



Department of Mental Health and  
Addiction Services

# External User Registration Guide

## Master Guide

# Ohio Behavioral Health Information System (OBHIS)

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## Overview:

iPortal is the single sign-on (SSO) to access OhioMHAS applications. OBHIS is part of iPortal. This guide advises you how to get access to OBHIS application.

OBHIS external web page: <https://mha.ohio.gov/Health-Professionals/Behavioral-Health-Data-Reporting/OBHIS>

## How to Access External User Registration web page:

Click on 'Register for OBHIS Access' link under 'Related Topics' section, "ONE TIME USER REGISTRATION FOR OBHIS" page will be displayed.

The screenshot shows a web browser window with the URL [https://mha-ohio.dc.irise.com/iRise/player/render?\\_project\\_key\\_=232c0cde78040d0a306ca56cd0c554d&\\_toolBarState=showToolbars#playerState=%7B+destination%3A+'6213aa0](https://mha-ohio.dc.irise.com/iRise/player/render?_project_key_=232c0cde78040d0a306ca56cd0c554d&_toolBarState=showToolbars#playerState=%7B+destination%3A+'6213aa0). The browser tabs include 'Definition Center - Dashboard' and 'OBHIS'. The page header features the Ohio Department of Mental Health and Addiction Services logo and navigation links for 'FAMILIES, CHILDREN AND ADULTS', 'SCHOOLS AND COMMUNITIES', 'HEALTH PROFESSIONALS', 'RESEARCHERS AND MEDIA', and 'ABOUT US'. The main content area is titled 'Ohio Behavioral Health Information System (OBHIS)' and contains a large grey box with the text 'OBHIS is coming in 2019! Watch this page for updates'. To the right, there is a 'CONTACT US' section for Carol Carstens, PhD, LISW-S, OBHIS Business Manager, with contact number 614-752-9705. Below that is a 'RELATED TOPICS' section with three links: 'OBHIS Web Portal', 'Register for OBHIS Access' (highlighted with a red arrow), and 'OhioMHAS Help Desk'. The page also includes sections for 'What is OBHIS?', 'System Features', and 'Who is Required to Report Client Information in OBHIS?'.

# 1. Welcome Screen: ONE-TIME USER REGISTRATION FOR OBHIS



## ONE-TIME USER REGISTRATION FOR OBHIS

Welcome! If you are looking to register for access to OBHIS, you are in the right place. Here's what will happen when you click on the 'Register Now' button, below:

- 1. We will ask you for your organization's Employer Identification Number (federal tax ID number).**  
This is to determine if your organization is already registered with OhioMHAS. If not, you will need to contact the OhioMHAS help desk at (614) 466-1483 or [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov) to register your organization and then return to this page to register yourself for OBHIS.
- 2. We will ask you for your e-mail address (the one you use for your organization business).**  
This is to determine if you are already registered for iPortal, which is where you will log in to access OBHIS and any other OhioMHAS applications you may use. If not, we will collect some additional information to register you for iPortal.
- 3. If you are new to iPortal, you will receive an e-mail with instructions for establishing your password.**  
Ultimately, you will login to iPortal to access OBHIS via the "My Applications" menu. However, you will not see OBHIS on the menu until step 4, below, is also completed.
- 4. You will (eventually) receive an e-mail confirming your registration for OBHIS.**  
For security reasons, an administrator must review and approve your request for access to OBHIS. This may take a couple of business days. Been waiting too long? Please contact the OhioMHAS help desk at (614) 466-1483 or [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov) for assistance.

Ready to begin ? click here:

[Register now](#)



Use of this application and related supporting environment is for official OhioMHAS and State of Ohio purposes only. Illegal or unauthorized attempts to access the system and information may lead to criminal penalties and civil liability. Access and use of this system constitute consent to monitoring and/or logging of activity which may be used for administrative purposes, criminal prosecution, or civil liability. Reference DAS ITP-B.10: OhioMHAS AI-60 Security Notification.

- Click on "Register now" you will be navigating to "Organization Lookup" page.

# 2. Organization Lookup



## ONE-TIME USER REGISTRATION FOR OBHIS

### Organization Lookup

Please enter your Employer Identification Number (EIN), also known as the Federal Tax Identification Number (FTID), and click on 'Search' to confirm that your organization is registered with OhioMHAS.

EIN / FTID: \*

[Search](#)

[Previous](#)

[Cancel](#)

- a. Enter your organization EIN/FTID and click on search button

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### ONE-TIME USER REGISTRATION FOR OBHIS

#### Organization Lookup

Please enter your Employer Identification Number (EIN), also known as the Federal Tax Identification Number (FTID), and click on 'Search' to confirm that your organization is registered with OhioMHAS.

EIN / FTID: \*

**EM:** Your organization should be registered with OhioMHAS. If not, you need to contact the OhioMHAS helpdesk at (614)466-1483 or email [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov) to register your organization.

- b. Organization Name & dropdown will display.

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### ONE-TIME USER REGISTRATION FOR OBHIS

#### Organization Lookup

Please enter your Employer Identification Number (EIN), also known as the Federal Tax Identification Number (FTID), and click on 'Search' to confirm that your organization is registered with OhioMHAS.

EIN / FTID: \*

Please select your organization below and then click on 'Submit'.

Organization Name:

- c. Select the organization name from dropdown list and click on Submit button. iPortal User Lookup page will display



## ONE-TIME USER REGISTRATION FOR OBHIS

### Organization Lookup

Please enter your Employer Identification Number (EIN), also known as the Federal Tax Identification Number (FTID), and click on 'Search' to confirm that your organization is registered with OhioMHAS.

EIN / FTID: \*

Please select your organization below and then click on 'Submit'.

Organization Name:

Note: Submit button will be enable once you select the organization name from dropdown list on Organization Lookup page.

### 3. iPortal User Lookup



## ONE-TIME USER REGISTRATION FOR OBHIS

### iPortal User Lookup

Please enter your Email address (the one you use for your organization business) and click 'Submit'.

Email: \*

**Scenario 1: New User:** The user does not have access to neither iPortal nor OBHIS application.

- a. Enter your Email ID, the one you use for your business, and click on Submit. You will navigate to iPortal User Registration page.
- b. Email address and organization name will be prepopulated

a)

b)

- c. Enter all required information and click on submit

- d. The User Registration Confirmation page will display.



## ONE-TIME USER REGISTRATION FOR OBHIS

### User Registration Confirmation

Thank you! We are in the process of registering you in iPortal.

**Here's what to expect next:**

1. You will receive an e-mail shortly with instructions for establishing your iPortal password. Ultimately, you will login to iPortal to access OBHIS from your "My Applications" menu.
2. For security reasons, an administrator must review and approve your request for access to OBHIS. This may take a couple of business days. Upon approval, you will receive a second e-mail. Prior to receipt of the second e-mail, you may login to iPortal, but you will not yet find OBHIS on your "My Applications" menu.

If you have not received both e-mails within a reasonable amount of time, please contact the OhioMHAS help desk at (614) 466-1483 or [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov) for assistance.

Done

- e. At the same time, the user will receive the email to their registered email account.
  - Refer Email Flow section 2 & 3

**Scenario 2:** The user has access to iPortal and does not have access to OBHIS.

- a. The user enters the email-id and click on 'Submit'. The below-mentioned message will display.
- b. At the same time, the user will receive an email to their registered email account.  
Refer **Email Flow** section 2 & 3



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## ONE-TIME USER REGISTRATION FOR OBHIS

### iPortal User Lookup

Please enter your Email address (the one you use for your organization business) and click 'Submit'.

Email: \*

Submit

We have confirmed that you are a registered iPortal user. Your User Name is the e-mail address you just provided. If you have forgotten your password, you can request another via the "I forgot my password" link on the iPortal login screen, which you can access by clicking here: <https://appsdev.mha.ohio.gov/HPortal/User/ForgotPassword>.

**Here's what to expect next:** For security reasons, an administrator must review and approve your request for access to OBHIS. This may take a couple of business days. Upon approval, you will receive a confirmation e-mail.

Prior to approval, you may log into iPortal, but OBHIS may not yet appear on your "My Applications" menu. If you do not receive the confirmation e-mail in a reasonable amount of time, please contact the OhioMHAS help desk at (614) 466-1483 or [MHAShelpdesk@mha.ohio.gov](mailto:MHAShelpdesk@mha.ohio.gov) for assistance.

Done

### Scenario 3: The user has access to iPortal and OBHIS

- The user enters the email-id and click on 'Submit'. The below-mentioned message will display.



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## ONE-TIME USER REGISTRATION FOR OBHIS

### iPortal User Lookup

Please enter your Email address (the one you use for your organization business) and click 'Submit'.

Email: \*

Submit

It appears that you are already a registered iPortal user with access to OBHIS. Your iPortal user id is the e-mail address you just provided.

If you have forgotten your password, you can request another via the "I forgot my password" link on the iPortal login screen, which you can access by clicking here: <https://appsdev.mha.ohio.gov/HPortal/User/ForgotPassword>.

Once logged into iPortal, you should find OBHIS on the "My Applications" menu. If you have trouble, please contact the OhioMHAS help desk at (614) 466-1483 or [MHAShelpdesk@mha.ohio.gov](mailto:MHAShelpdesk@mha.ohio.gov) for assistance.

Done

**Scenario 4:** The user wants to register for multiple organizations or multiple addresses for same role and same application.

a. Repeat the steps 2a, 2b and 2c



## ONE-TIME USER REGISTRATION FOR OBHIS iPortal User Lookup

Please enter your Email address (the one you use for your organization business) and click 'Submit'.

Email: \*

applicantothers@gmail.com

Submit

We have confirmed that you are a registered iPortal user and have access to OBHIS for a different organization.

**Here's what to expect next:** For security reasons, an administrator must review and approve your request for access to Ohio State University - TBI Network. This may take a couple of business days. Upon approval, you will receive a confirmation e-mail. If you do not receive the confirmation e-mail in a reasonable amount of time, please contact the OhioMHAS help desk at (614) 466-1483 or MHAHelpdesk@mha.ohio.gov for assistance.

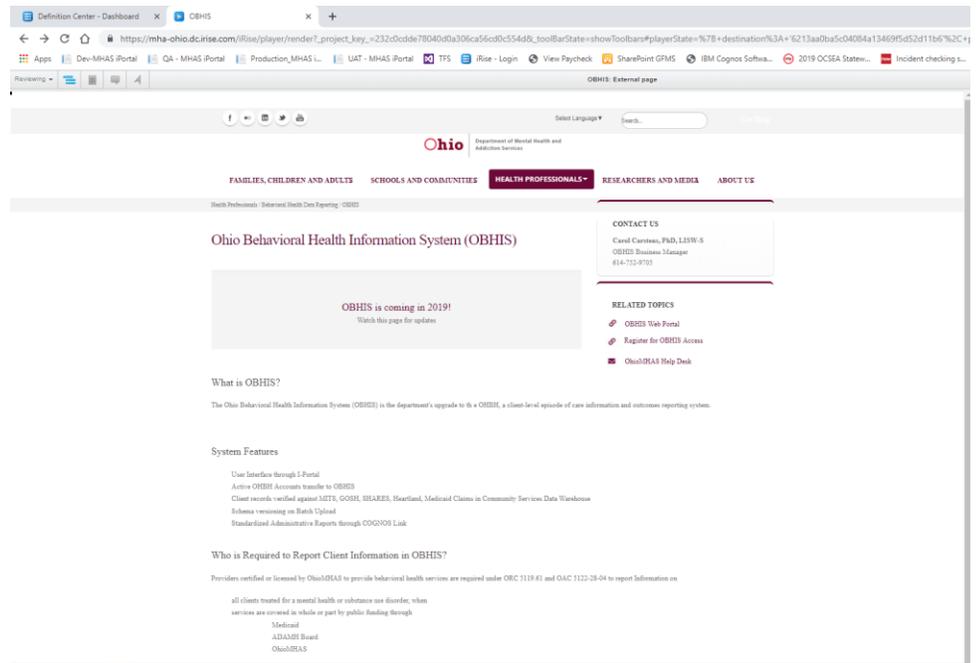
Done

b. Enter email-id and click on 'Submit' button. The following confirmation message will display.

c. At the same time, the user will receive the email to their registered email account.

\* Refer Email Flow section 3

d. Click on Done, you will be navigate to external website [OBHIS](#) Page



## 4. Email Flow:

### Note:

- The OhioMHAS Business Admin will receive an email when someone requested an access for OBHIS application if the Provider Admin does not exist within the organization.
- The Provider Admin will receive an email when Provider User/Third Party Vendor requested an access for OBHIS application.

### 1. Ohio MHAS Business Admin/Provider Admin receives an email to assign a role once the user submitted the request

- a. OhioMHAS Business Admin receives an email and click on “Click here to assign role” link.

**Note:** Refer Administrator’s User Guide for instructions.

From: [MHAS.iPortal@mha.ohio.gov](mailto:MHAS.iPortal@mha.ohio.gov) <MHAS.iPortal@mha.ohio.gov>  
Sent: Thursday, August 01, 2019 4:20 PM  
To: Doe, John <[John.Doe@mha.ohio.gov](mailto:John.Doe@mha.ohio.gov)>  
Subject: Access Request for OBHIS

Dear Administrator,

The following individual has requested access to OBHIS

**Applicant Name:** Applicant User OTHERS  
**Applicant e-mail address:** [obhisprovider@gmail.com](mailto:obhisprovider@gmail.com)  
**Organization name/address:** Ohio State University - TBI Network, 106 McCampbell Hall  
**Organization phone:**

The Administrator’s User Guide contains instructions for verifying the identity of the applicant and assigning him/her the appropriate role within OBHIS.

**Click here to access the Administrator’s User Guide:** [Administrator’s User Guide](#)

**Click here to assign role:** <https://appsdev.mha.ohio.gov/HPortal/RoleHierarchy/AssignRole/6292>

Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov).

Thank you,

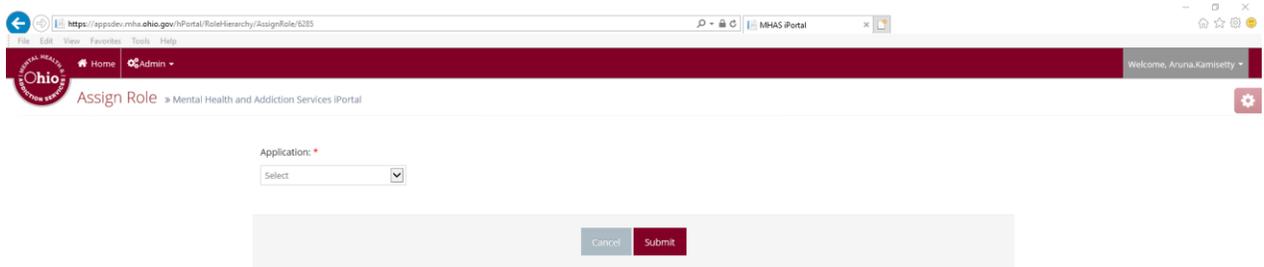


Please do not reply to this e-mail, as this is an automated account which is not monitored.

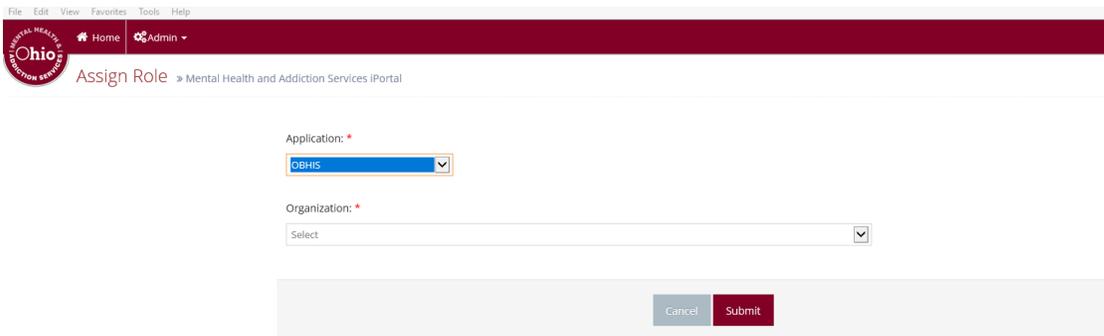
- b. The OhioMHAS Business Admin/Provider Admin navigates to Assign Role page in iPortal

### Hint:

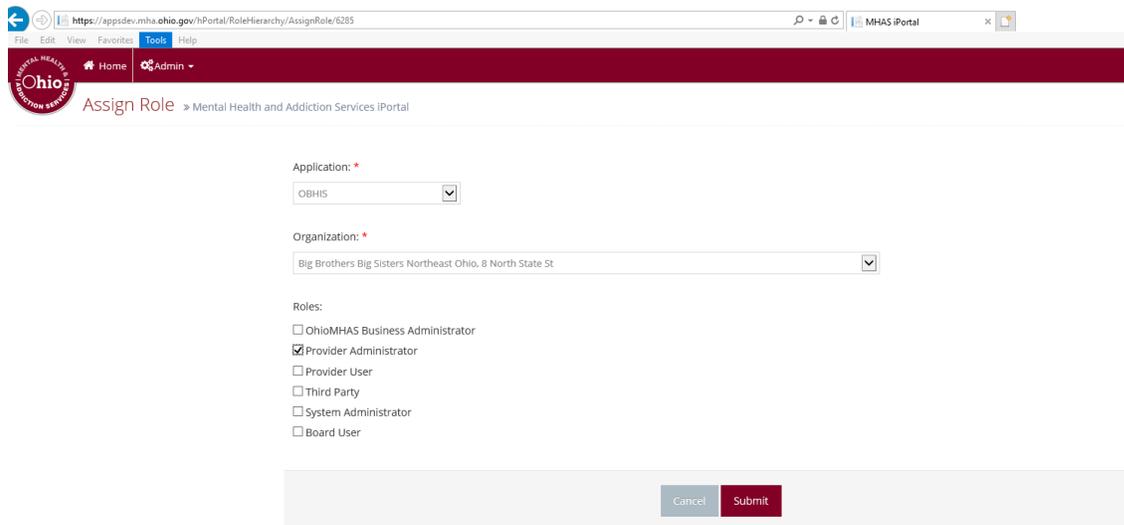
- The user will be navigated to the iPortal login page If the user is already not login to the iPortal.
- The user has to login to the iPortal with their own login credentials.



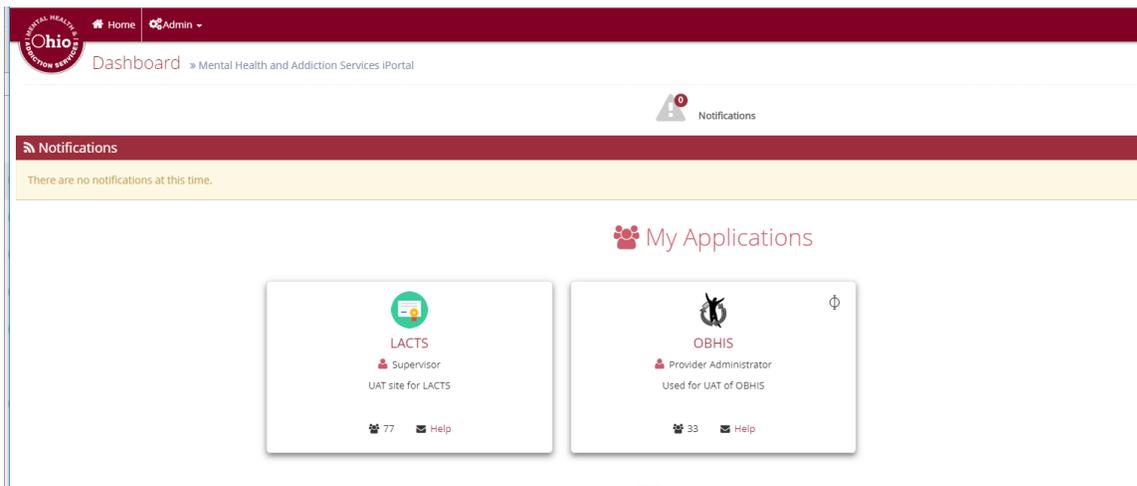
- c. OhioMHAS Business Admin click on Application drop-down and select OBHIS.
- d. Organization name and dropdown will display.



- e. Select Organization Name
  - ⚠ Selected organization name and address should be matched with email.
- f. Select the appropriate role and click Submit.

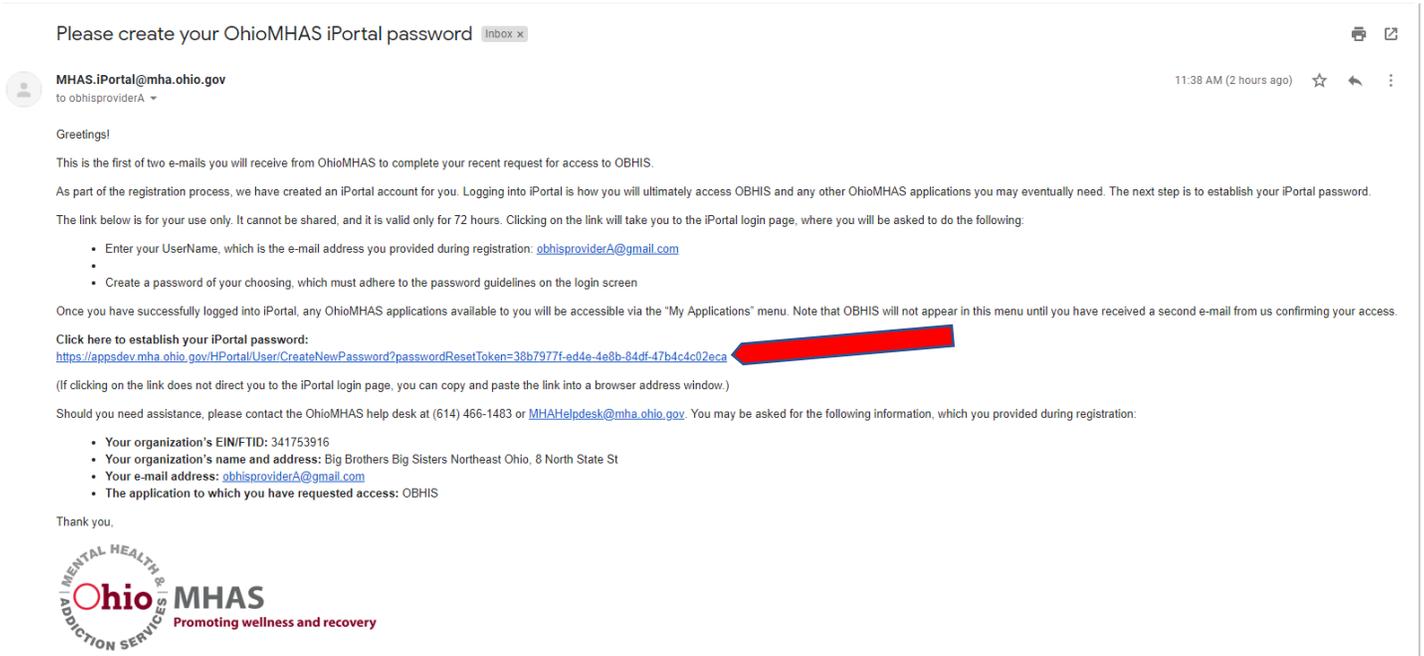


g. The user will navigate to iPortal Dashboard page



2. The user (Provider Admin/Provider User/Third Party Vendor/Board) receives an email to reset the password

- a. The user receives an email to establish iPortal password. The user clicks on “Click here to establish your iPortal password” link.



- b. The user will navigate to iPortal page



- c. The user enters the new password and click on submit button

The screenshot shows the OhioMHAS iPortal interface. At the top, the logo for OhioMHAS is displayed, with the text "OHIO MENTAL HEALTH & ADDICTION SERVICES" in a circular arrangement and "OhioMHAS Promoting wellness and recovery" to the right. Below the logo, the word "iPortal" is centered. A red checkmark icon is followed by the text "Enter the Following Information". The form contains three input fields: "UserName:\*" with the value "obhisproviderA@gmail.cc", "New Password:\*" with a masked password "\*\*\*\*\*", and "Re-enter\* Password:" with a masked password "\*\*\*\*\*". At the bottom of the form are two buttons: a red "Submit" button and a grey "Cancel" button.

- d. Your password successfully created message display. The user enters login credentials to login to the iPortal.  
**Hint:**  
The user will not see the OBHIS icon under the Application section until OhioMHAS Business Admin / Provider Admin provides access by assigning role.

The screenshot shows the OhioMHAS iPortal interface. At the top, the logo for OhioMHAS is displayed, with the text "OHIO MENTAL HEALTH & ADDICTION SERVICES" in a circular arrangement and "OhioMHAS Promoting wellness and recovery" to the right. Below the logo, the word "iPortal" is centered. A light blue message box contains the text: "Your Password was successfully created/changed. Please commit your new password to memory." Below the message box is a form titled "Please Enter Your Information" with a magnifying glass icon. The form contains two input fields: "User Name:" with the value "Username" and a user icon, and "Password:" with a masked password "Password" and a lock icon. Below the password field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom of the form is a red "Login" button. A red bar at the bottom of the page contains a left-pointing arrow and the text "I forgot my password".

### 3. The user receives an email when OhioMHAS Business Admin/Provider Admin assigns a role

- a. Provider Admin / Provider User receives the email once the OhioMHAS Business Admin/Provider Admin assigns a role.

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**From:** [MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov) <[MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov)>  
**Sent:** Thursday, August 1, 2019 3:18 PM  
**To:** ServiceDesk, MHA <[MHA.ServiceDesk@mha.ohio.gov](mailto:MHA.ServiceDesk@mha.ohio.gov)>  
**Subject:** Access to OBHIS granted

Greetings!

Your request for access to OBHIS has been granted.

Within OBHIS, there are different roles that determine what you can or cannot see and do. You have been assigned the role of Provider Administrator.

You will access OBHIS/ OBHIS Reports by logging into iPortal and selecting OBHIS under "My Applications" or OBHIS Reports under "My Reports". If you are new to iPortal, you should have received a prior e-mail from OhioMHAS with instructions for establishing your password. If you have forgotten your password, you can click on the "I forgot my password" link on the iPortal login page. As a reminder, your iPortal UserName is the e-mail address you provided during registration: [juiwan@gmail.com](mailto:juiwan@gmail.com)

Going forward, you will use the following link to log into iPortal and access OBHIS. You may want to bookmark this link or save it to your favorites.

**Click here to log into iPortal:** <https://appsdev.mha.ohio.gov/iPortal/>

(If clicking on the link does not direct you to the iPortal login page, you can copy and paste the link into a browser address window.)

Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or [MHASHelpdesk@mha.ohio.gov](mailto:MHASHelpdesk@mha.ohio.gov). You may be asked for the following information, which you provided during registration:

- **Your organization's EIN/FTID:** 471669793
- **Your organization's name and address:** Angels of America , 4889 Sinclair Rd.
- **Your e-mail address:** [juiwan@gmail.com](mailto:juiwan@gmail.com)
- **The application to which you have requested access:** OBHIS

Thank you,



Please do not reply to this e-mail, as this is an automated account which is not monitored.

- b. Board (Role) receives an email once the OhioMHAS Business Admin assigns a role.

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**From:** [MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov) <[MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov)>  
**Sent:** Thursday, August 1, 2019 2:53 PM  
**To:** ServiceDesk, MHA <[MHA.ServiceDesk@mha.ohio.gov](mailto:MHA.ServiceDesk@mha.ohio.gov)>  
**Subject:** Access to OBHIS granted

Greetings!

Your request for access to OBHIS has been granted.

Within OBHIS, there are different roles that determine what you can or cannot see and do. You have been assigned the role of Board User.

You will access OBHIS Reports by logging into iPortal and selecting OBHIS Reports under "My Reports". If you are new to iPortal, you should have received a prior e-mail from OhioMHAS with instructions for establishing your password. If you have forgotten your password, you can click on the "I forgot my password" link on the iPortal login page. As a reminder, your iPortal UserName is the e-mail address you provided during registration: [MHA.ServiceDesk@mha.ohio.gov](mailto:MHA.ServiceDesk@mha.ohio.gov)

Going forward, you will use the following link to log into iPortal and access OBHIS. You may want to bookmark this link or save it to your favorites.

**Click here to log into iPortal:** <https://appsdev.mha.ohio.gov/iPortal/>

(If clicking on the link does not direct you to the iPortal login page, you can copy and paste the link into a browser address window.)

Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or [MHASHelpdesk@mha.ohio.gov](mailto:MHASHelpdesk@mha.ohio.gov). You may be asked for the following information, which you provided during registration:

- **Your organization's EIN/FTID:** 811927012
- **Your organization's name and address:** A New Day
- **Your e-mail address:** [MHA.ServiceDesk@mha.ohio.gov](mailto:MHA.ServiceDesk@mha.ohio.gov)
- **The application to which you have requested access:** OBHIS

Thank you,



Please do not reply to this e-mail, as this is an automated account which is not monitored.

c. Third Party receives an email once the Provider Admin assigns a role

Greetings!

Your request for access to OBHIS has been granted.

Within OBHIS, there are different roles that determine what you can or cannot see and do. You have been assigned the role of Third Party.

You will access OBHIS by logging into iPortal and selecting OBHIS under "My Applications". If you are new to iPortal, you should have received a prior e-mail from OhioMHAS with instructions for establishing your password. If you have forgotten your password, you can click on the "I forgot my password" link on the iPortal login page. As a reminder, your iPortal UserName is the e-mail address you provided during registration: [reviseduserportal@gmail.com](mailto:reviseduserportal@gmail.com)

Going forward, you will use the following link to log into iPortal and access OBHIS. You may want to bookmark this link or save it to your favorites.

**Click here to log into iPortal:** <https://appsdev.mha.ohio.gov/iPortal/>

(If clicking on the link does not direct you to the iPortal login page, you can copy and paste the link into a browser address window.)

Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov). You may be asked for the following information, which you provided during registration:

- **Your organization's EIN/FTID:** 811927012
- **Your organization's name and address:** A New Day , 737 Bank Street
- **Your e-mail address:** [reviseduserportal@gmail.com](mailto:reviseduserportal@gmail.com)
- **The application to which you have requested access:** OBHIS

Thank you,

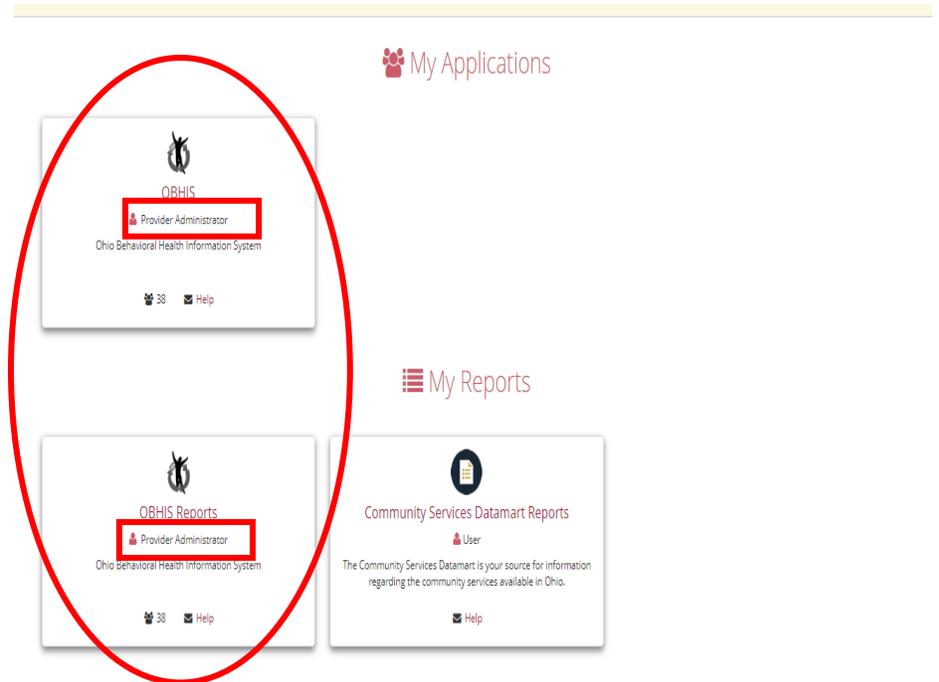


Please do not reply to this e-mail, as this is an automated account which is not monitored.

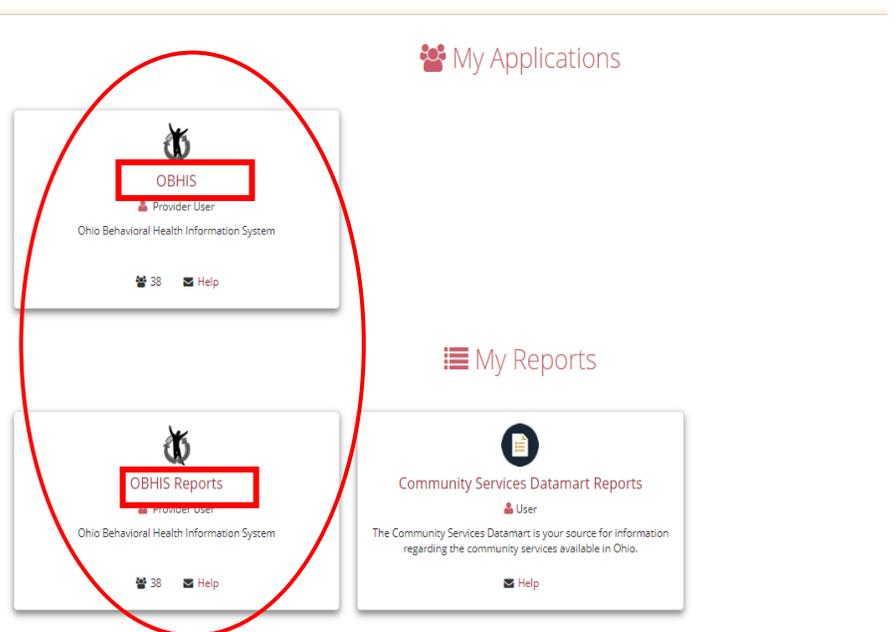
## Appendix:

The user will see the iPortal dashboards as mentioned below, based on their roles.

- 1) Provider Admin dashboard:  
OBHIS and OBHIS Reports  
will display  
on dashboard and their role  
display  
under the application name



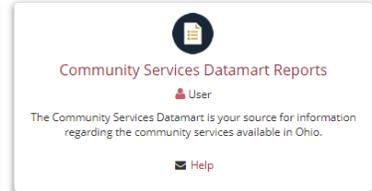
- 2) Provider User dashboard:  
OBHIS and OBHIS Report will disp  
under the application name



- 3) Board Role dashboard:  
OBHIS Report will display  
on dashboard and their  
role display under the  
application name

 My Applications

 My Reports

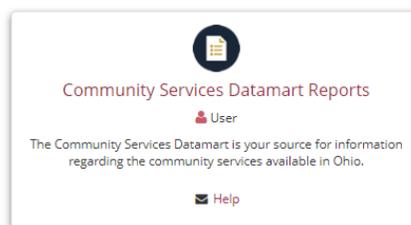


- 4) Third Party dashboard:  
OBHIS will display on  
dashboard and their  
role display under the  
application name

 My Applications



 My Reports



## **GLOSSARY:**

EIN – Employee Identification Number

FTID – Federal Tax ID

EM – Error Message