

# A Client's Guide To Registering on [myOhioHealthy.com](https://myOhioHealthy.com)



To register as a client on myOhioHealthy.com for the first time, you will need to follow these steps:

## Step One: Create an Account

Go to **myOhioHealthy.com** and select the **Create Your Account** button under the Employer/Client section.

Each client user will need to create their own account.

The screenshot shows the OhioHealthy.com homepage. On the left is a 'Log in' section with fields for Username and Password, a SUBMIT button, and links for 'Forgot your password?' and 'Forgot your username?'. On the right is a 'Register' section with four options: Participant, Employer/Client, Broker, and Provider. Each option has a brief description and a 'CREATE YOUR ACCOUNT' button. A green arrow points from the left towards the 'Register' section, and a green circle highlights the 'Español' link in the top right corner.

Also available in Spanish.

This is the Spanish version of the OhioHealthy.com homepage. It features an 'Iniciar sesión' (Log in) section on the left and a 'Registrarse' (Register) section on the right. The 'Registrarse' section offers four options: Integrante, Empleador/Cliente, Agente, and Proveedor, each with a description and a 'CREE SU CUENTA' button. A green arrow points from the left towards the 'Registrarse' section.


## Step Two: Account Creation

- Check the box before "I'm not a robot."
- Click **Next**.

The screenshot shows the 'Account Creation' page on OhioHealthy.com. It includes a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below these is a 'NEXT' button. A green arrow points from the left towards the 'I'm not a robot' checkbox.

## Step Three: Create an Account

- Enter a *username* and *password*. The system will tell you immediately if the username has already been taken. Usernames must be four or more characters and contain at least one non-alpha character (not including an \*, &, %, (), = or +sign). Passwords are case-sensitive and must be 6 to 32 characters long with at least one non-alpha character.
- Enter your *name* and *e-mail address* that you want to use to recover your username, in the event you forget it.
- Select and answer three *security questions*.
- Select the **Submit** button.



**Account Creation** - Complete the information below to create an account. All fields are required.

Username

Password  
 (See note below)

Confirm Password

Password Strength

Passwords are case-sensitive. Passwords must be 6 to 32 characters long with at least one non-alpha character.

First Name

Last Name

Email

Confirm Email

Please Select and Answer 3 Security Questions

Select a security question

Or Enter Your Own Question

Enter your answer

Select a security question

Or Enter Your Own Question

Enter your answer

Select a security question

Or Enter Your Own Question


Enter your answer

**SUBMIT** **RESET**

Note: If at any time, you forget your username or password, you can select the appropriate link under the login button on the home page, and then follow the prompts.

## Step Four: Confirm Account Creation

Re-enter the password you created to confirm your account creation. Select the *Next* button.



**Account Creation** - The following user information has been created.

Username: testperson  
First name: test  
Last name: person  
E-mail: testthis@gmail.com

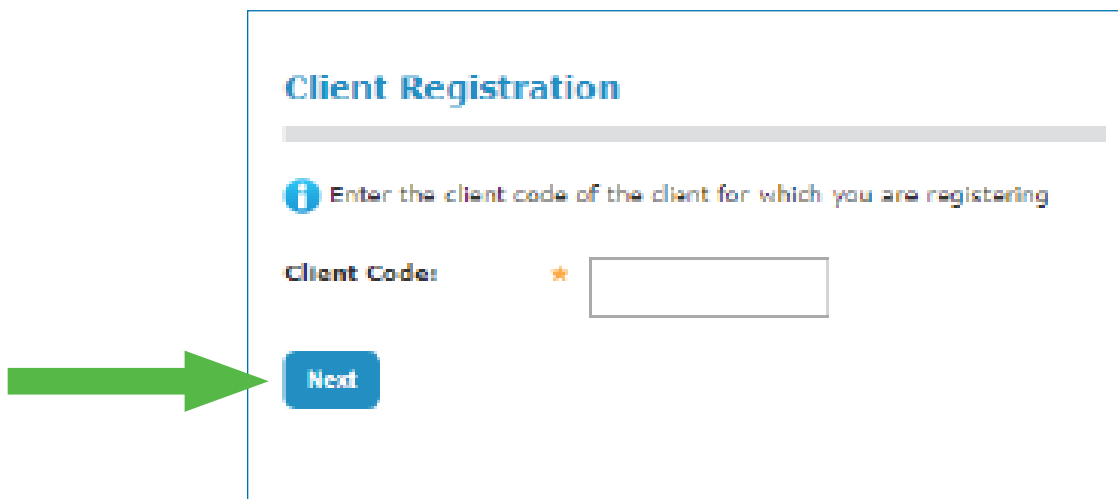
Please re-enter your password to protect your security

Password

**NEXT**

## Step Five: Enter code

- Enter the first 5 digits of your 6-digit Group Number as provided by OhioHealthy
- Click “Next” to continue



The screenshot shows a web form titled "Client Registration". Below the title is a horizontal line. An information icon (i) is followed by the text "Enter the client code of the client for which you are registering". Below this is a label "Client Code:" followed by a small orange star icon and a text input box. At the bottom left of the form is a blue button labeled "Next". A large green arrow points from the left towards the "Next" button.

## Step Six: Complete Registration

The OhioHealthy Onboarding Team will get a confirmation and then assign permissions and activate the account.

You will receive an email notification that there is a message waiting for you in the **Message Center**. The message will confirm your account has been activated.

**Do NOT login until you receive the activation message.**

Once you're registered on this site, please be sure to bookmark it as a favorite, and return directly to [myOhioHealthy.com](https://myOhioHealthy.com) for all future visits.

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