



Department of Mental Health and
Addiction Services

External User Registration Guide

Users: Provider Admins, Provider User, Third Party, and Board
user to **request access**

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_=232c0cdde78040d0a306ca56cd0c554d&_toolBarState=showToolbars#playerState=%7B+destination%3A+'6213aa. The browser tabs include 'Definition Center - Dashboard', 'OBHIS', and several other application tabs. 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 displays 'Ohio Behavioral Health Information System (OBHIS)' with a large grey box stating 'OBHIS is coming in 2019! Watch this page for updates'. To the right, a 'CONTACT US' box lists Carol Carstens, PhD, LISW-S, OBHIS Business Manager, with contact information. Below that, a 'RELATED TOPICS' section lists 'OBHIS Web Portal', 'Register for OBHIS Access', and 'OhioMHAS Help Desk'. A red arrow points to the 'Register for OBHIS Access' link. 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



Department of Mental Health and
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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 MHAShelpdesk@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 MHAShelpdesk@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



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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: *

[Search](#)

[Previous](#)

[Cancel](#)

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



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 to register your organization.

- b. Organization Name & dropdown 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:

- 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)

Ohio Department of Mental Health and Addiction Services

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: *

b)

Ohio Department of Mental Health and Addiction Services

ONE-TIME USER REGISTRATION FOR OBHIS
iPortal User Registration

Organization Name: Big Brothers Big Sisters Northeast Ohio

First Name: *

Last Name: *

Middle Name:

Email: *

Phone (Office): *

Phone (Office) Ext:

Phone (Mobile):

- c. Enter all required information and click on submit

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ONE-TIME USER REGISTRATION FOR OBHIS
iPortal User Registration

Organization Name: Big Brothers Big Sisters Northeast Ohio

First Name: *

Last Name: *

Middle Name:

Email: *

Phone (Office): *

Phone (Office) Ext:

Phone (Mobile):

- 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 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 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 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.

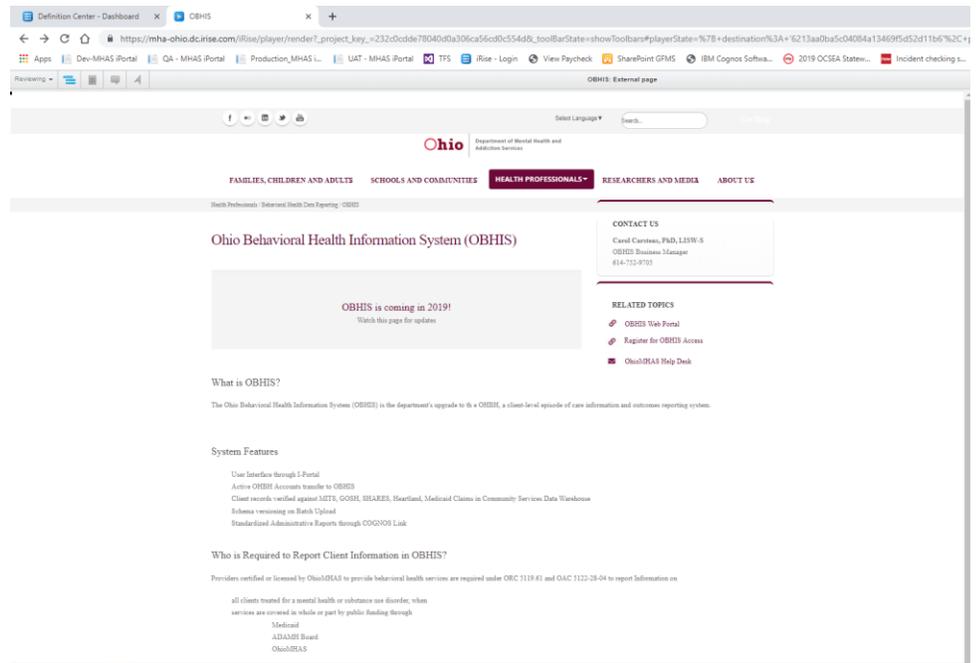
Done

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. 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.

Please create your OhioMHAS iPortal password Inbox x

MHAS.iPortal@mha.ohio.gov
to obhisproviderA

11:38 AM (2 hours ago)

Greetings!

This is the first of two e-mails you will receive from OhioMHAS to complete your recent request for access to OBHIS.

As part of the registration process, we have created an iPortal account for you. Logging into iPortal is how you will ultimately access OBHIS and any other OhioMHAS applications you may eventually need. The next step is to establish your iPortal password.

The link below is for your use only. It cannot be shared, and it is valid only for 72 hours. Clicking on the link will take you to the iPortal login page, where you will be asked to do the following:

- Enter your UserName, which is the e-mail address you provided during registration: obhisproviderA@gmail.com
- Create a password of your choosing, which must adhere to the password guidelines on the login screen

Once you have successfully logged into iPortal, any OhioMHAS applications available to you will be accessible via the "My Applications" menu. Note that OBHIS will not appear in this menu until you have received a second e-mail from us confirming your access.

Click here to establish your iPortal password:
<https://appsdev.mha.ohio.gov/HPortal/User/CreateNewPassword?passwordResetToken=38b7977f-ed4e-4e8b-84df-47b4c4c02eca>

(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. You may be asked for the following information, which you provided during registration:

- Your organization's EIN/FTID: 341753916
- Your organization's name and address: Big Brothers Big Sisters Northeast Ohio, 8 North State St
- Your e-mail address: obhisproviderA@gmail.com
- The application to which you have requested access: OBHIS

Thank you,



b. The user will navigate to iPortal page

OHIO MENTAL HEALTH & ADDICTION SERVICES
Ohio MHAS
Promoting wellness and recovery

iPortal

Enter the Following Information

UserName:* obhisproviderA@gmail.cc

New Password:* Enter Password

Re-enter* Password: Re-Enter Password

Submit Cancel

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

OHIO MENTAL HEALTH & ADDICTION SERVICES
Ohio MHAS
Promoting wellness and recovery

iPortal

Enter the Following Information

UserName:* obhisproviderA@gmail.cc

New Password:*

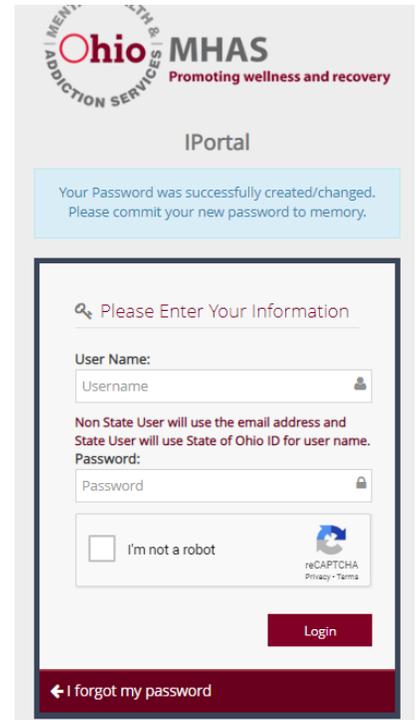
Re-enter* Password:

Submit Cancel

- 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.



2. 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.

From: MHAS.iPortal@MHA.ohio.gov <MHAS.iPortal@MHA.ohio.gov>
Sent: Thursday, August 1, 2019 3:18 PM
To: ServiceDesk, MHA <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: juivan@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. 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:** juivan@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.

From: MHAS.iPortal@MHA.ohio.gov <MHAS.iPortal@MHA.ohio.gov>
Sent: Thursday, August 1, 2019 2:53 PM
To: ServiceDesk, MHA <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

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. 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
- **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

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. 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
- **The application to which you have requested access:** OBHIS

Thank you,



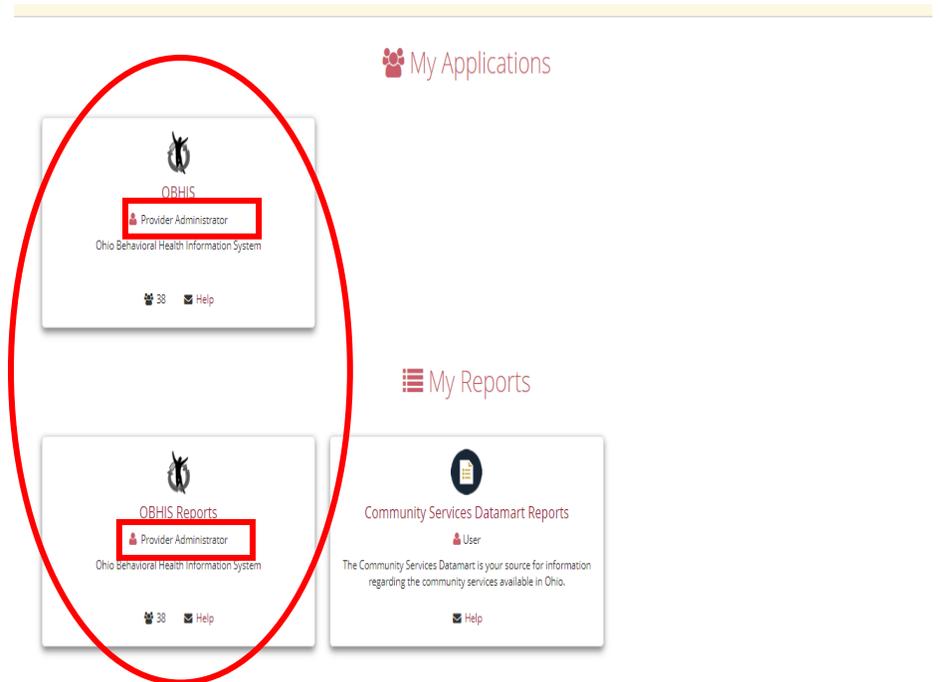
Please do not reply to this e-mail, as this is an automated account which is not monitored.

Appendix:

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

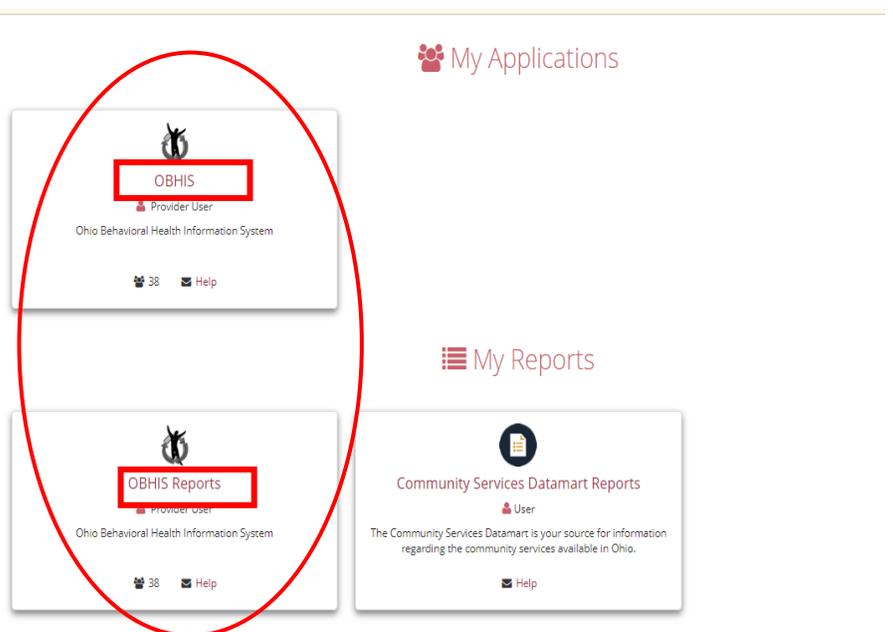
1) Provider Admin dashboard:

OBHIS and OBHIS Reports will display on dashboard and their role display under the application name



2) Provider User dashboard:

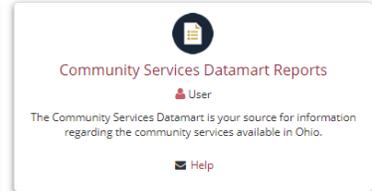
OBHIS and OBHIS Report will display under the application name



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

 My Applications

 My Reports

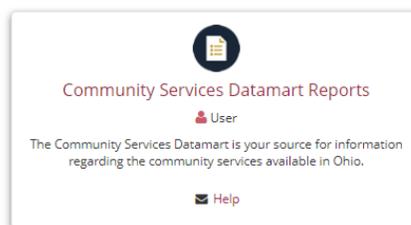


- 4) **Third Party dashboard:**
OBHIS will display on dashboard and their role display under the application name

 My Applications



 My Reports



GLOSSARY:

EIN – Employee Identification Number

FTID – Federal Tax ID

EM – Error Message