Welcome to the Dealer Licensing System

Dealer Licensing Online Services

Administrative User/User set up through ODPS Identity Manager

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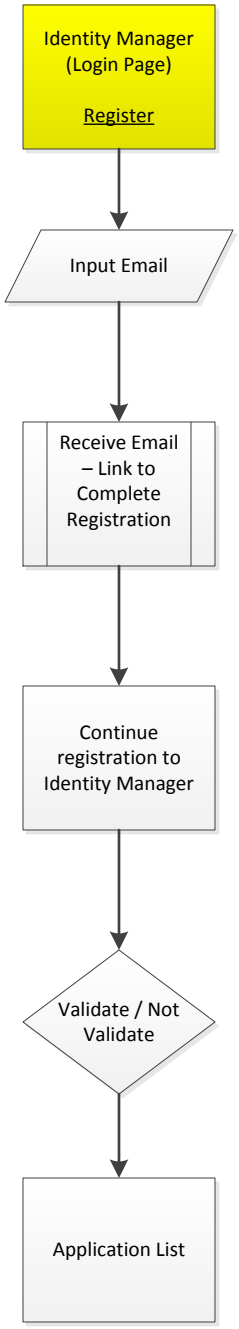
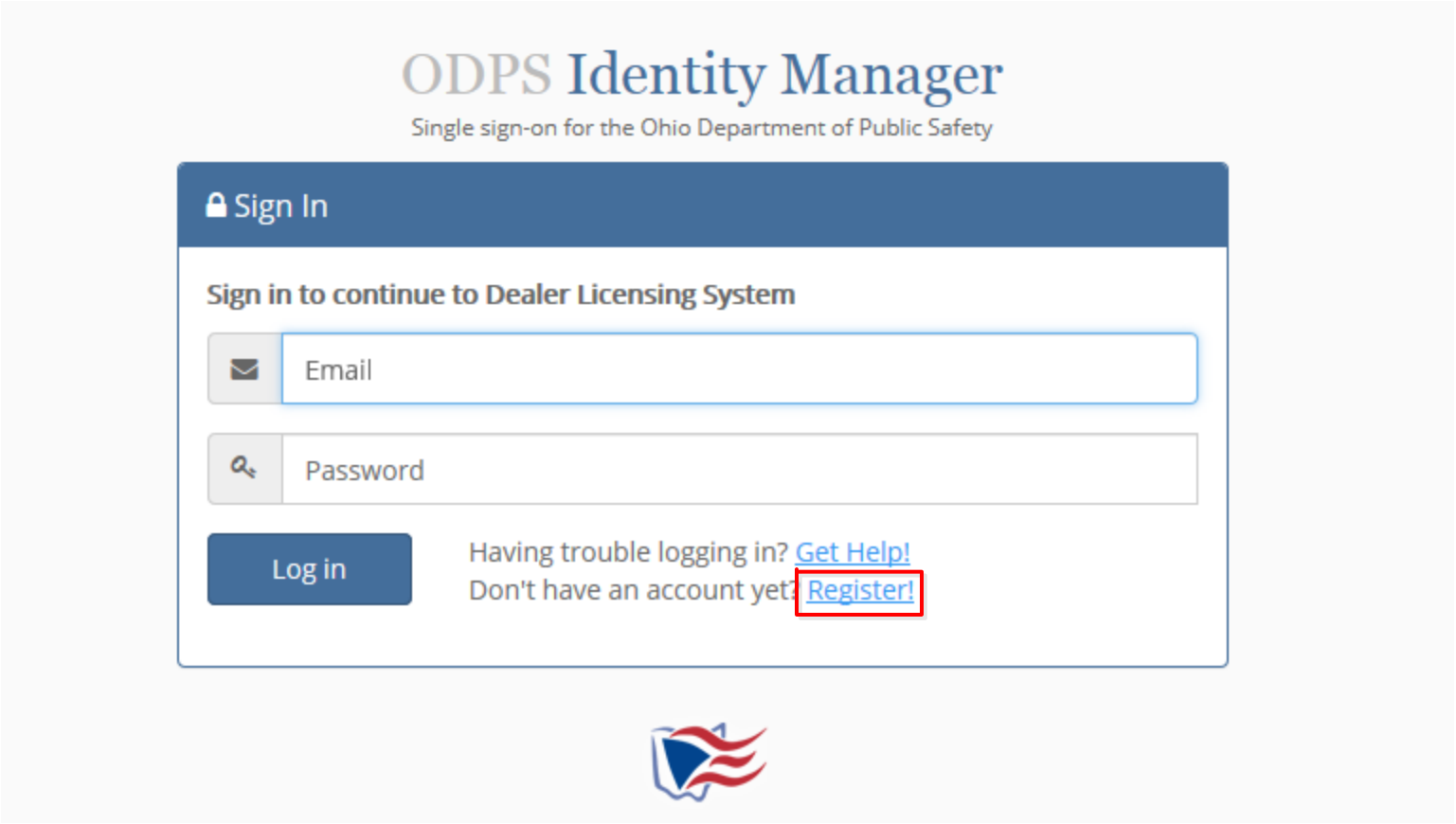
Last Updated: 09/10/2015
Ohio Department of Public Safety

Step 1

This step is to be completed *prior* to the Go-Live date (TBD).

New External User

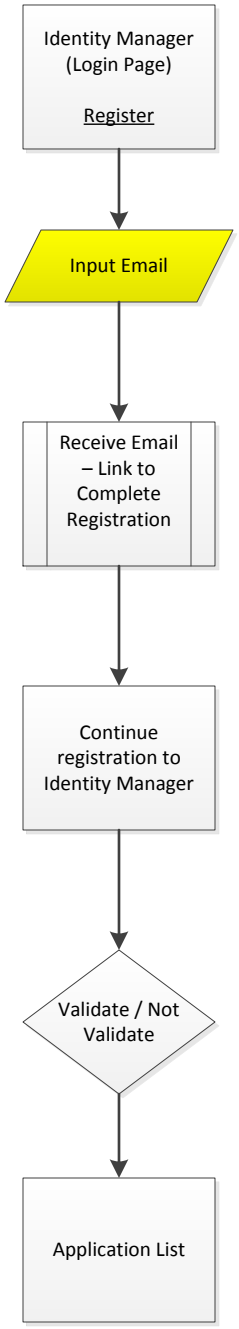


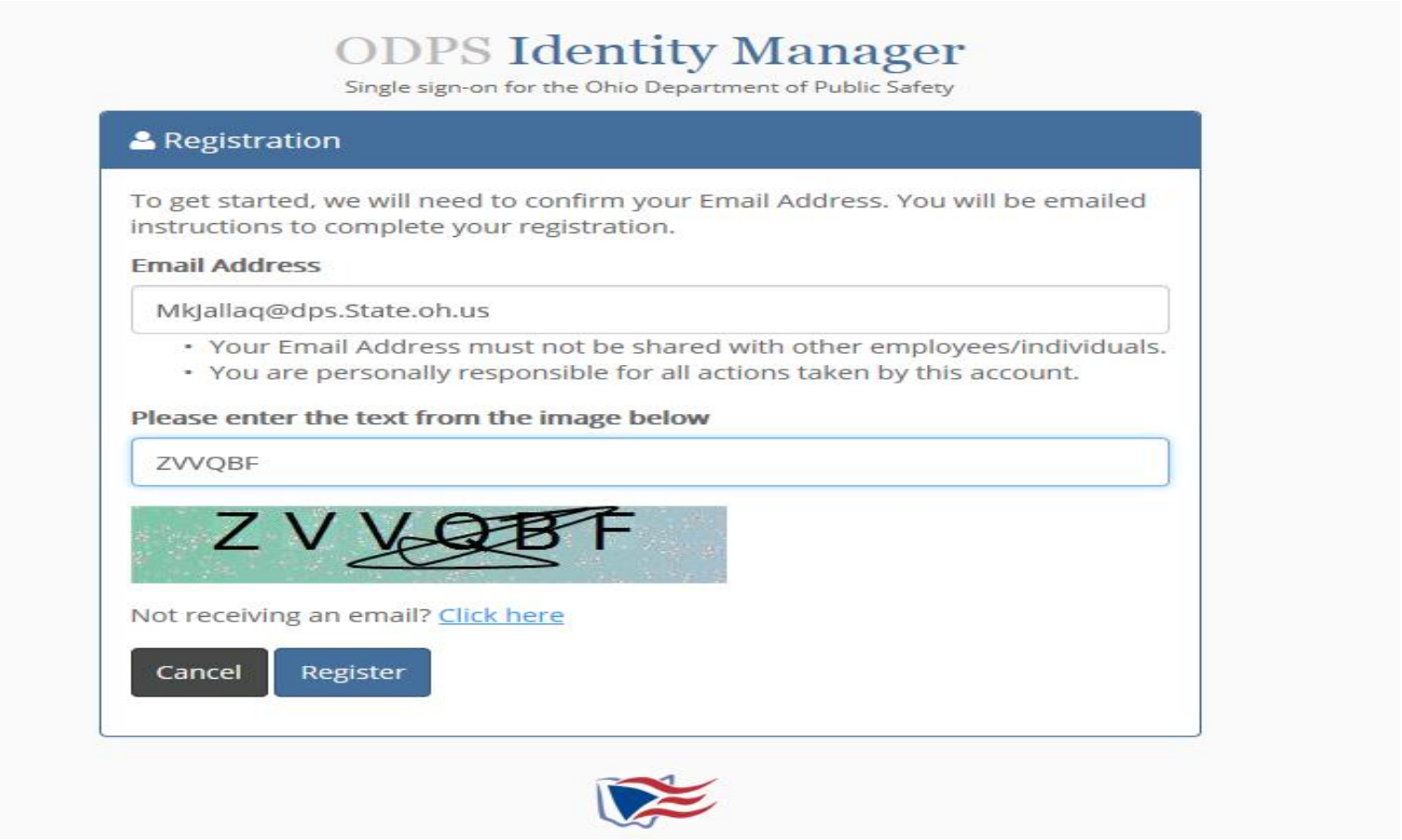


Click the Register link to start registration process for Identity Manager

NOTE:
The use of Ohio Department of Public Safety (ODPS) Identity Manager (IM) must be used to set up **ALL** user IDs and passwords (any employee who accesses to the Dealer Online Services). Dealers with a current IM account (Dealer Portal, electronic titling system) may use the same sign-on and will simply select the ODPS service needed. IM gives dealerships full control by providing unique User IDs/Passwords and access levels to multiple users within each dealership. IM can be set up at any time. **It is recommended that IM be set up prior to the GO Live date**. Current User ID and password will remain effective until further notice.

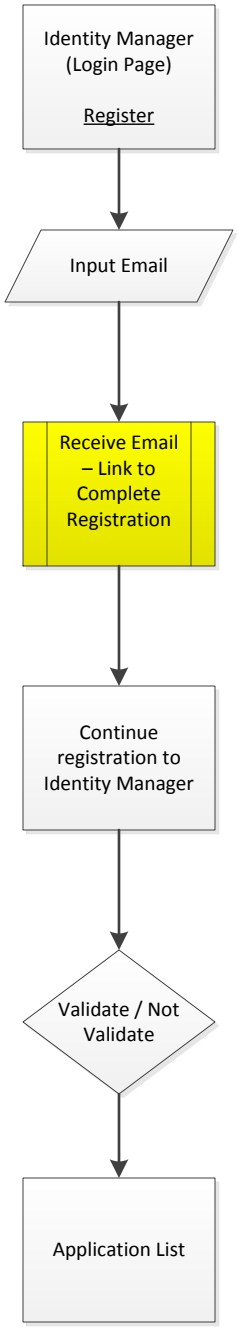
New External User





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 screen shown on the right.

New External User



Ohio Public Safety - Identity Manager

DoNotReply@dps.ohio.gov

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

To: [redacted]

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.

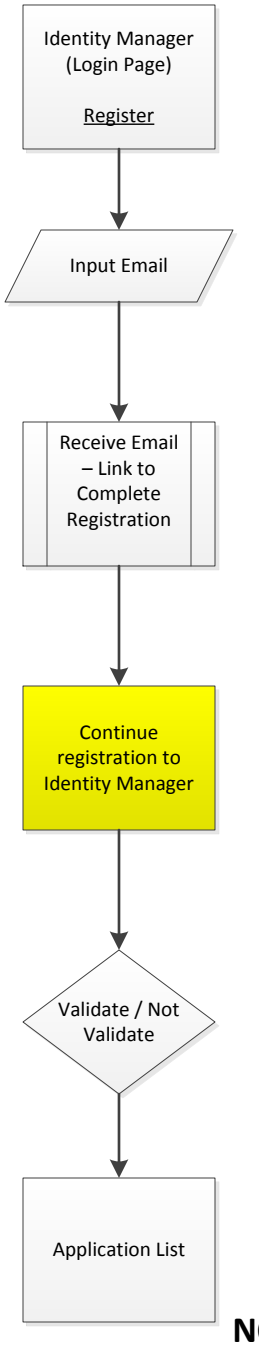
Click the following hyperlink to confirm your account and complete your registration:
https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount/phAPY9h5m9HslpiQZoEKYVn8rVKX1oJJbLl2yAy5Y8zrWmfNJA

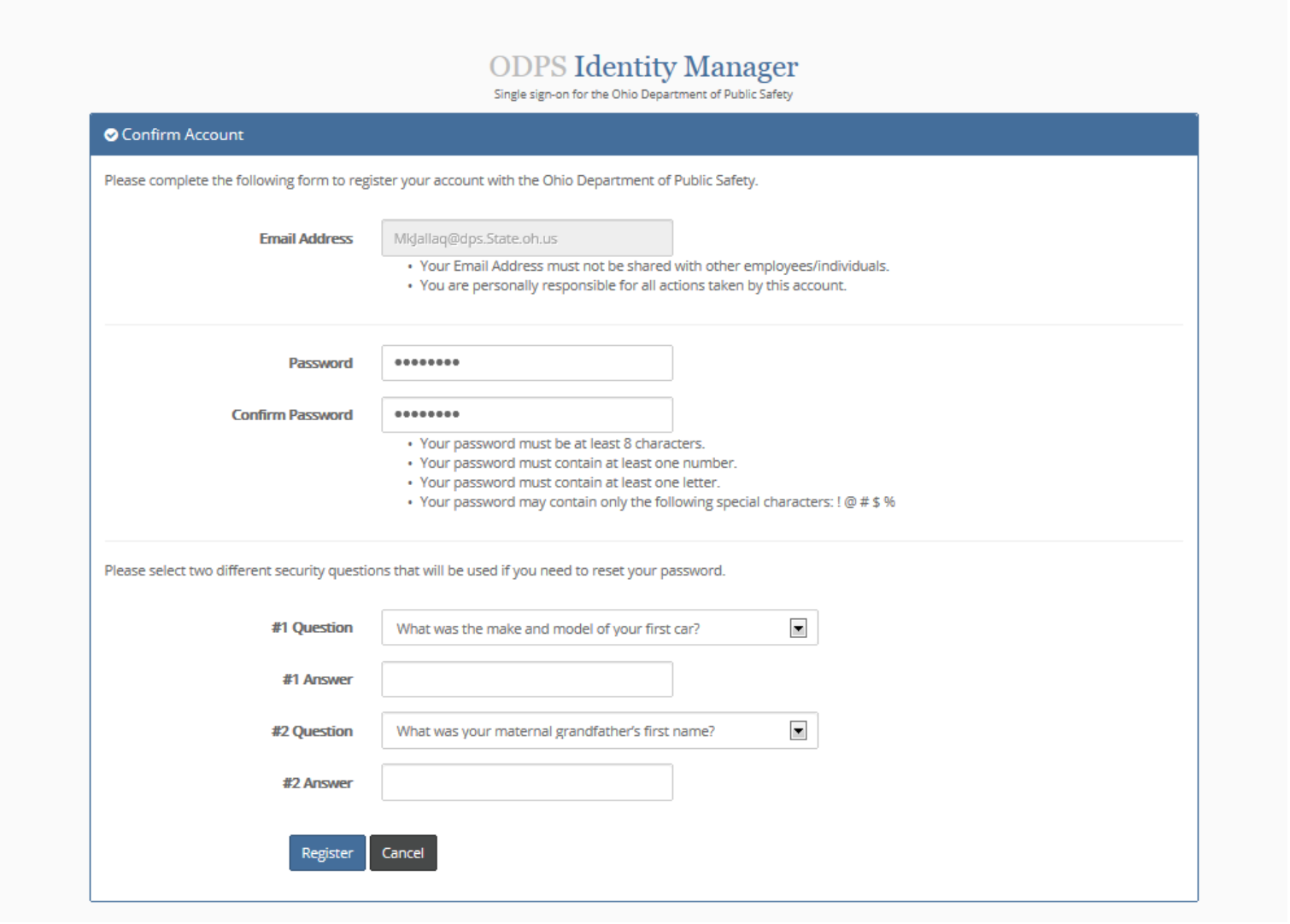
Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

Shortly after, you should receive an email with a link that will ask you to confirm your email address and allow you to continue with the registration process.

NOTE:
If you do not receive your email after 24 hour, please contact the DPS Help Desk at (614) 752-6487

New External User

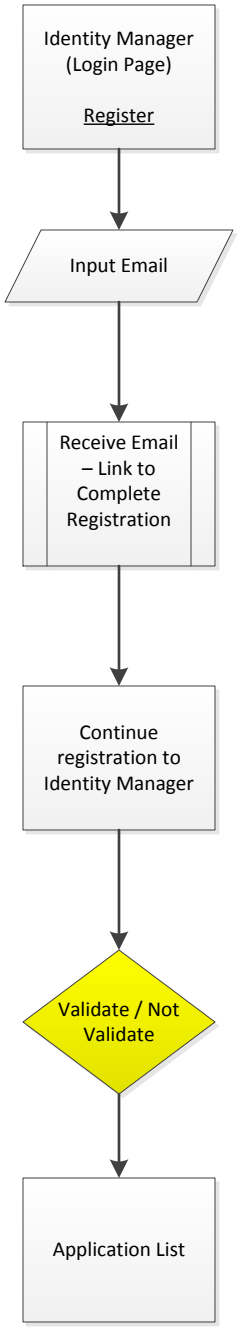


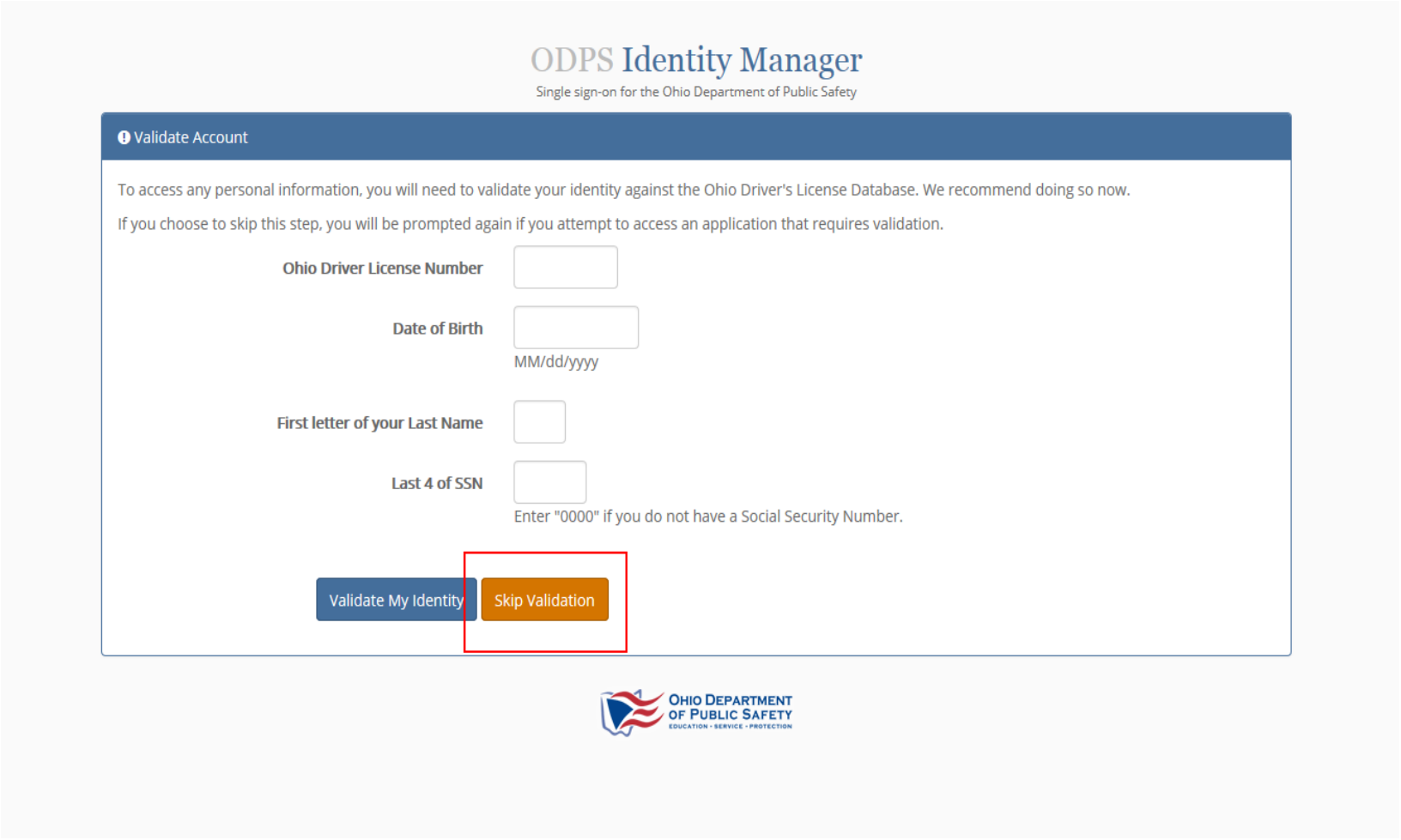


Next, create a password. Anyone who is granted access to the Dealer Online Services will have their own username and password.

NOTE:
Your Password is <u>NOT</u> managed by the BMV. If you have forgotten your password, please visit the login screen of identity manager, and select "Get Help!"

New External User





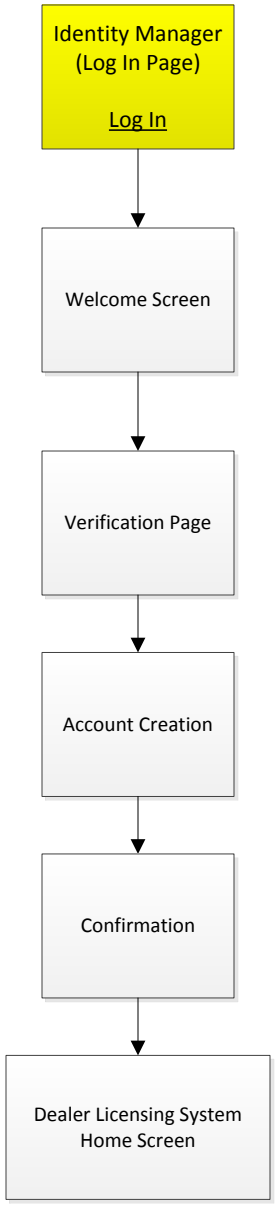
This next step is optional and can be skipped. The Dealer Licensing System does not require you to validate your account. However, some ODPS applications do require you to validate your account.

<u>Step 2</u>

This step will not be available until the Go-Live date (TBD).

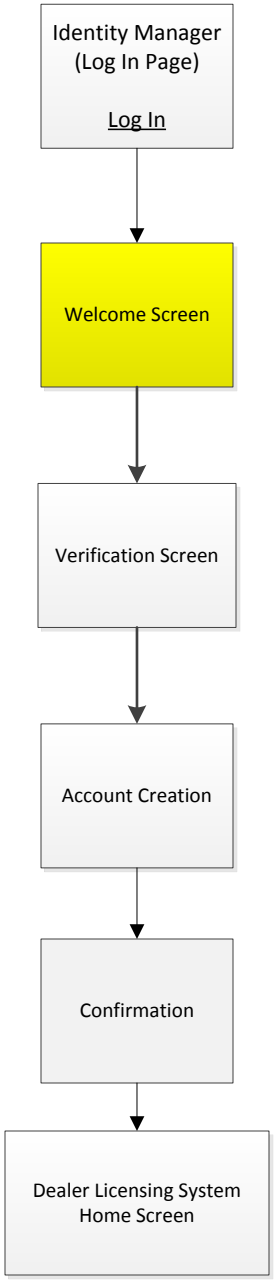
NOTE: *This step must be completed before anyone can access the Online Dealer System on the day of Go-Live.*

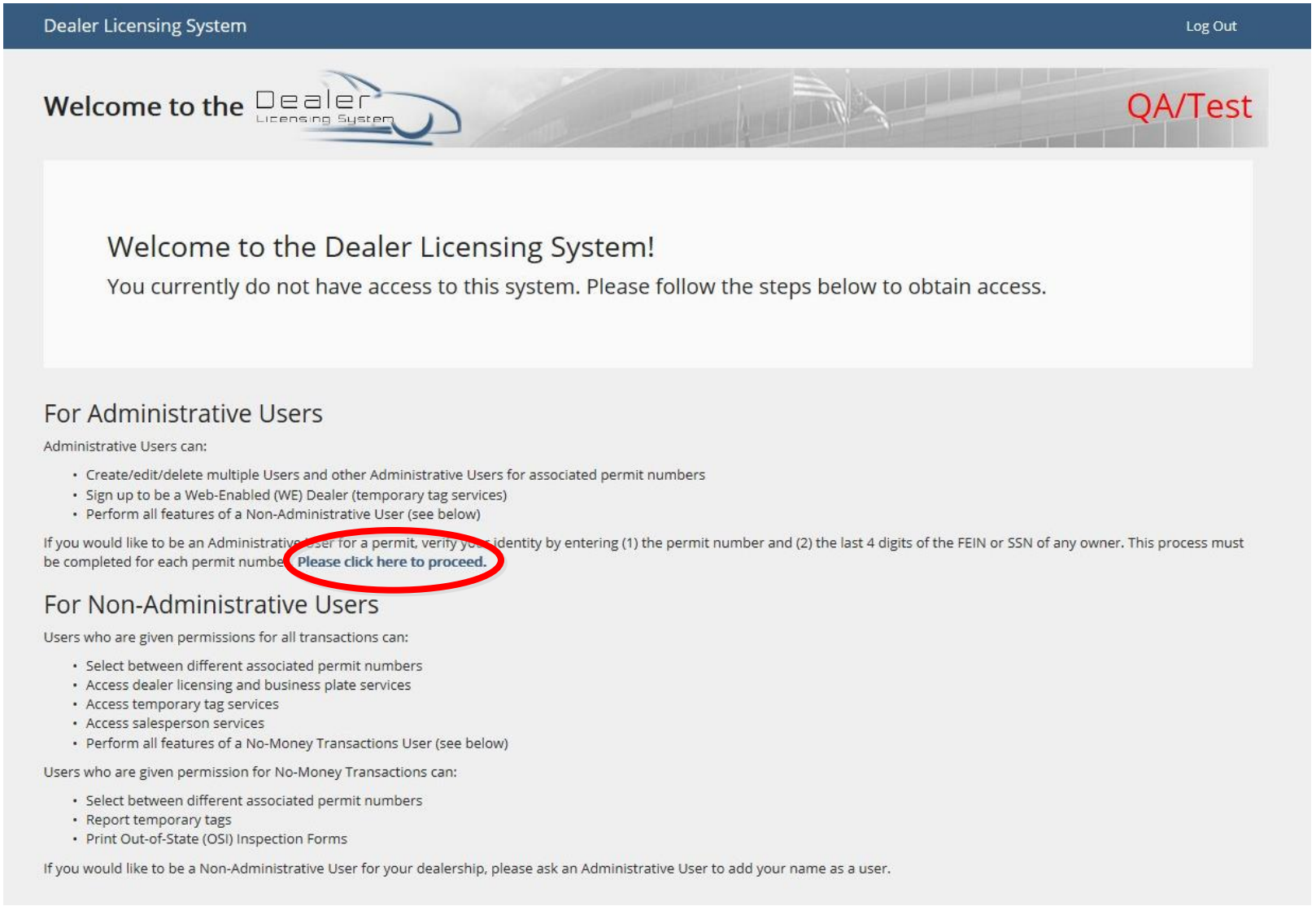
Administrative User



On the Go-Live date, all administrative users will log in Identity Manager to set up all user roles in the online dealer licensing system.

Administrative User

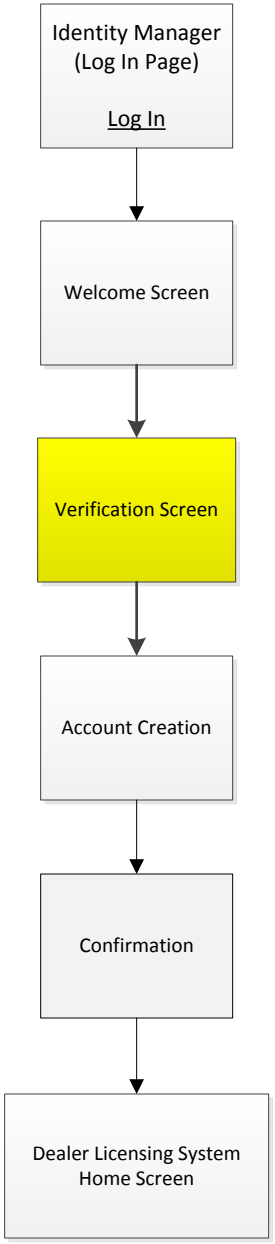




- Administrative users (Person(s) designated to add, remove users and set individual access) will click on the link shown in the above image sample. This will direct the Administrative User to the Verification screen.

- All other users will have to request that the Administrative User set them up.

Administrative User



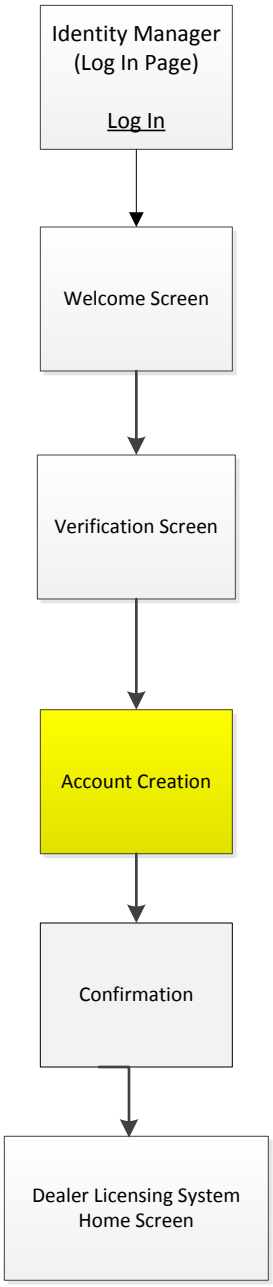
Once directed to the verification screen, the Administrative User is required to enter the following fields:

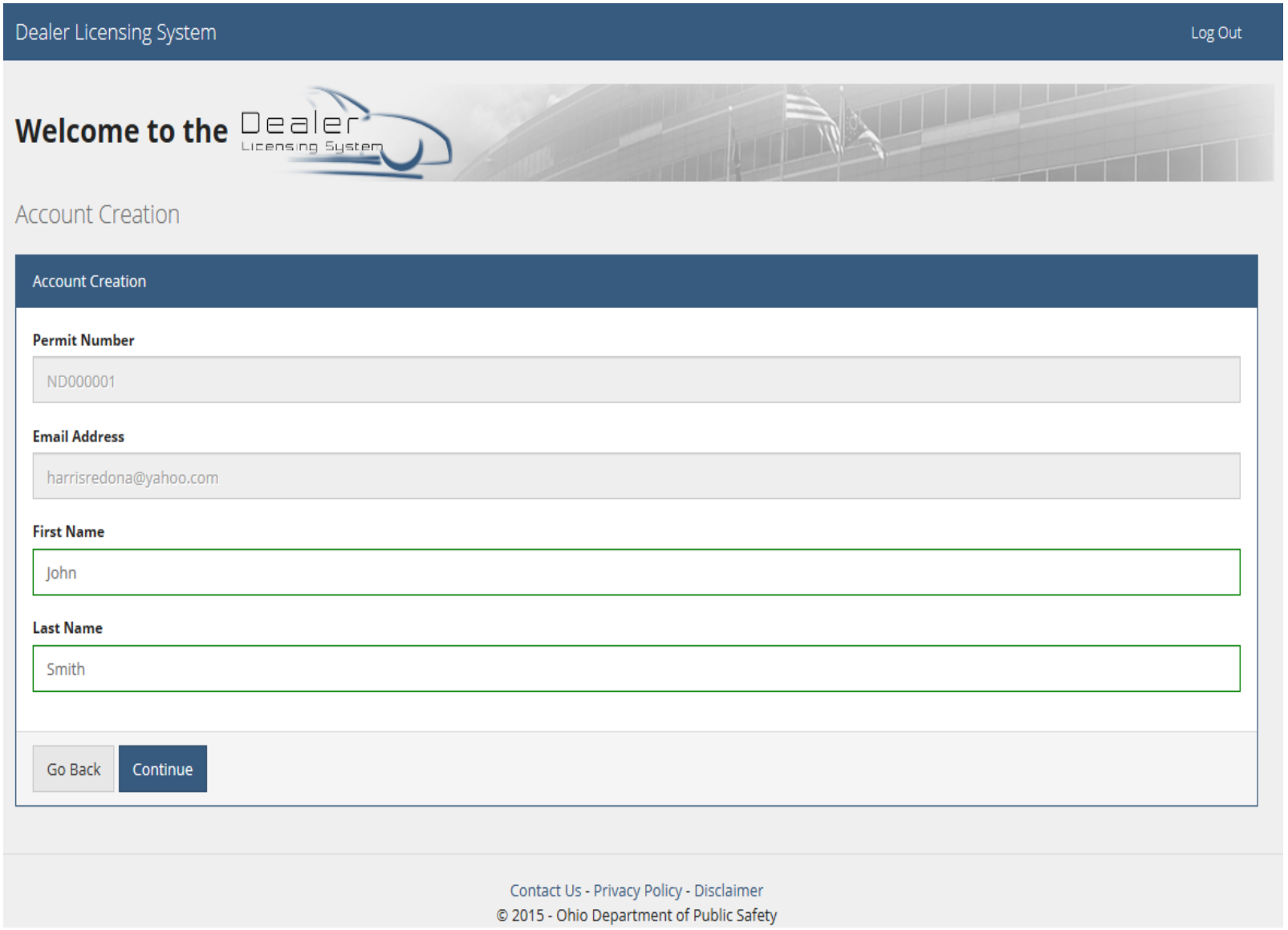
- Dealer Licensing ***Permit Number***,
- ***Last four numbers of the SSN or FEIN*** of an owner/member/individual

Select "Verify" to continue to the "Account Creation" screen.

NOTE:
Last four of the SSN refers to an individual that represents the corporation, LLC, partnership, trust, or any other principal individual specified in the ownership of the dealership. Last four of the FEIN refers to the FEIN of the company/business. For more information see the rules listed in the "Welcome Screen" or contact the Dealer Licensing Section at 614-752-7636

Administrative User

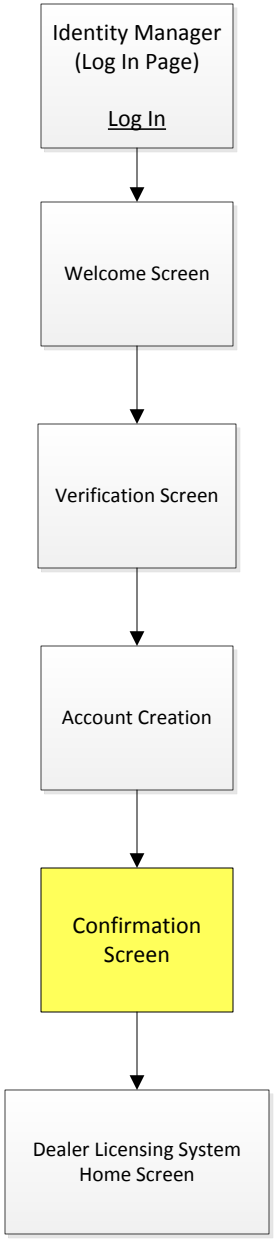


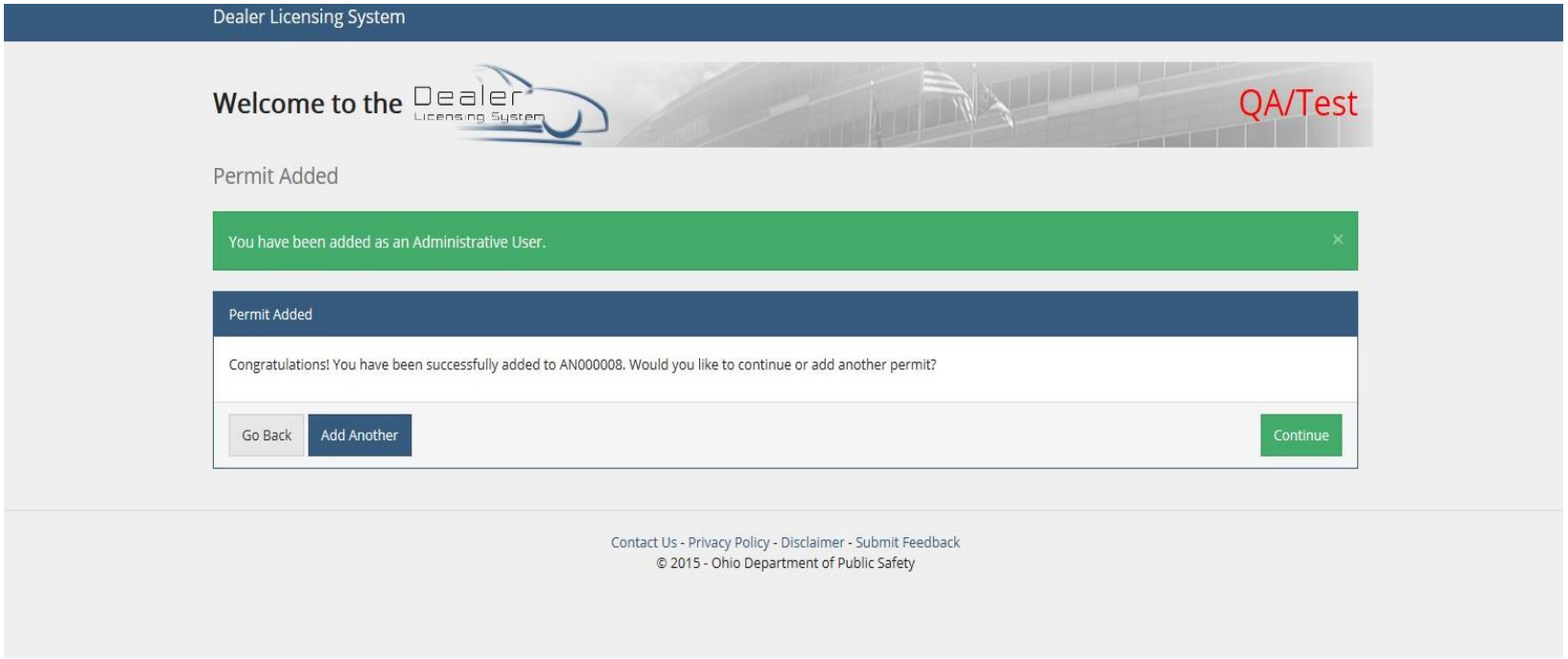


Once verified, the user will be required to enter their “first” and “last” name. Select “Continue” to be directed to a confirmation page.

NOTE:
The Permit Number and Email address can not be changed by a user at this point of the process. If you need to change your email address, you will have set up a new account through the Identity manager process (Step 1).

Administrative User

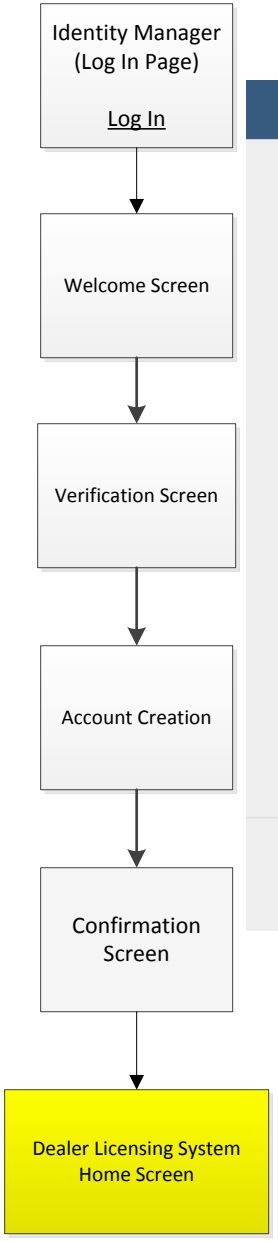


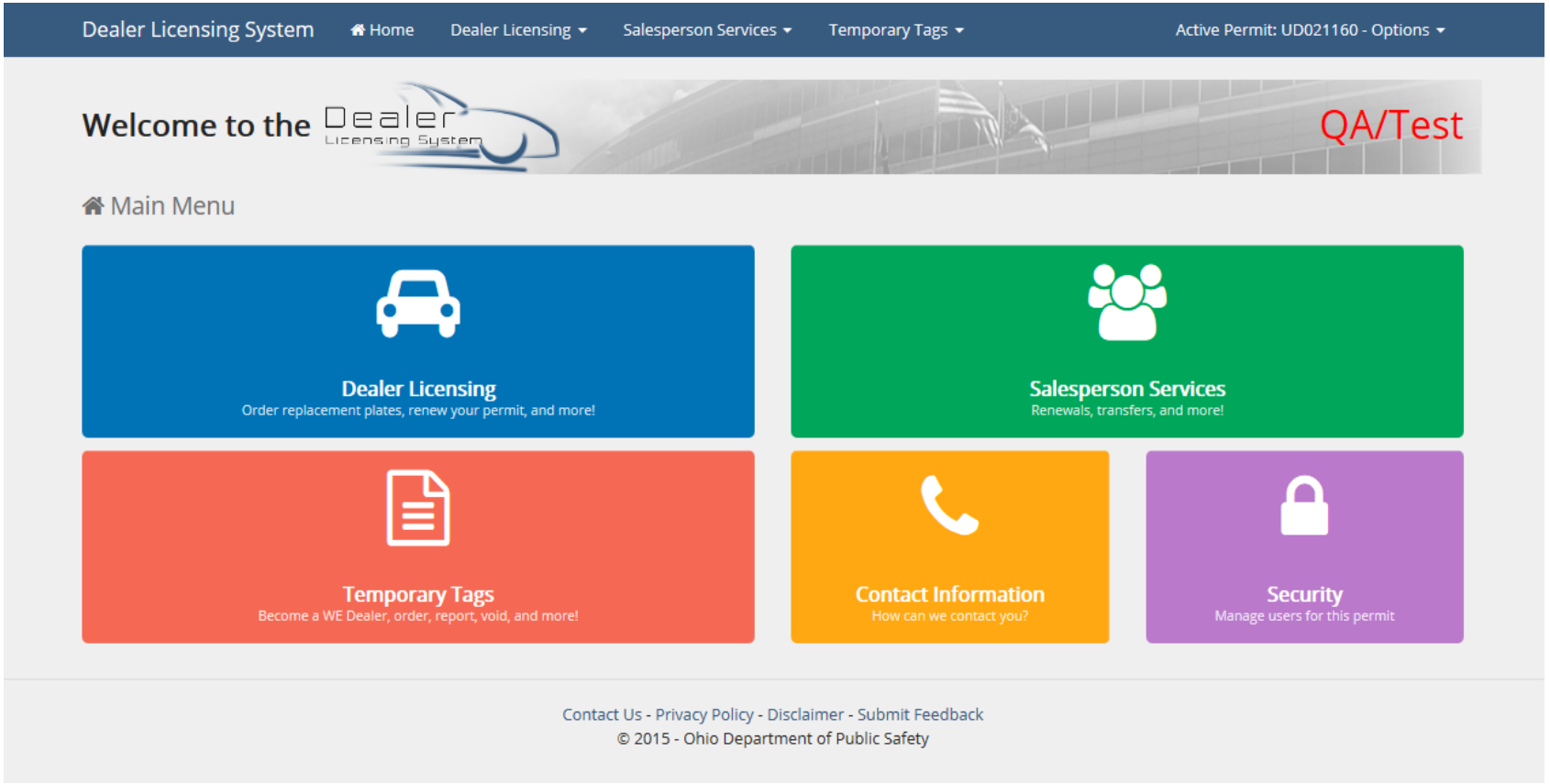


Confirmation of successful completion as an Administrative User for the specified permit number.

An Administrative User may register more than one permit number, as applicable.

Administrative User



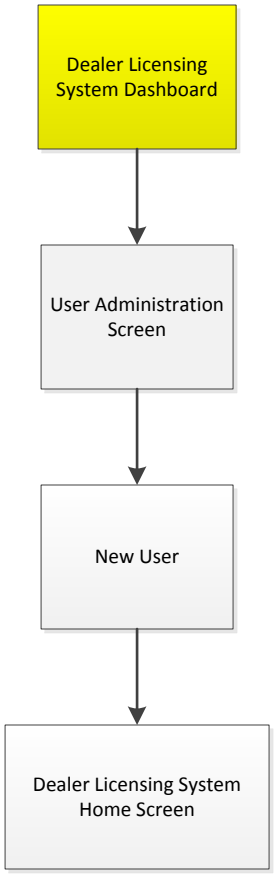


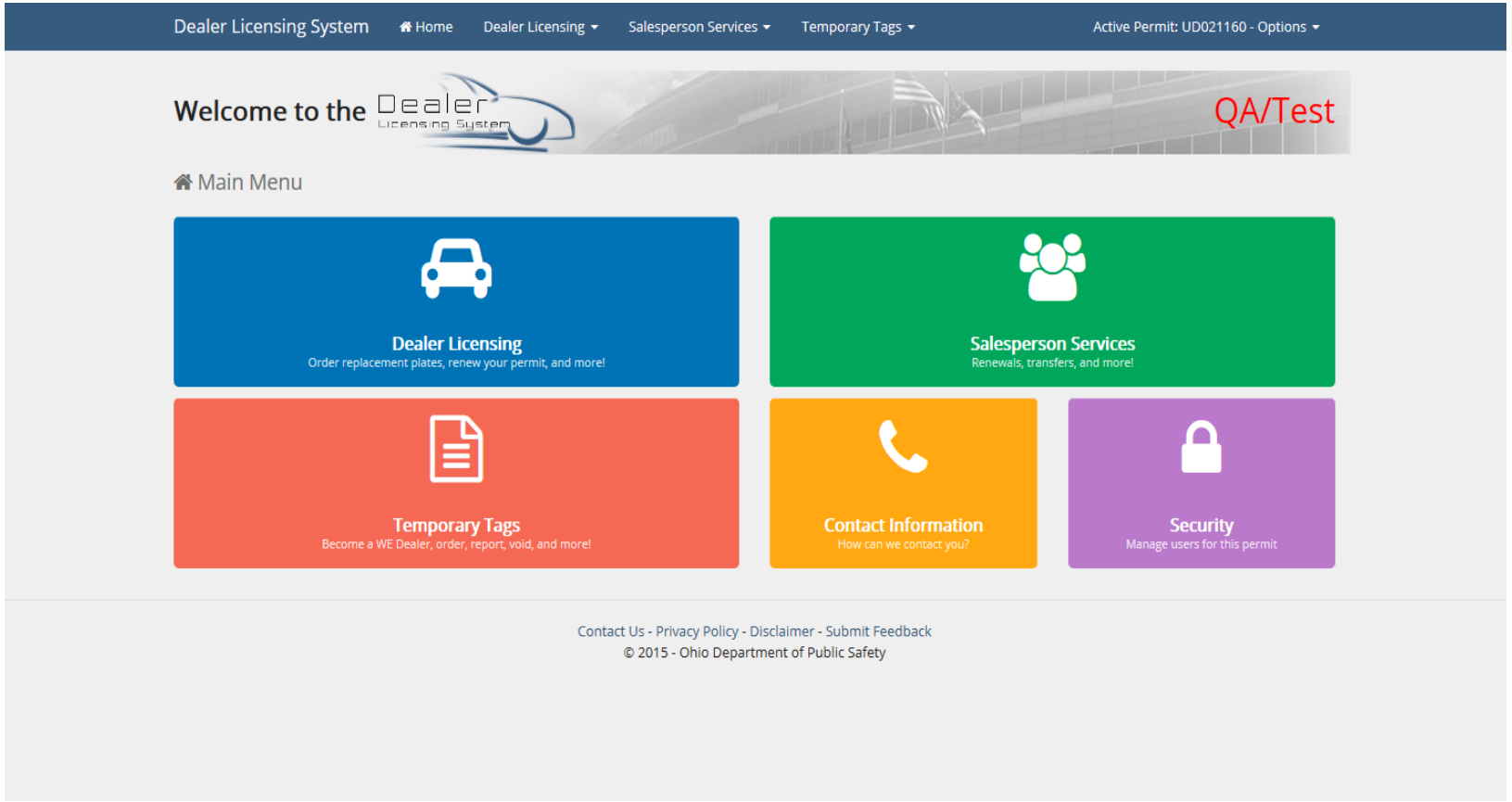
Welcome to the new ***Dealer Licensing System***!

When you have completed the verification and account creation process, you will be directed to the new Dealer Licensing System.

NOTE:
All dealership employees added by the Administrative User will automatically be directed to the "Home Dashboard" and will not be required to go through the account verification and account creation process. Signing in through identity manager will still be required. For more information contact the Dealer Licensing Section at 614-752-7636.

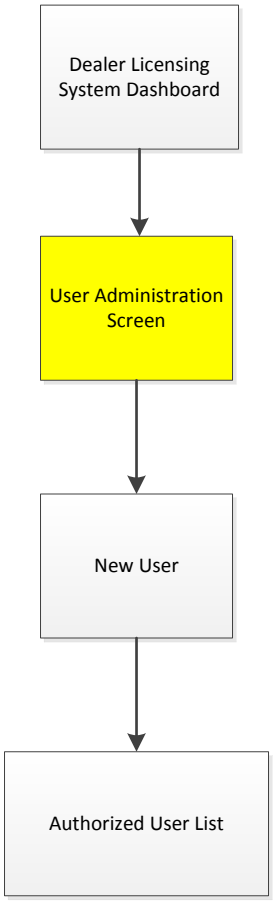
Administrative User

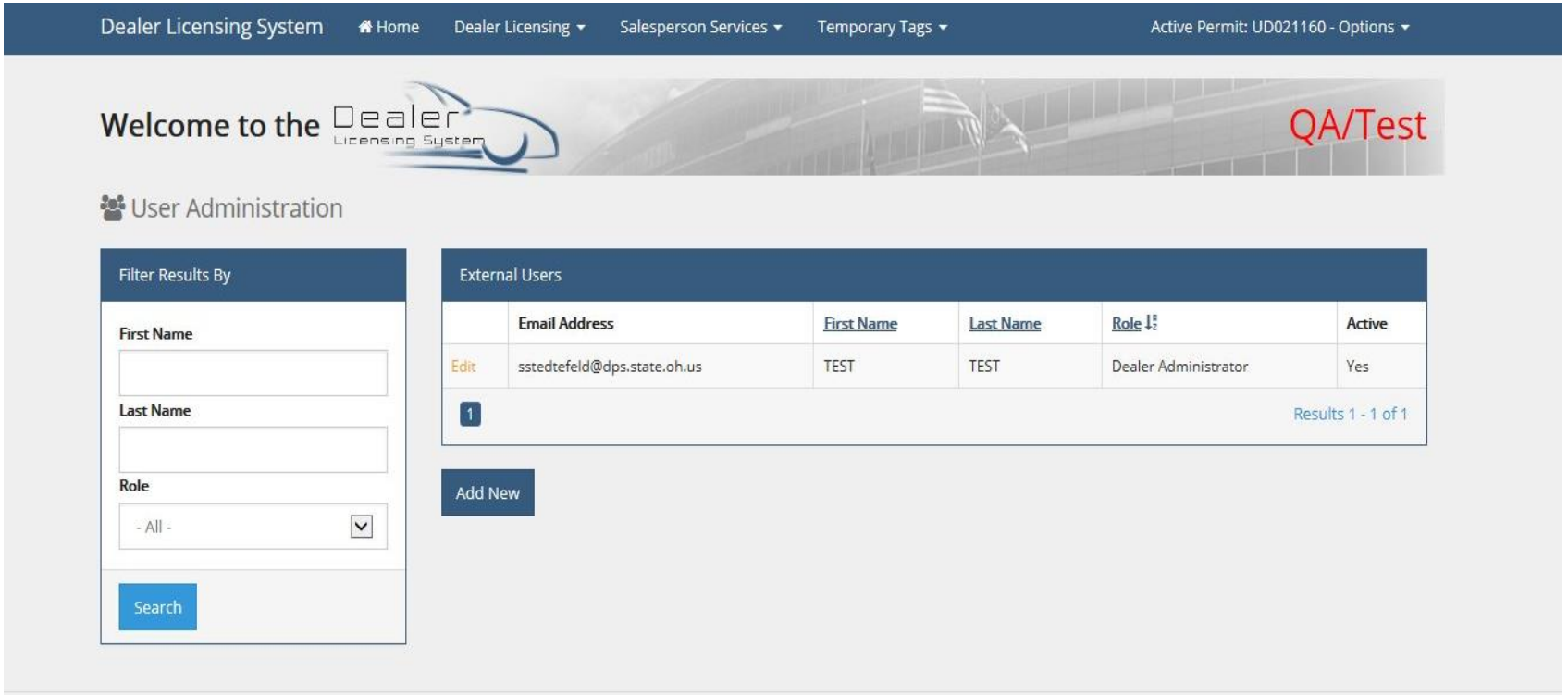




To manage authorization of users for a permit number, select the "Security" square (*purple*).

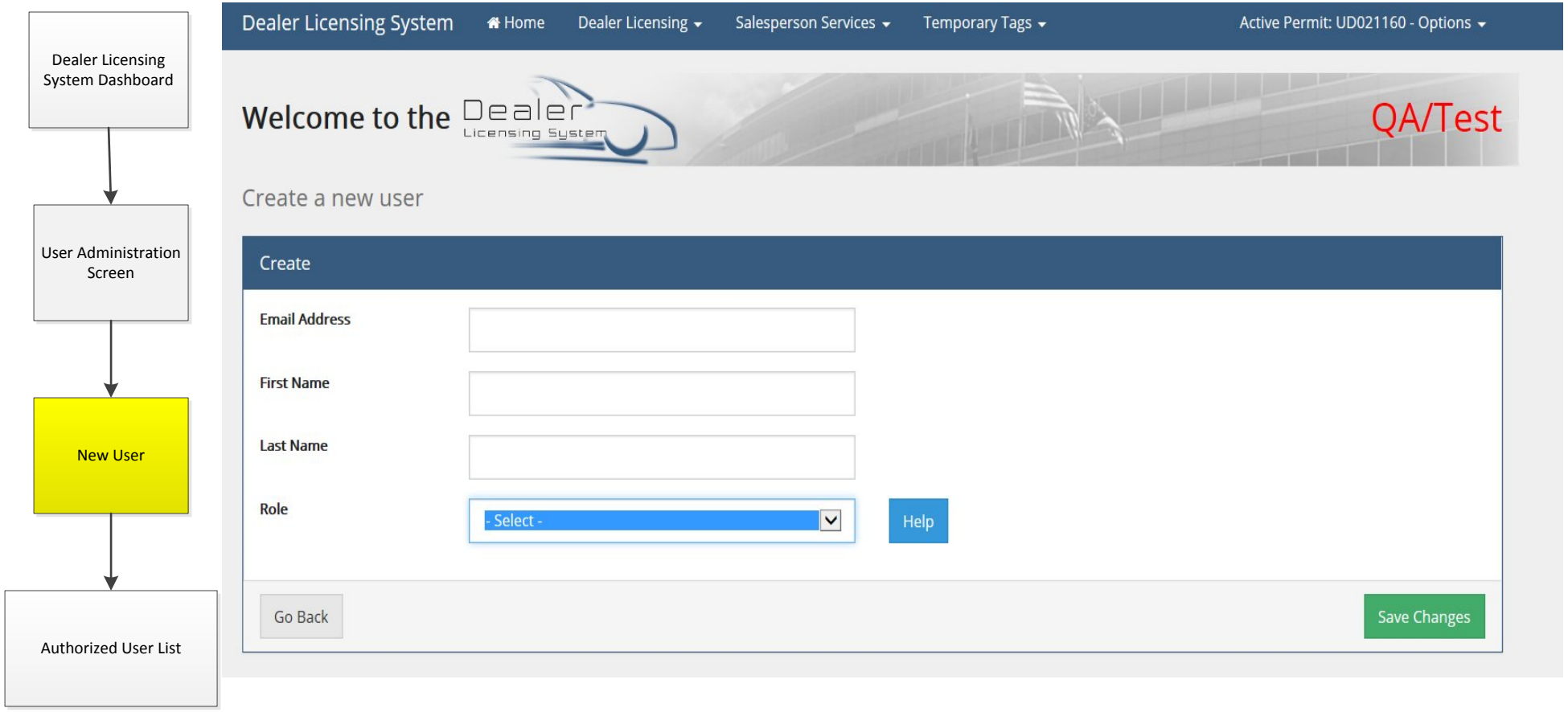
Administrative User





To add a user, click on the “Add New” button.

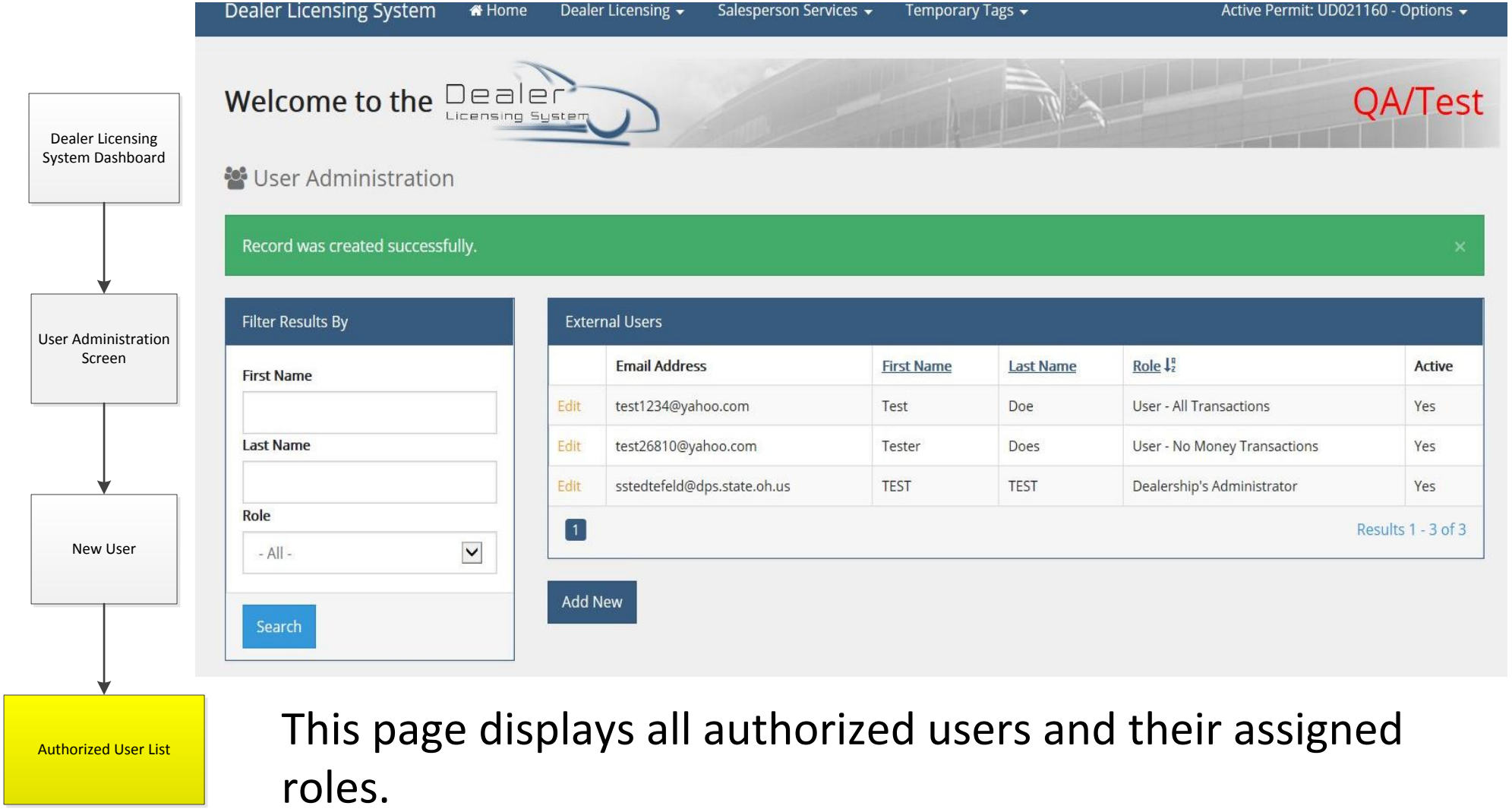
Administrative User



You must know the email address the user registered with when they created their account in Identity Manager (step 1).

Choose the role of the user: Administrator or User. (You may have more than one Administrator)

Administrative User



This page displays all authorized users and their assigned roles.

Dealership Administrative Role: Creates and edit/delete multiple users, access to all transactions (money or non-money)

User All Transactions - Access to all transactions, renewals, replacement plates, ordering temporary tags, etc. (money or non-money)

User No Money Transactions - Access to non-money transactions, reporting temporary tags

Welcome to the Dealer Licensing System

We hope you enjoy the new Dealer Licensing Online Services and find it to be user-friendly.

While we continue to improve the services and add new services throughout the year, we would like to hear your thoughts and/or ideas on what can be improved. We would also like your feedback on what features you like or dislike. Your feedback as an external user helps us to make changes that better assists day to day operations.

All feedback may be sent to DPS DealersSupport@dps.ohio.gov

A SAFER OHIO

What will you do today to contribute to a safer Ohio?