Registering for an OhioMHAS Account

OhioMHAS Application Login

Non-OhioMHAS Employees

Username: 
Password: 

Forgot your Password?
Login

OhioMHAS Employees

Login

Click here if you currently do not have an account but would like to create one.
Use the OhioMHAS registrar to register a new user account. Do this ONLY if you do not have an existing account you already use to access another OhioMHAS web application.

1. Go to http://prod.ada.ohio.gov and click the link at the bottom of the page to create an account.

2. Follow the instructions on-screen to register a new account. You must have a valid email address that has not already been registered with a user account.

3. For detailed information on creating an account, click the documentation file at the top of the screen after accessing the registration site.

4. Your request to create an account will be processed by either someone at your agency who has the ability to grant access, or barring that, someone at OhioMHAS will fill the request and notify you when it is complete. Once the account has been created and linked to the funding request application, follow the next set of steps below to login to the site.
Once you have been given access, or, if you have an account, but need to make a new request for access:

Login to the turnstile web-portal by going to [http://prod.ada.ohio.gov/](http://prod.ada.ohio.gov/)
1. Input your username and password on the left-hand side of the screen. Remember passwords are case sensitive. If you forget your password, click on the “forgot password” link to reset it or contact the help desk.

2. Click the login link.

3. Choose “Production” as your environment. Alternatively, the “Training” environment can be used to test the functionality of the system. Ensure you choose “Production” when making actual funding requests. Data input into the training site will not be processed and may be deleted at any time.

4. Answer your challenge question. This question will only be asked when accessing the “Production” environment. This will be the question/answer combination that you created when you first setup your account. Three incorrect attempts at answering this question will lock you out of the system. If this has happened, or if you’ve forgotten your answer, you may contact OhioMHAS for assistance: MHAHelpDesk@mha.ohio.gov

5. A list of applications to which you have access should appear under the “Current Applications” section of the page.
Once you have received an account and can access the Turnstile, you will request access to the Grants Application System and the Funding Request system if needed

1. Log in to the Turnstile, and click OhioMHAS user management system.

2. Follow the “My Organization” link from the “Organization Management” option in the main menu.

3. Click the “Make New Request” button.

4. Choose your appropriate organization type. For federally funded boards choose the “Board” option. For all other agencies, choose the “Owner” option.

5. Choose your organization name from the list. If your organization does not appear to be listed, ensure you are using the legal name registered as a business with the State of Ohio. If you still cannot find your organization’s name, contact OhioMHAS.

6. Click the “Select Organization” button.

7. Check the box beside the “Funding Requests” application & “POPS” and/or “OLGA” and click the “Submit Request” button at the bottom of the page.
## Application Selection

### Current User Information (Editable In User Management)

- **Name:** Drew O Palmiter
- **Title:** SW Reg. Treatment Coordinator
- **Email Address:** drew.palmiter@mha.ohio.gov

### Environment Selection

Select your desired environment: Production

### Current Applications

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Application Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Funding</td>
<td>Funding the Community</td>
</tr>
<tr>
<td>CommunityPlan</td>
<td>Biennial Community Plans for boards.</td>
</tr>
<tr>
<td>DocumentUpload</td>
<td>The Ohio Behavioral Health application collects client demographic for each episode of care.</td>
</tr>
<tr>
<td>OHBH</td>
<td>Online Grant Application System</td>
</tr>
<tr>
<td>Online Grants Application</td>
<td>Maintains data on all of the certified providers and owners as well as boards, courts, etc.</td>
</tr>
<tr>
<td>State of Ohio Behavioral Health Directory</td>
<td>Manage users and roles at organizations. Also manage your own account, including password resets.</td>
</tr>
</tbody>
</table>
This action will send a notification to the appropriate party to review and approve your request for access. The appropriate party will either be someone at your organization with the authority to grant access or someone at OhioMHAS. Once your request is approved, you can login to the funding request application by following steps 1-6a in the above section entitled “Users who have an OhioMHAS Login”