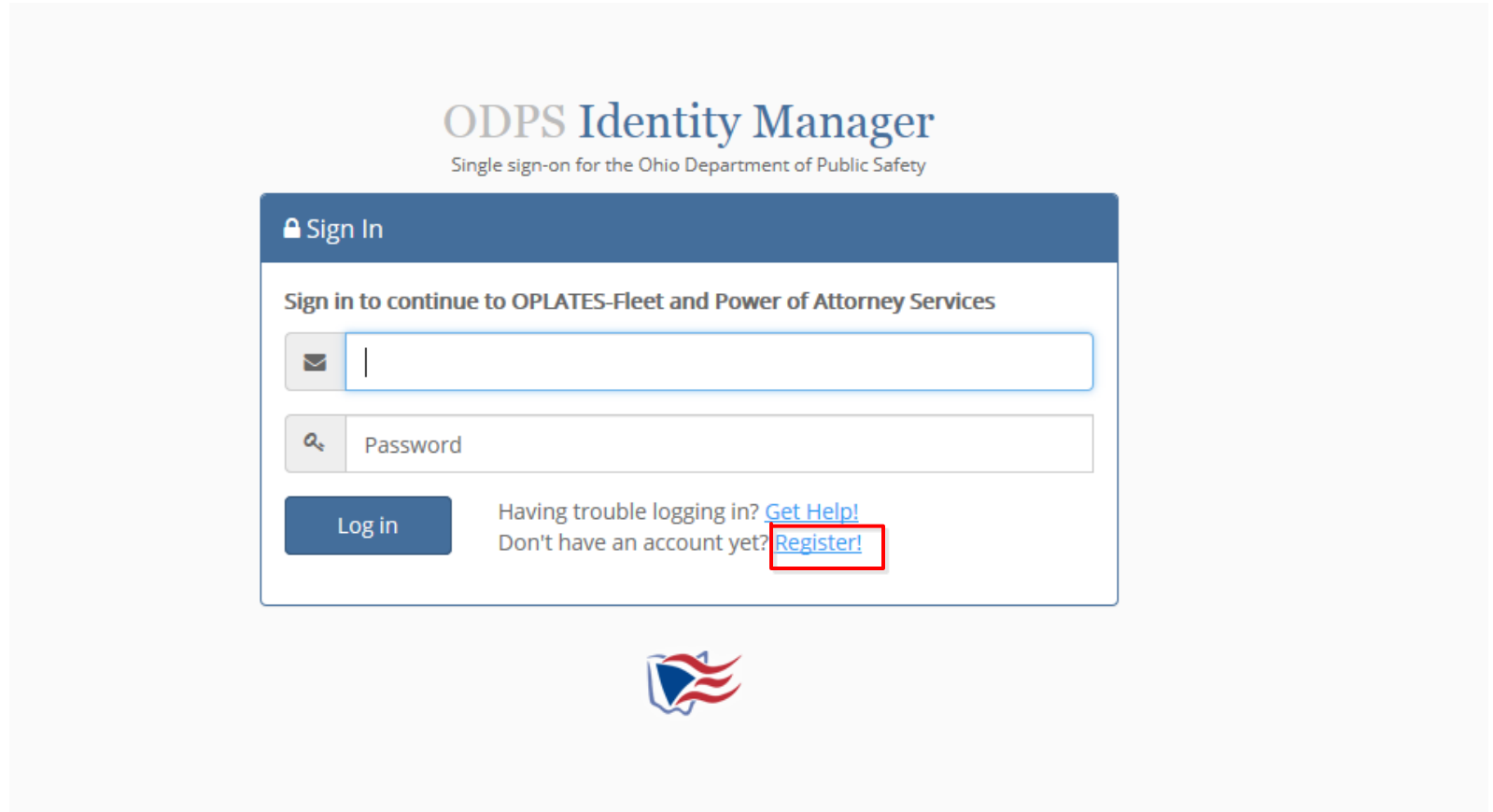
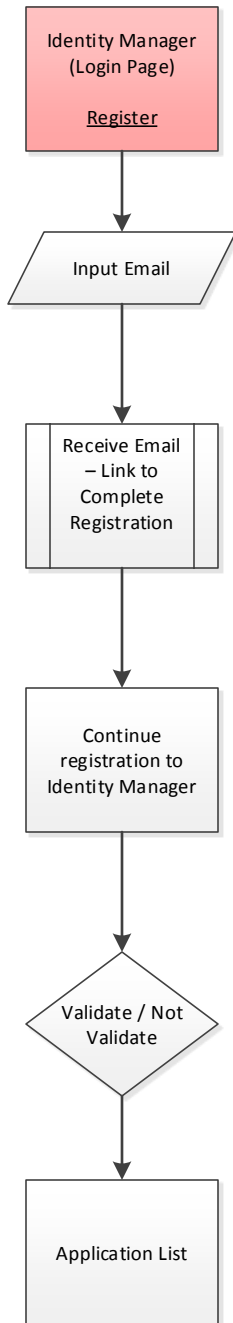


# Fleet & Power of Attorney Services

## Identity Manager & Company Setup Guide



# New External User

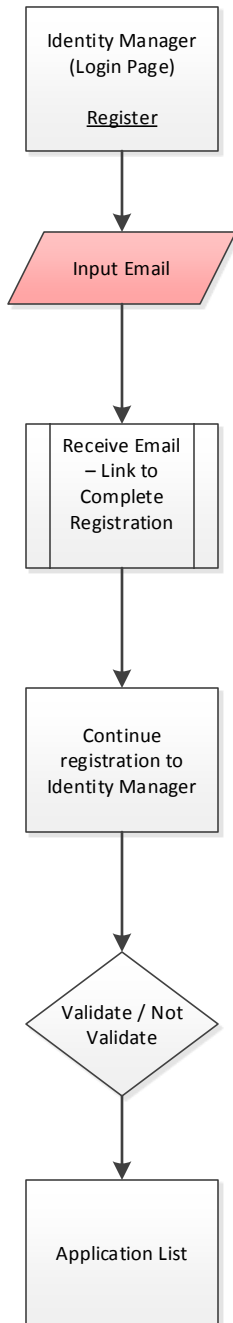


Click the **“Register!”** link to start the registration process for Identity Manager

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**

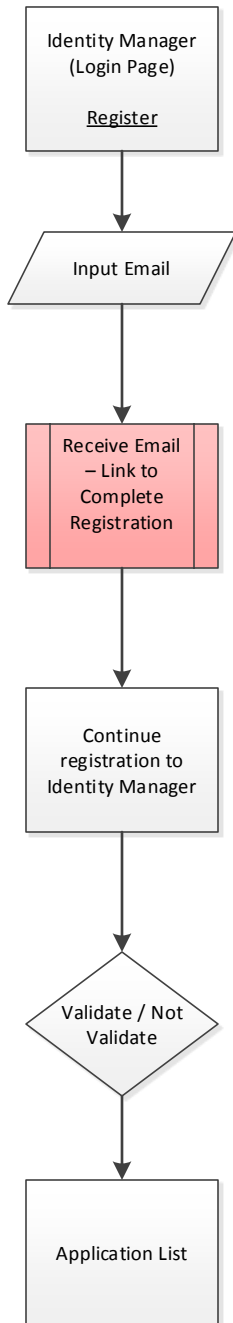


Not receiving an email? [Click here](#)



Enter your email address and “CAPTCHA”. You can expect to receive an email after “Register” is selected within a few minutes.

# 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:

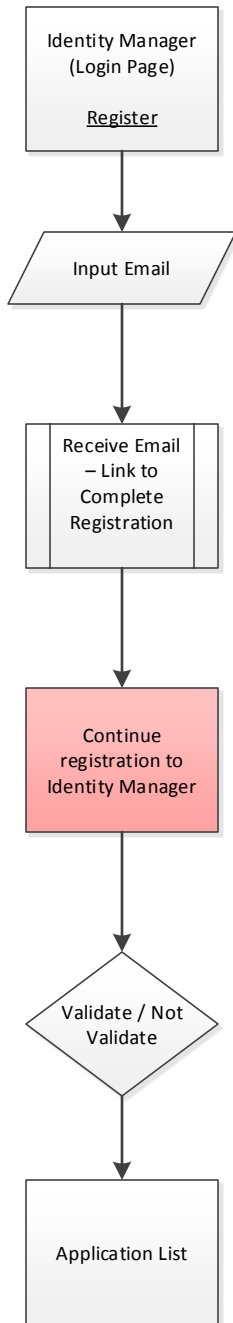
<https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount> [REDACTED]

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

You will receive an email with instructions on how to complete the Identity Manager set up.



# 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**

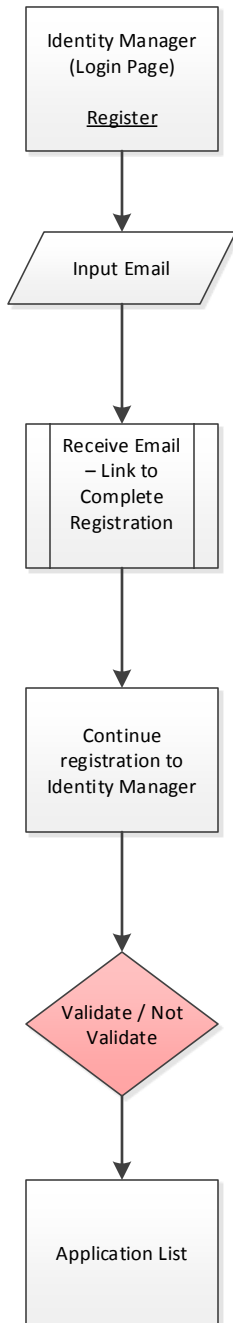
**#2 Answer**



Complete the form, then click on “Register”



# New External User



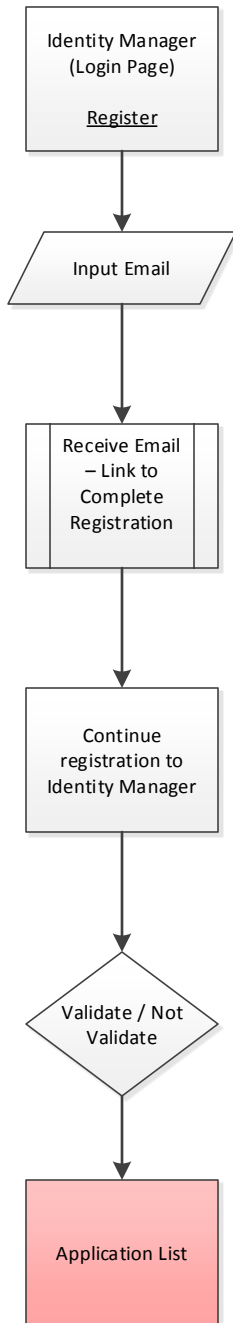
The screenshot shows the 'ODPS Identity Manager' interface. The page title is 'ODPS Identity Manager' with the subtitle 'Single sign-on for the Ohio Department of Public Safety'. The main heading is 'Validate Account'. Below this, there is a message: 'To access any personal information, you will need 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, there are two buttons: 'Validate My Identity' and 'Skip Validation'. The 'Skip Validation' button is highlighted with a red box.

Click on “Skip Validation”

\*NOTE\*: Fleet & Power of Attorney Services does not require an individual to validate identity against the Ohio Driver’s License Database. (Other applications may require this step.)



# New External User

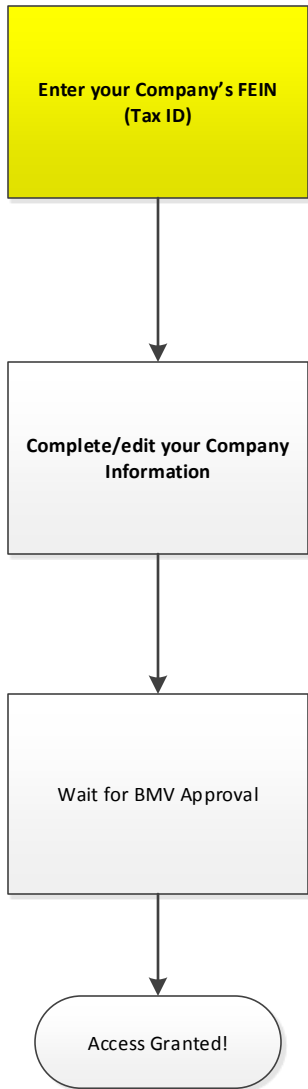


The screenshot shows the Identity Manager interface for a user with the email address mkjallaq@dps.state.oh.us. The user's account status is 'Unvalidated'. A green 'Validate Now' button is visible. The 'Applications' section lists several services, with 'OPLATES-Fleet and Power of Attorney Services' 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 on “OPLATES-Fleet and Power of Attorney Services” to begin. The system will redirect the user to the Oplates-Fleet and POA services home screen.



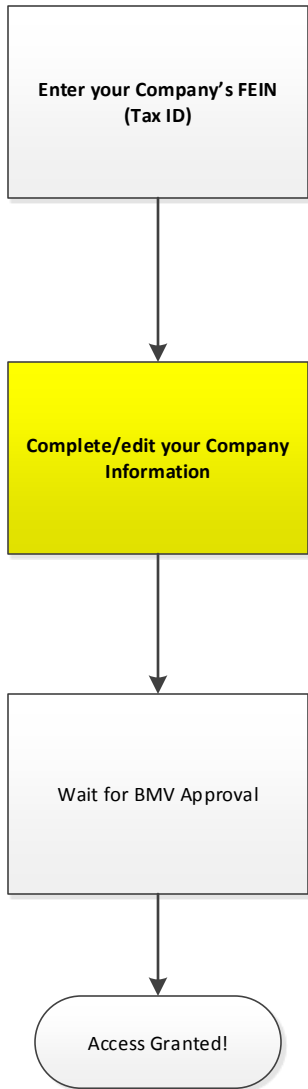


The screenshot shows the top of a website with a blue header. On the left, it says "VEHICLE FLEET BULK RENEWALS". On the right, it says "ELECTRONIC POWER OF ATTORNEY SERVICES". Below the header is a "My Account" section with a blue background. A note reads: "Note: Please enter the Tax ID in the textbox and click 'Search' in order to proceed." Below the note is a white text input box and a blue "Search" button. At the bottom of the page, there are links for "Contact Us - Privacy Policy - Disclaimer" and a copyright notice: "© 2016 - Ohio Department of Public Safety".

Enter the companies Tax ID. The system will validate the Tax ID and if it meets the eligibility requirements the user will be directed to the set up page.

\*Note\*: If your company already has an active account, you will need to contact your companies supervisor to request access.





**Add Company**

### Tax ID Management

Tax ID	Electronic POA Capable	Fleet Management
00-0000009	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

**Note:** To be granted access to the Electronic POA and/or Fleet management services, you must request access by toggling the ON/OFF switch to "ON". This must be done for each Tax ID number you add.

Need to add another Tax ID? Enter your Tax ID number and then click on the "Add Tax ID" button.

### Company Information

Company Name \*

Address Line 1 \*

Address Line 2  City \*  State \*  Zip Code \*

First Name \*  Middle Name  Last Name \*

Contact Phone  Extn  Contact Email

Notes

### Shipping Address Information

Check the box if same as address above:

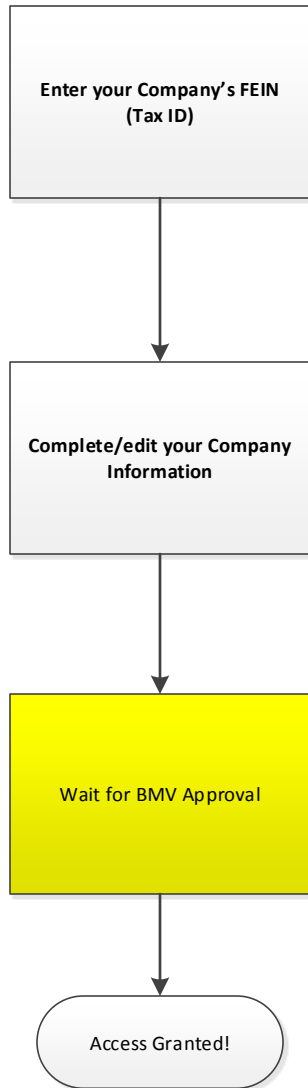
Shipping Name \*

Address1 \*

Address2  City \*  State \*  Zip Code \*

Dealer Permit \*

Complete the form and then click on "Request Access"

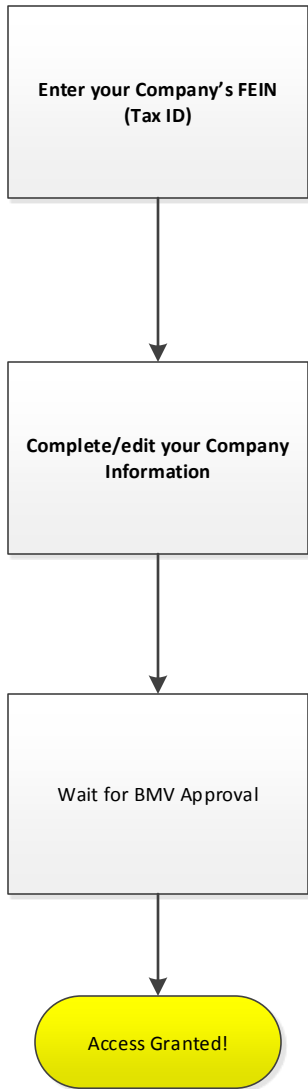


Access to OPLATES-Fleet has been Approved.

[Click here](#) to start using now.

Once approved, you will receive an email with the approval notification.

**\*NOTE\*:** An email will be sent out for all denials. If you have been denied access, contact the Ohio BMV for support.



VEHICLE FLEET
ELECTRONIC POWER OF ATTORNEY SERVICES

My Account

You have access to the following companies. Please select an action for a Tax ID to continue.

Ohio BMV <a href="#">Edit Company</a> <a href="#">Manage Users</a>				
Tax ID	Vehicles	Power of Attorney	Fleet Renewal	Order History
[REDACTED]	<a href="#">View Vehicles</a>	<a href="#">Power of Attorney</a>	Renew not allowed.	<a href="#">View History</a>

**Note:** If your Tax ID is missing from the above list, please enter the Tax ID in the textbox and click "Search" below:

[Contact Us](#) - [Privacy Policy](#) - [Disclaimer](#)  
 © 2016 - Ohio Department of Public Safety

## Welcome to OPLATES Fleet and Power of Attorney Services!

\*Note\*: Screens can look different based on a users permissions to a company or whether or not a Company has access to different features in the system.