

To get your password and username, a security affidavit will need to be filled out and signed.

Please read the instructions and the affidavit carefully before completing. Only one person is to be using the username and password. (Sharing usernames and passwords is in violation of ODMRDD policies and procedures). Please list all access you are renewing on your affidavit. You can fax the affidavit to: (614) 752-4673 or mail to:

**Security Administrator
Ohio Dept. of MR/DD
30 E Broad St Ste 1220
Columbus OH 43215-3434**

Once we receive the affidavits, you will be assigned a username and password. You will be notified of this information by email. **Without an email address and a valid contract number, we cannot assign a username or password.** Please note that Page 3 of the affidavit application is for agencies only.

For questions regarding security or security affidavits, please contact:
security.support@odmrdd.state.oh.us

The form needs to be filled out annually. You are notified 14 days before your affidavit is to expire. The notification occurs when you log on to the system.

You have three chances to get your USER ID and PASSWORD correct. If you fail to get on within three tries, your security will be revoked and you will need to contact security.support@odmrdd.state.oh.us for a new username and password