID”. If the Tax ID is valid, the user can continue the form. When completed select “Request Access”



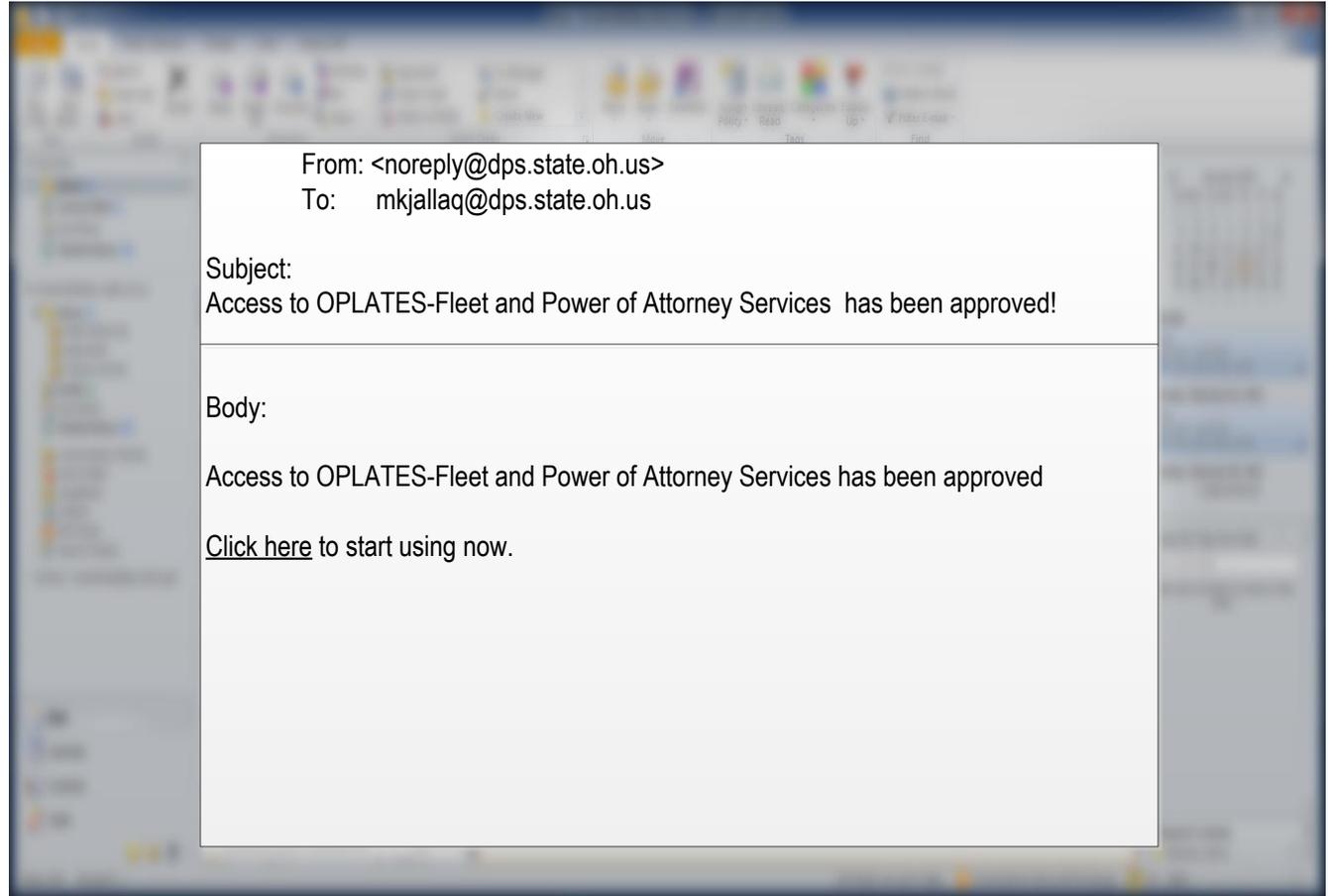
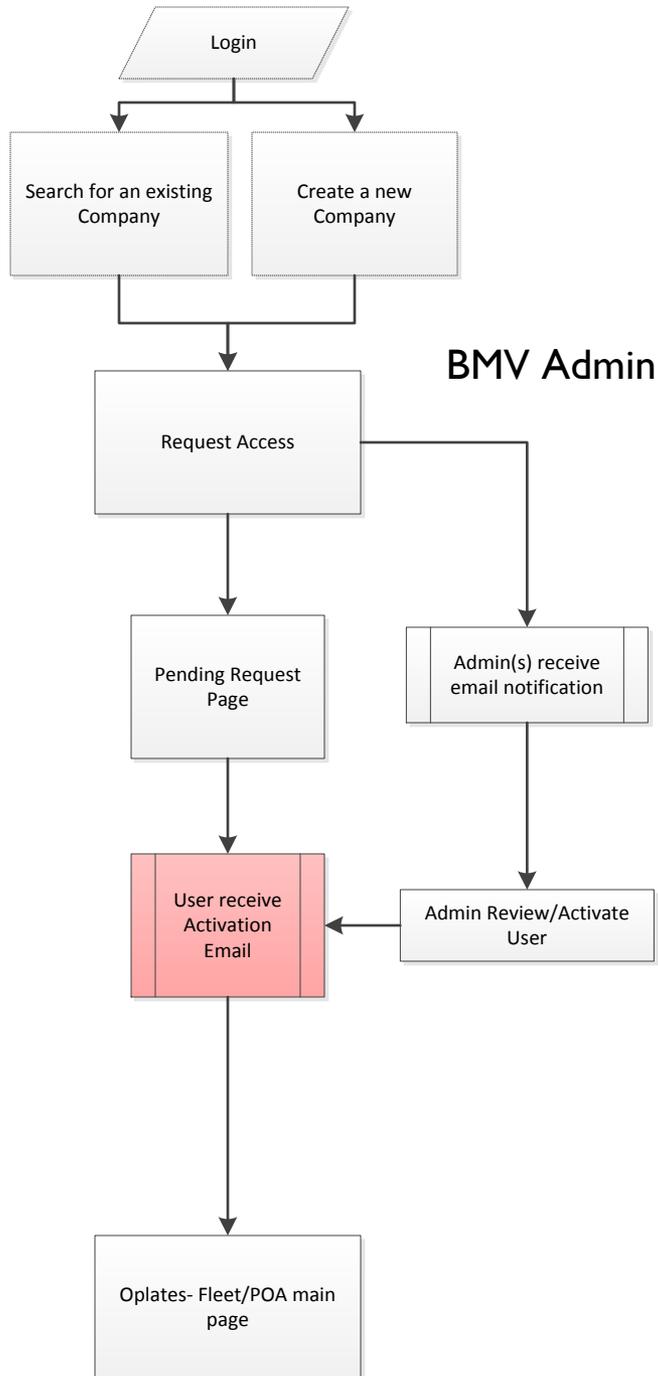
New External User



Wait and check your email for Activation Notification.



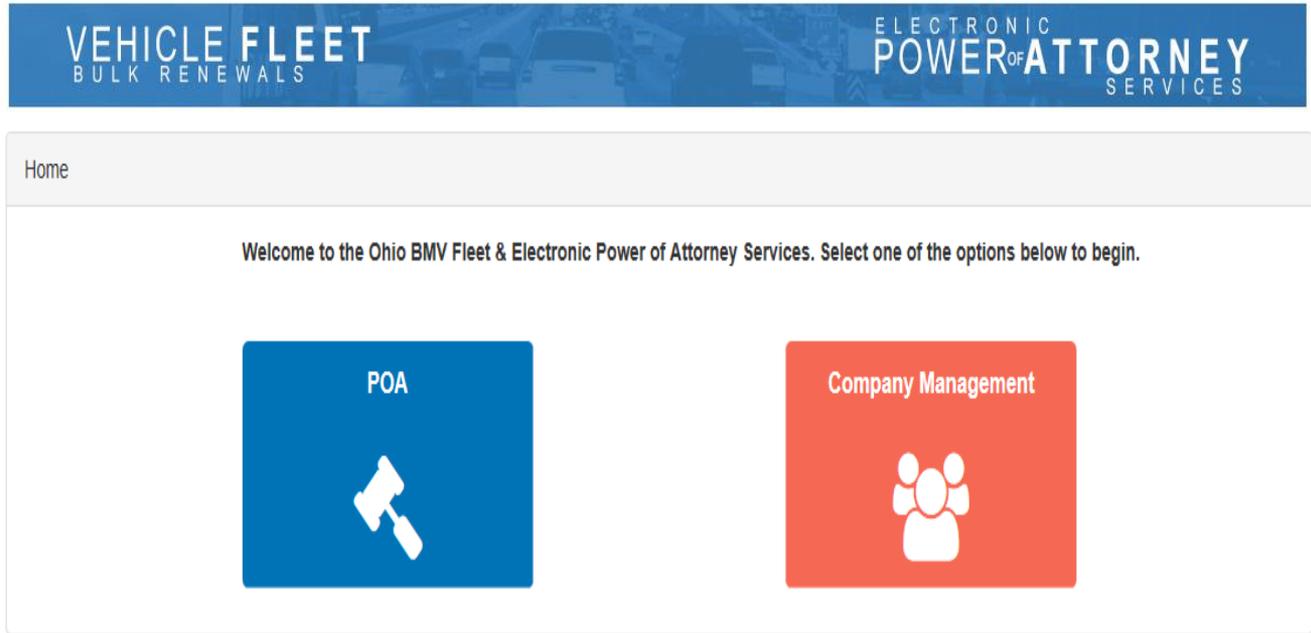
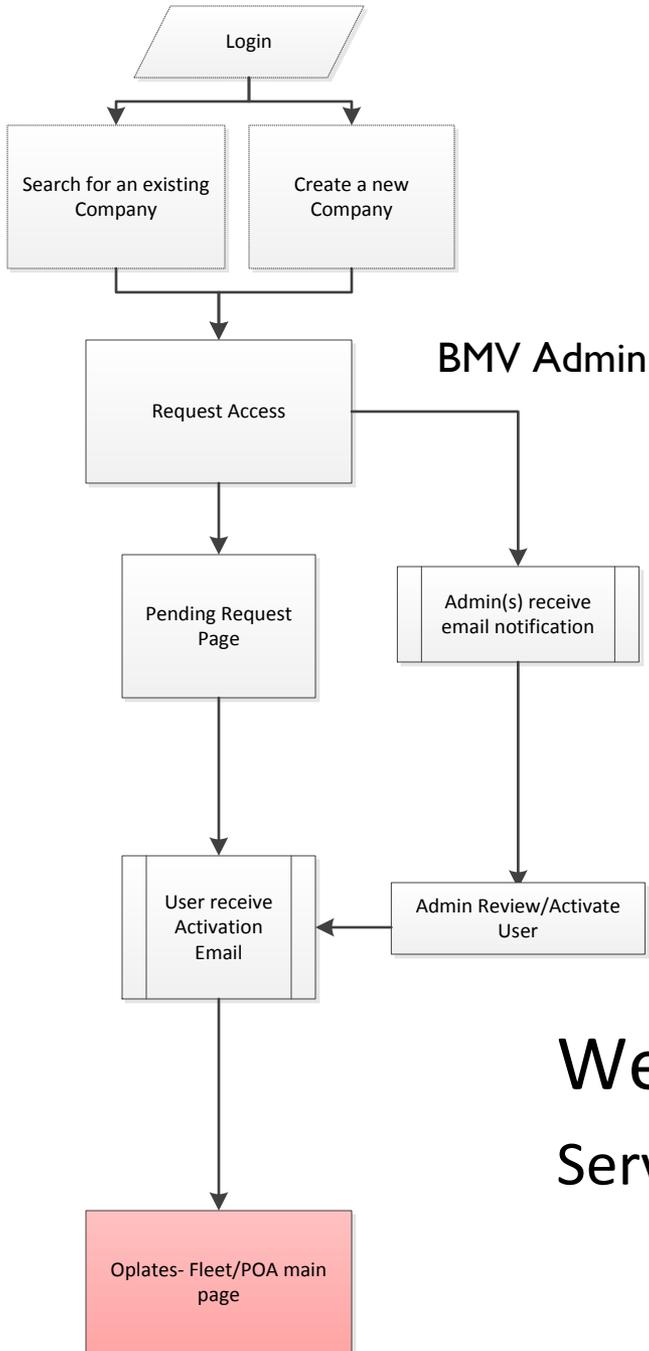
New External User



Click the link (“Click Here”) inside the Activation Notification email to go to OPLATES-Fleet and Power of Attorney Services.



New External User



[Contact Us](#) - [Privacy Policy](#) - [Disclaimer](#)
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Welcome to OPLATES-Fleet and Power of Attorney Services, select an option to begin!

Note: Views will vary based on the level of access a user has in the system.
 *Fleet Services is under construction, and will have a release date at a later time.

