

# Dealer Licensing Online Services

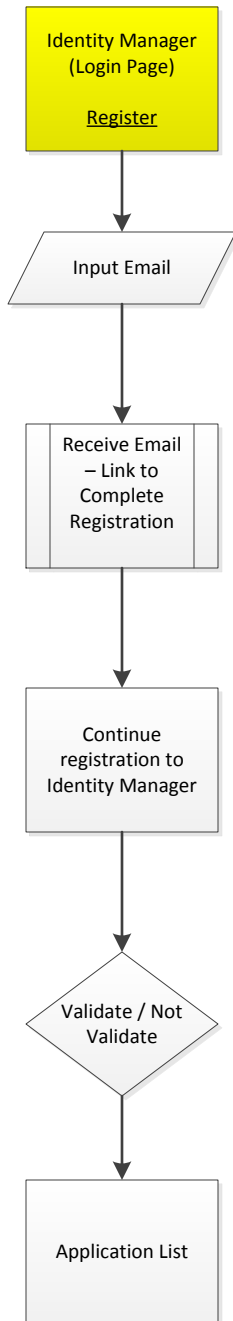
Administrative User/User set  
up through ODPS Identity  
Manager



# Step 1

This step is to be completed prior to September 28, 2015.

## New External User



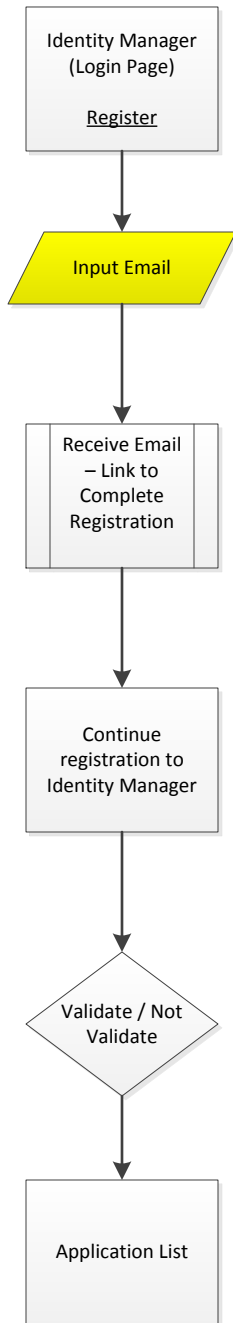
The screenshot shows the 'ODPS Identity Manager' login page. At the top, it says 'Single sign-on for the Ohio Department of Public Safety'. Below this is a blue header bar with a lock icon and the text 'Sign In'. The main content area has a title 'Sign in to continue to Dealer Licensing System'. There are two input fields: 'Email' with an envelope icon and 'Password' with a magnifying glass icon. Below the fields is a blue 'Log in' button. To the right of the button, there is text: 'Having trouble logging in? [Get Help!](#)' and 'Don't have an account yet? [Register!](#)'. The 'Register!' link is highlighted with a red rectangle. At the bottom center is the ODPS logo, which features a blue shield with a red and white wave design.

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 of September 28, 2015.** Current User ID and password will remain effective until September 26, 2015.

## 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.

**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](#)



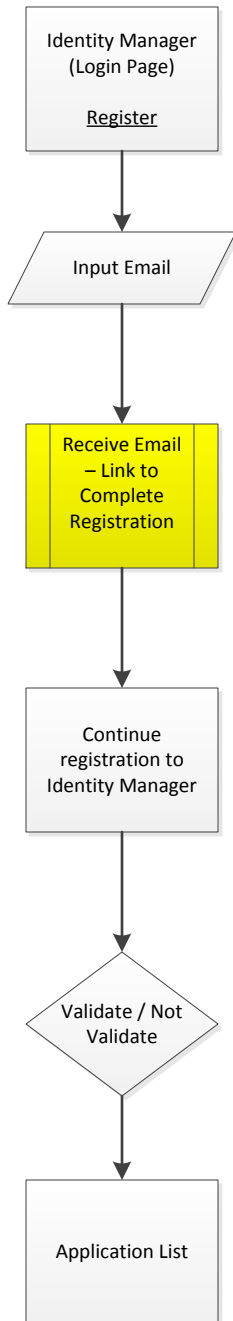
**ODPS Identity Manager**  
Single sign-on for the Ohio Department of Public Safety

### 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: [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/phAPY9h5m9HslpiQZoEKYVn8rVKX1oJJbL12yAy5Y8zrWmfNJA>

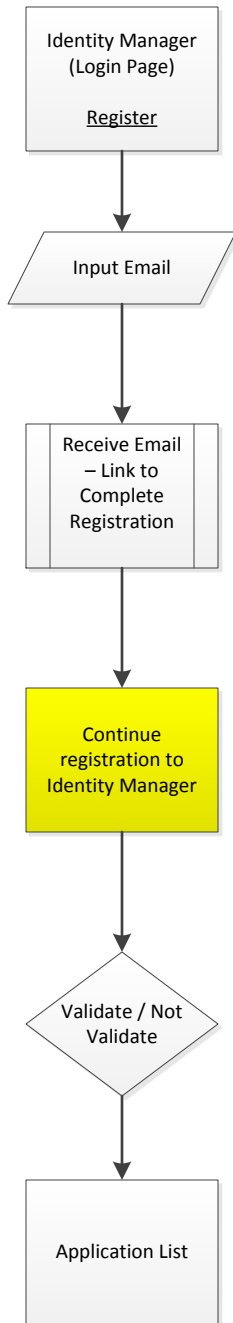
Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

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



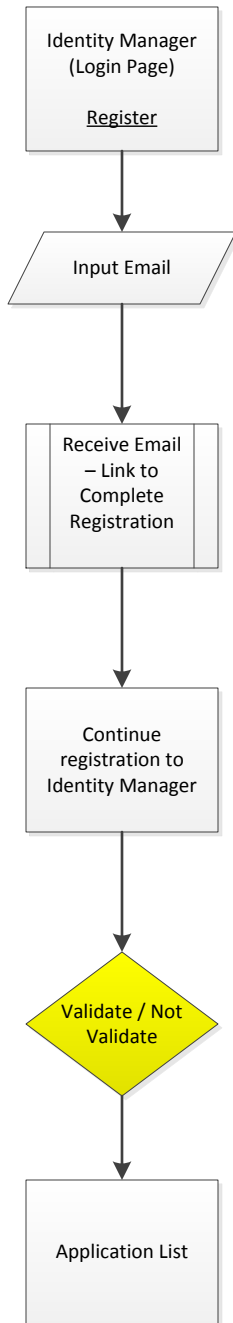
The screenshot shows the 'ODPS Identity Manager' interface for account confirmation. The page title is 'Confirm Account' with a checkmark icon. The subtitle reads 'Please complete the following form to register your account with the Ohio Department of Public Safety.' The form includes fields for 'Email Address' (pre-filled with 'Mkgallag@dps.State.oh.us'), 'Password', and 'Confirm Password'. Below the password fields are instructions: 'Your Email Address must not be shared with other employees/individuals.', 'You are personally responsible for all actions taken by this account.', 'Your password must be at least 8 characters.', 'Your password must contain at least one number.', 'Your password must contain at least one letter.', and 'Your password may contain only the following special characters: ! @ # \$ %'. The form also includes two security questions: '#1 Question' (What was the make and model of your first car?) and '#2 Question' (What was your maternal grandfather's first name?). At the bottom are 'Register' and 'Cancel' buttons.

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 NOT 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



The screenshot shows the 'ODPS Identity Manager' interface, specifically the 'Validate Account' section. The header reads 'ODPS Identity Manager' and 'Single sign-on for the Ohio Department of Public Safety'. The main content area explains that users need to validate their identity against the Ohio Driver's License Database. It provides instructions on how to skip this step if necessary. The form includes input fields for 'Ohio Driver License Number', 'Date of Birth' (with a 'MM/dd/yyyy' format hint), 'First letter of your Last Name', and 'Last 4 of SSN' (with a note to enter '0000' if no SSN is provided). At the bottom, there are two buttons: 'Validate My Identity' and 'Skip Validation'. The 'Skip Validation' button is highlighted with a red rectangle, indicating it is the optional step mentioned in the text.

OHIO DEPARTMENT OF PUBLIC SAFETY  
EDUCATION • SERVICE • PROTECTION

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.

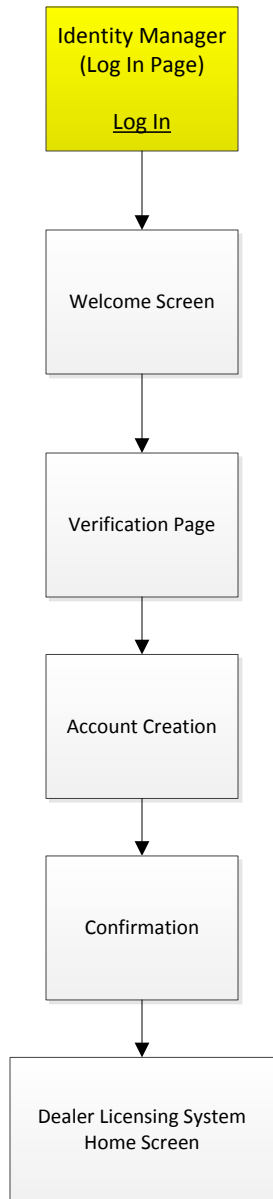
## Step 2

**This step will not be  
available until September  
28, 2015.**

***NOTE: This step must be completed before  
anyone can access the Online Dealer System  
on September 28.***

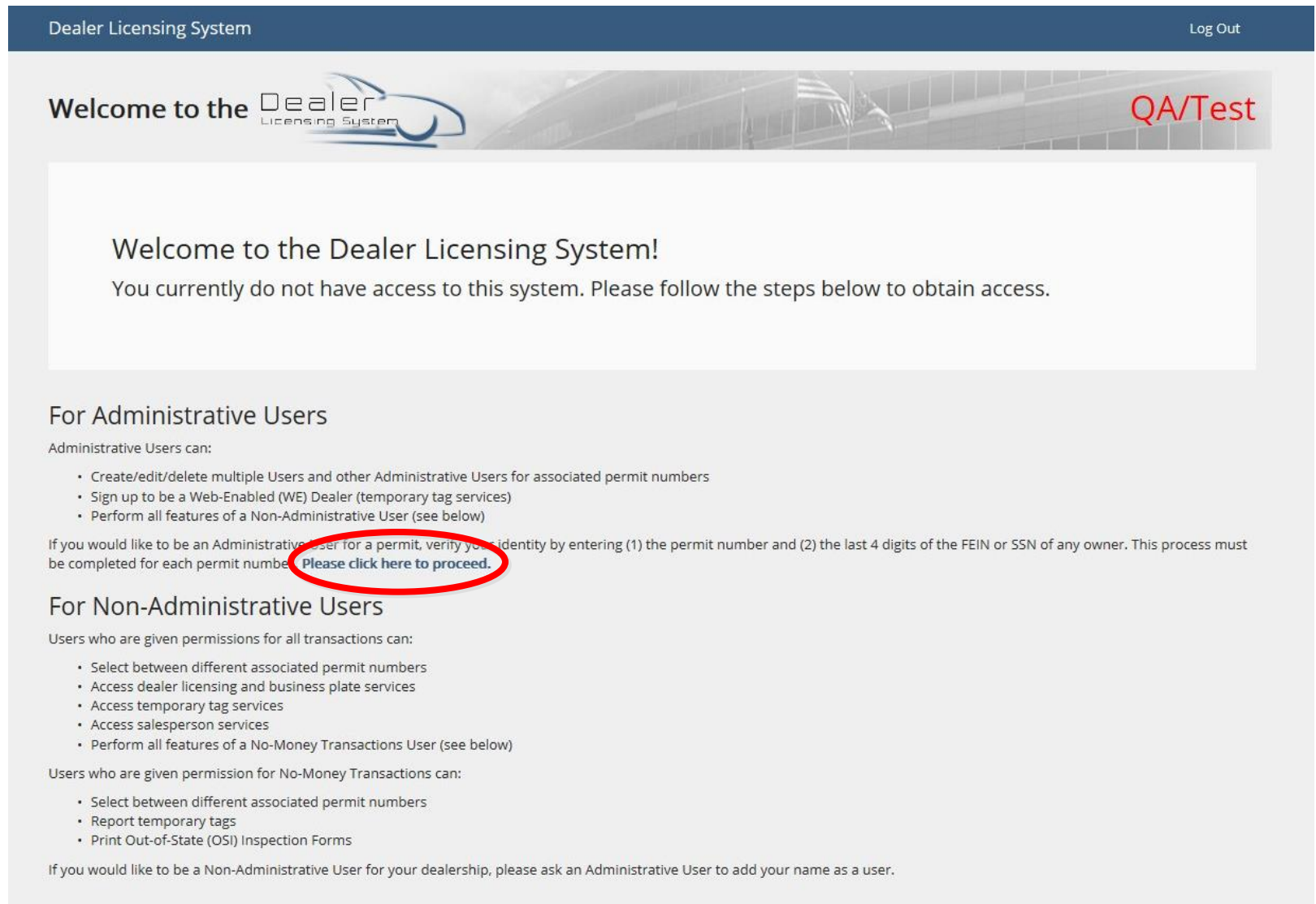
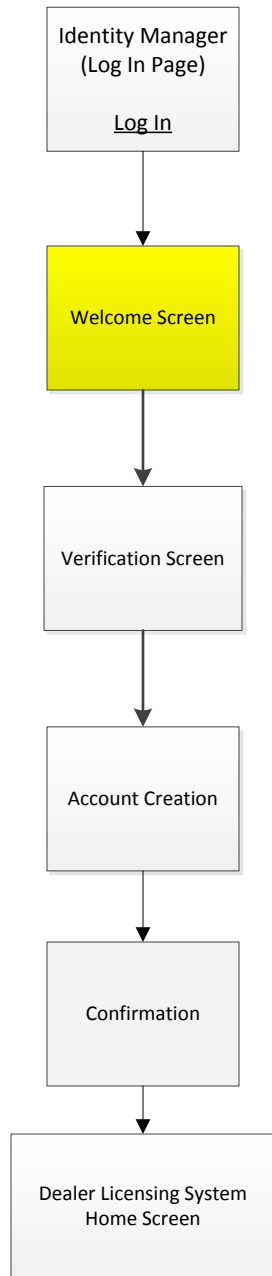


## Administrative User



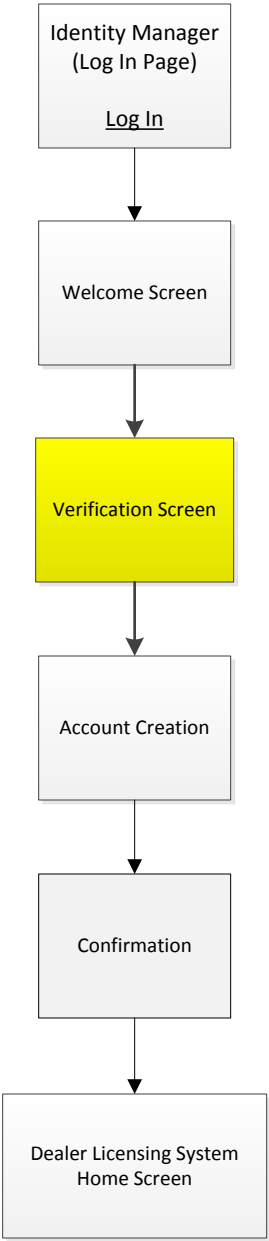
On September 28, 2015 all administrative users will log in Identity Manager to set up all user roles in the online dealer licensing system.

## 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



The screenshot shows the 'Dealer Licensing System' interface. At the top, there is a 'Log Out' link. Below the header, the text 'Welcome to the Dealer Licensing System' is displayed with a logo. The main section is titled 'Verification Verify your are authorized'. It contains two input fields: 'Permit Number' (circled in red) with the value 'nd000001', and 'Last Four of SSN or Tax ID of an Owner' (circled in blue) with the value '1111'. Below these fields are two buttons: 'Go Back' and 'Verify'. At the bottom, there are links for 'Contact Us - Privacy Policy - Disclaimer' and a copyright notice '© 2015 - Ohio Department of Public Safety'.

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

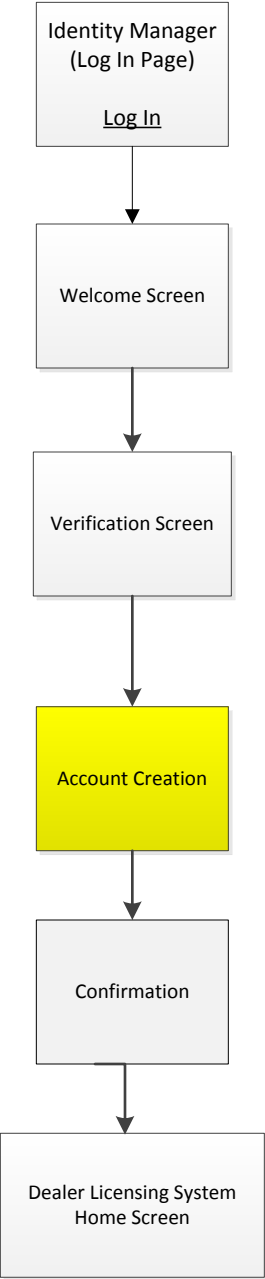
- Dealer Licensing **Permit Number**,
- **Last four numbers of the SSN or FEIN** of an owner/member/individual

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



Dealer Licensing System Log Out

Welcome to the Dealer Licensing System

Account Creation

Account Creation

Permit Number

ND000001

Email Address

harrisredona@yahoo.com

First Name

John

Last Name

Smith

Go Back

Continue

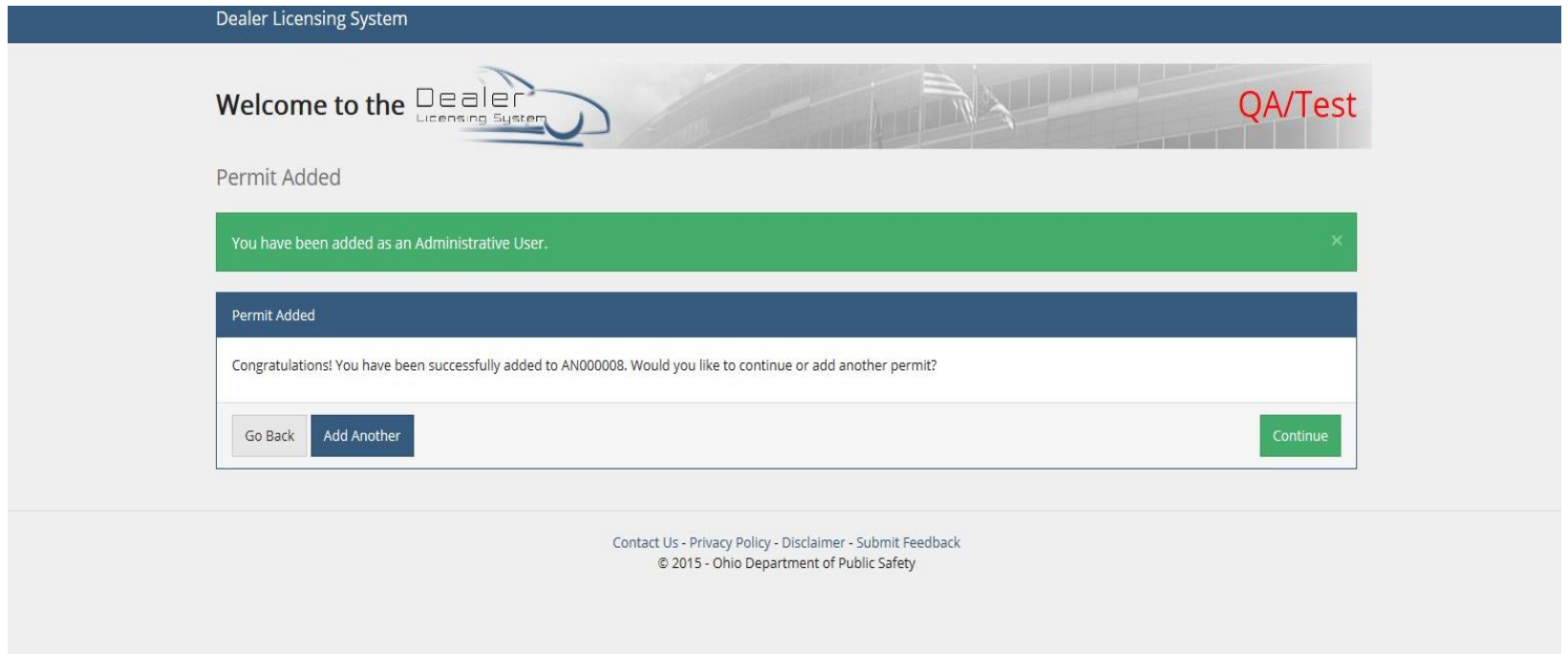
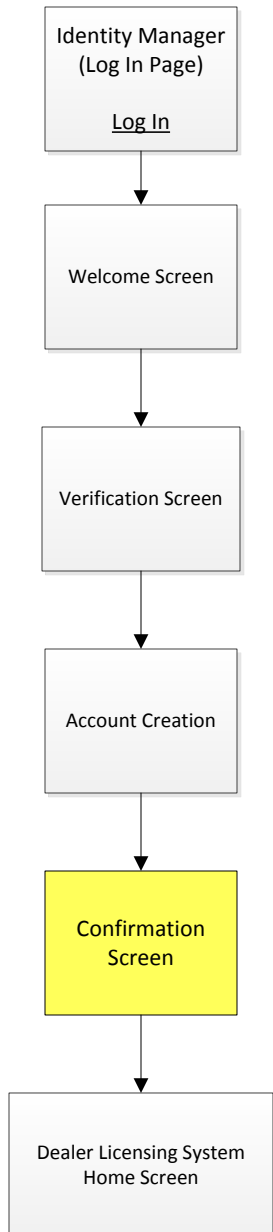
Contact Us - Privacy Policy - Disclaimer

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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).

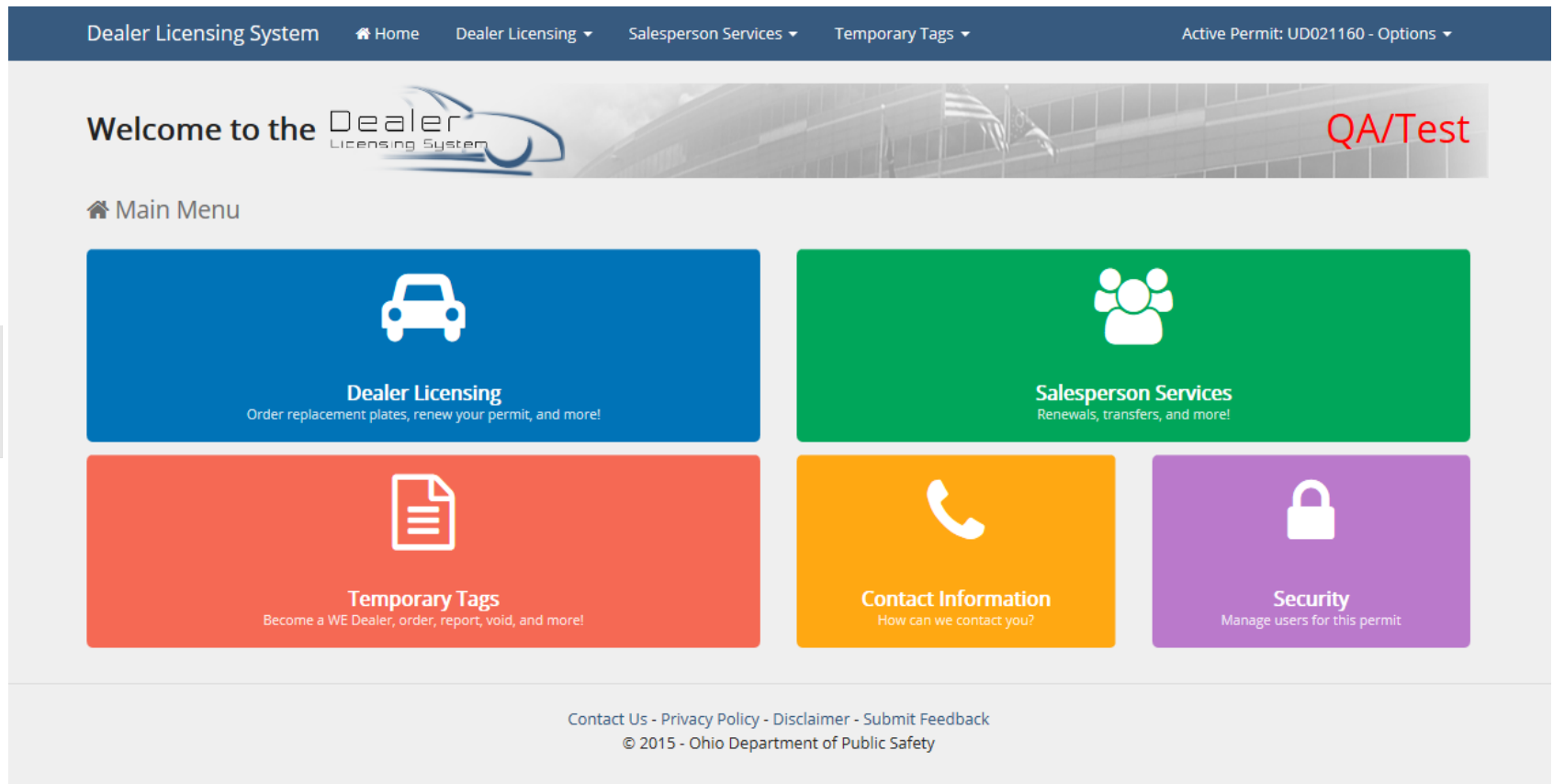
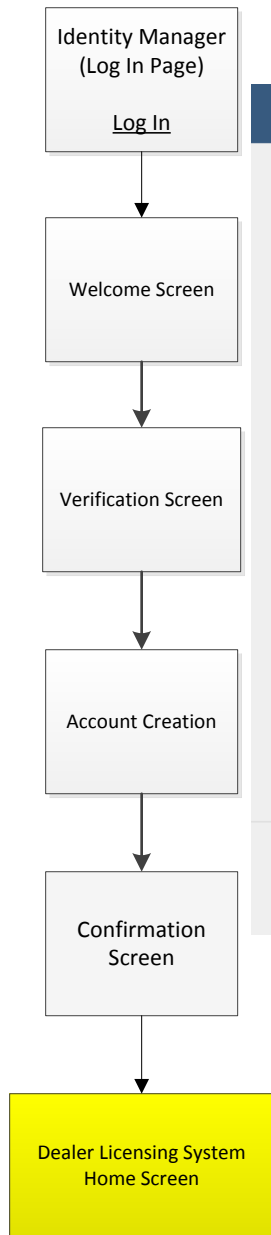
## Administrative User



**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



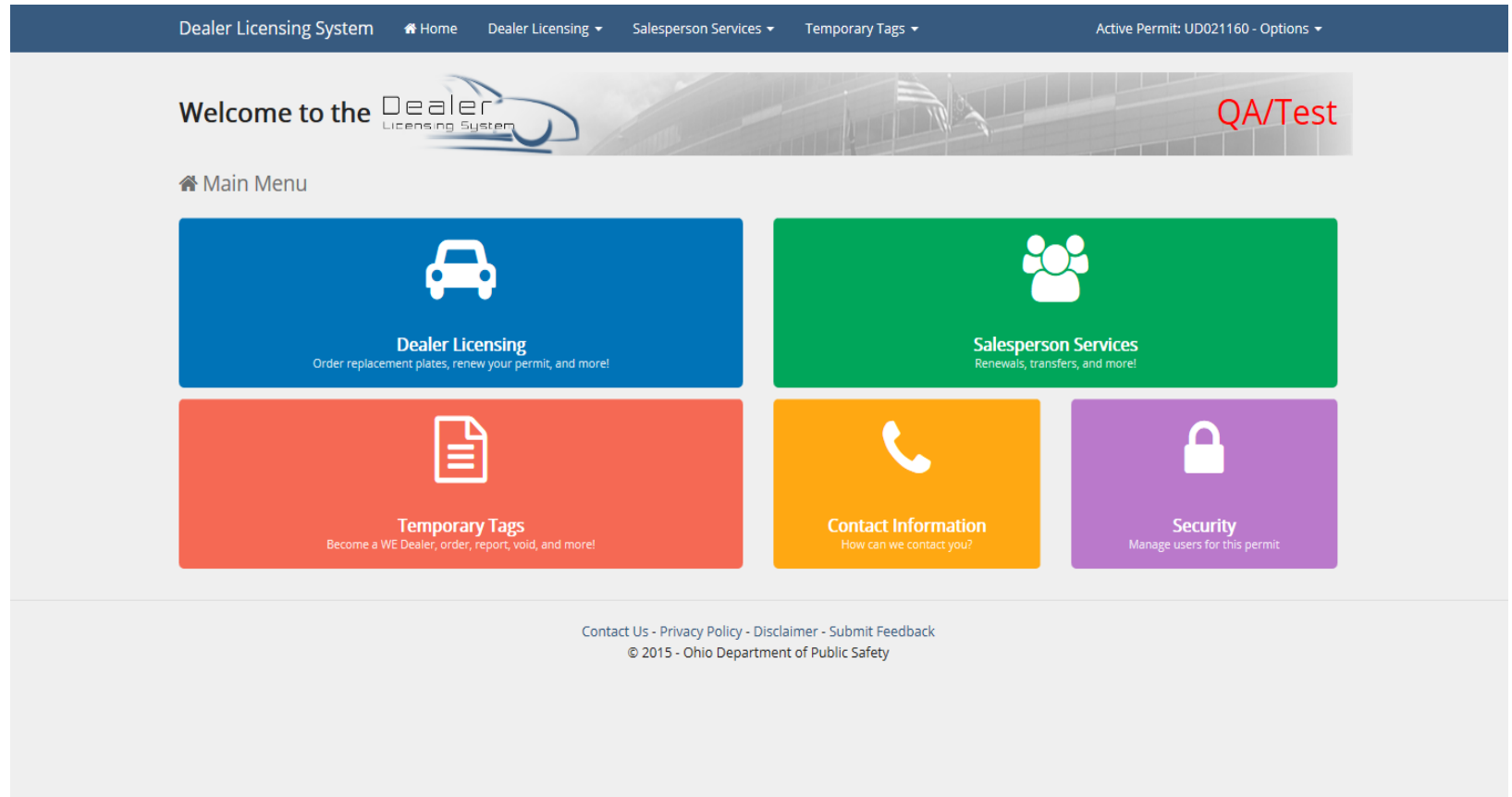
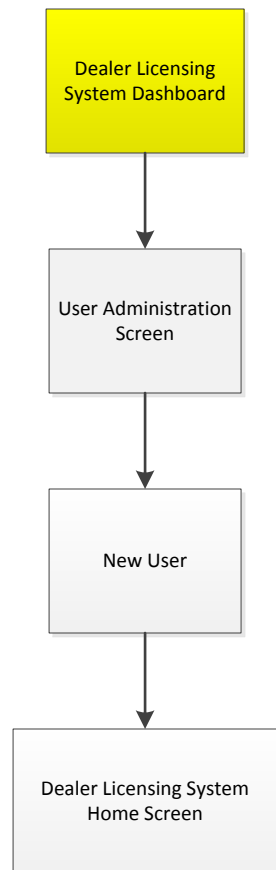
Welcome to the new ***Dealer Licensing System!***

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

### NOTE:

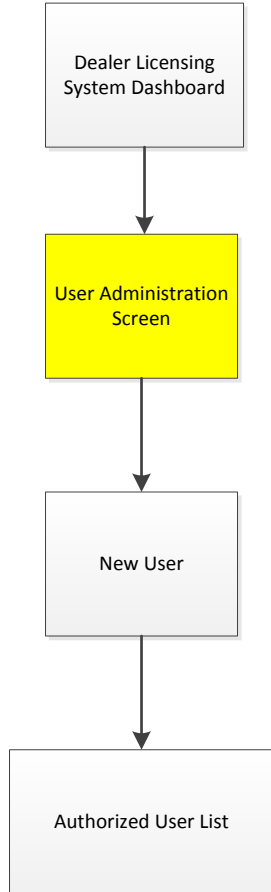
All dealership employees added by the Administrative User will automatically be directed to the "Home Dashboard" and will not be required to go through the account verification and account creation process. Signing in through identity manager will still be required. For more information contact the Dealer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

## Administrative User



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

# Administrative User



Dealer Licensing System [Home](#) [Dealer Licensing](#) [Salesperson Services](#) [Temporary Tags](#) Active Permit: UD021160 - Options

## Welcome to the Dealer Licensing System

QA/Test

### User Administration

Filter Results By

First Name

Last Name

Role  
- All - ☐

[Search](#)

External Users

	Email Address	First Name	Last Name	Role	Active
<a href="#">Edit</a>	sstedtefeld@dps.state.oh.us	TEST	TEST	Dealer Administrator	Yes

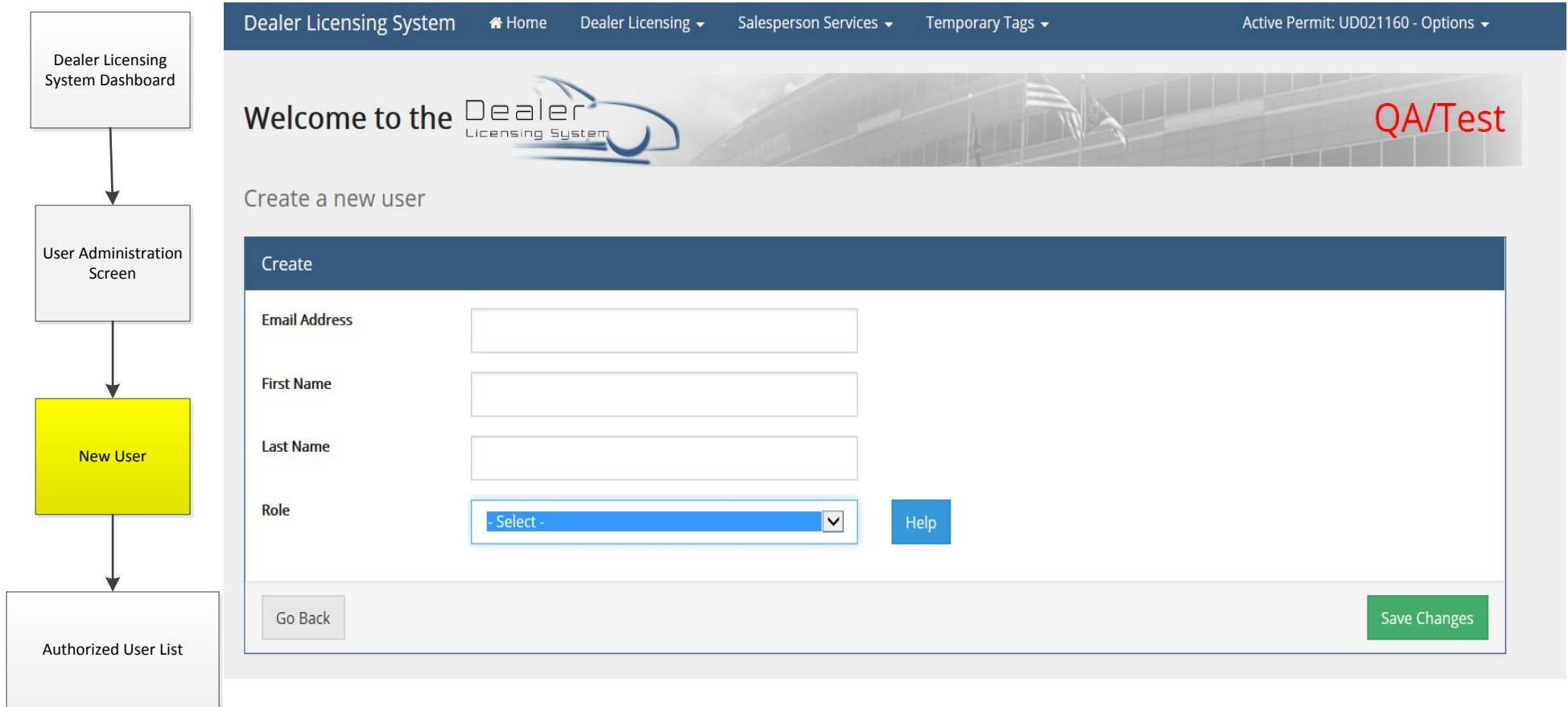
1 Results 1 - 1 of 1

[Add New](#)

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

Dealer Licensing System [Home](#) [Dealer Licensing](#) [Salesperson Services](#) [Temporary Tags](#) Active Permit: UD021160 - Options

Welcome to the Dealer Licensing System QA/Test

User Administration

Record was created successfully.

Filter Results By

First Name

Last Name

Role

- All -

Search

External Users

	Email Address	First Name	Last Name	Role	Active
Edit	test1234@yahoo.com	Test	Doe	User - All Transactions	Yes
Edit	test26810@yahoo.com	Tester	Does	User - No Money Transactions	Yes
Edit	sstedtefeld@dps.state.oh.us	TEST	TEST	Dealership's Administrator	Yes

1 Results 1 - 3 of 3

Add New

Dealer Licensing System Dashboard

User Administration Screen

New User

Authorized User List

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



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](mailto:DPS_DealersSupport@dps.ohio.gov)

