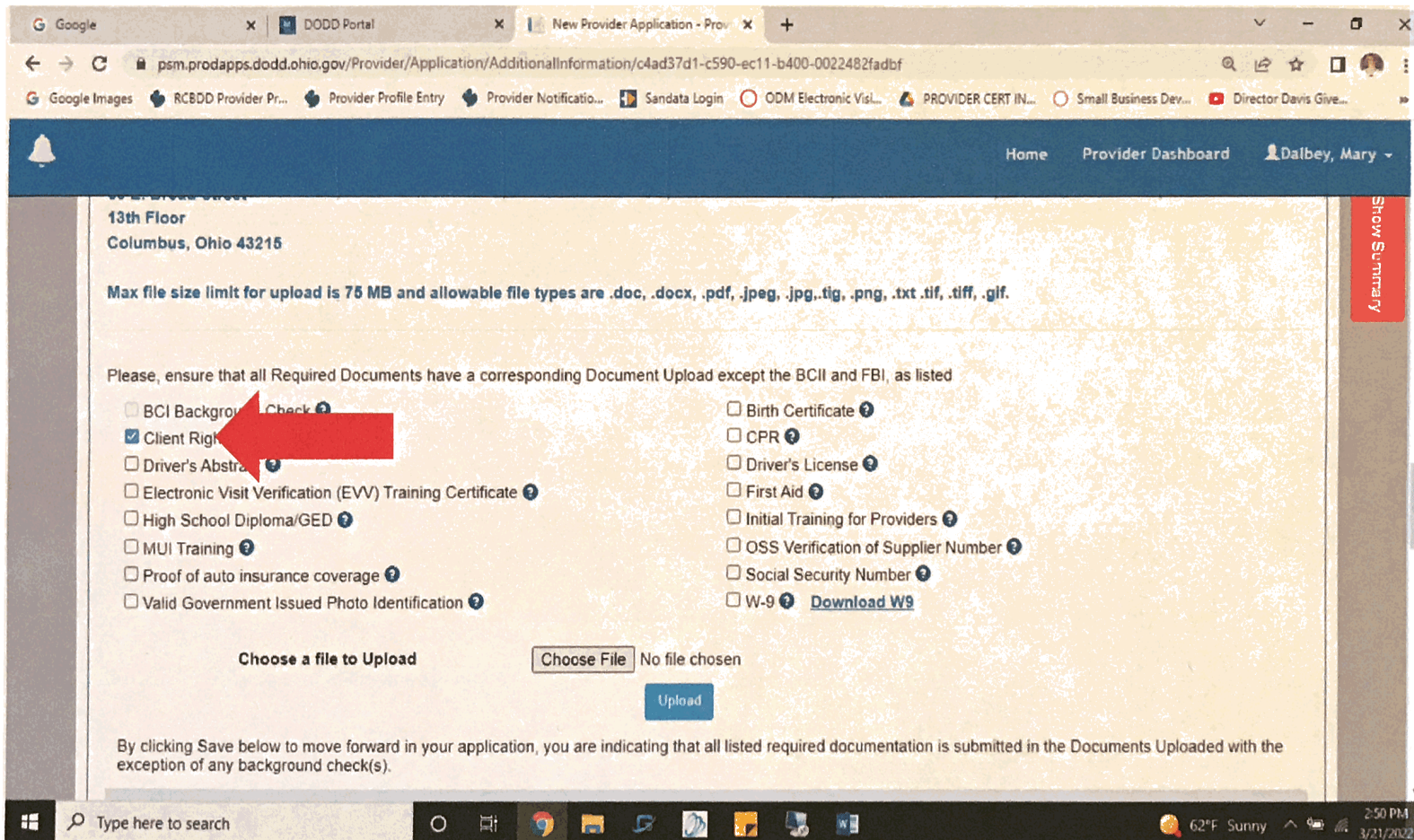


How to Upload a Document into DODD PSM Application

1. Click on the **check box** of the document you wish to upload, which adds a check mark there.



The screenshot shows a web browser window with the URL `psm.prodapps.dodd.ohio.gov/Provider/Application/AdditionalInformation/c4ad37d1-c590-ec11-b400-0022482fadbf`. The page header includes navigation links for Home, Provider Dashboard, and a user profile for Dalbey, Mary. The main content area is titled "13th Floor Columbus, Ohio 43215" and contains a message: "Max file size limit for upload is 75 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg, .tif, .png, .txt, .tiff, .gif." Below this is a checklist of required documents with the instruction: "Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed". A red arrow points to the "Client Right" checkbox, which is checked. Other items in the list include BCI Background Check, Driver's Abstract, Electronic Visit Verification (EVV) Training Certificate, High School Diploma/GED, MUI Training, Proof of auto insurance coverage, Valid Government Issued Photo Identification, Birth Certificate, CPR, Driver's License, First Aid, Initial Training for Providers, OSS Verification of Supplier Number, Social Security Number, and W-9. At the bottom of the checklist area, there is a "Choose a file to Upload" section with a "Choose File" button (showing "No file chosen") and an "Upload" button. A footer note states: "By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s)." The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with a temperature of 62°F, sunny weather, and the time 2:50 PM on 3/21/2022.

13th Floor
Columbus, Ohio 43215

Max file size limit for upload is 75 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg, .tif, .png, .txt, .tiff, .gif.

Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

- BCI Background Check
- Client Right
- Driver's Abstract
- Electronic Visit Verification (EVV) Training Certificate
- High School Diploma/GED
- MUI Training
- Proof of auto insurance coverage
- Valid Government Issued Photo Identification
- Birth Certificate
- CPR
- Driver's License
- First Aid
- Initial Training for Providers
- OSS Verification of Supplier Number
- Social Security Number
- W-9 [Download W9](#)

Choose a file to Upload

Choose File No file chosen

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

2. Next Click on "Choose File" button.

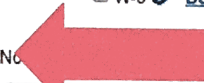
13th Floor
Columbus, Ohio 43215

Max file size limit for upload is 76 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg, .tig, .png, .txt, .tif, .tiff, .gif.

Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

<input type="checkbox"/> BCI Background Check	<input type="checkbox"/> Birth Certificate
<input checked="" type="checkbox"/> Client Rights Training	<input type="checkbox"/> CPR
<input type="checkbox"/> Driver's Abstract	<input type="checkbox"/> Driver's License
<input type="checkbox"/> Electronic Visit Verification (EVV) Training Certificate	<input type="checkbox"/> First Aid
<input type="checkbox"/> High School Diploma/GED	<input type="checkbox"/> Initial Training for Providers
<input type="checkbox"/> MUI Training	<input type="checkbox"/> OSS Verification of Supplier Number
<input type="checkbox"/> Proof of auto insurance coverage	<input type="checkbox"/> Social Security Number
<input type="checkbox"/> Valid Government Issued Photo Identification	<input type="checkbox"/> W-9 Download W9

Choose a file to Upload

Choose File | No 

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

62°F Sunny 2:58 PM 3/21/2022

3. This will take you to your **Documents** folder where you need to find the correct location of the file you wish to upload. When you locate the correct file, click **“OPEN.”**

The screenshot shows a web browser window with several tabs: Google, DODD Portal, Preferences, and New Provider Application - Prov. The address bar shows the URL: `psm.prodapps.dodd.ohio.gov/Provider/Application/AdditionalInformation/c4ad37d1-c590-ec11-b400-0022482fadbf`. The browser's bookmark bar includes links for Google Images, RCBD Provider Pr..., Provider Profile Entry, Provider Notificatio..., Sandata Login, ODM Electronic Visi..., PROVIDER CERT IN..., Small Business Dev..., and Director Davis Give... The web application interface has a dark blue header with a notification bell, a 'Home' link, a 'Provider Dashboard' link, and a user profile for 'Dalbey, Mary'. The main content area displays '13th Floor Columbus, Ohio 43215' and a note: 'Max file size limit for upload is 75 MB and allowable fil'. Below this is a section titled 'Please, ensure that all Required Documents have a corres' followed by a list of checkboxes: 'BCI Background Check', 'Client Rights Training' (checked), 'Driver's Abstract', 'Electronic Visit Verification (EVV) Training Certificate', 'High School Diploma/GED', 'MUI Training', 'Proof of auto insurance coverage', and 'Valid Government Issued Photo Identification'. At the bottom of this section is a 'Choose a file to Upload' button. A file explorer window is overlaid on the page, showing the 'Documents' folder. The file list contains one entry: 'DODD MyLearning Transcript' (Chrome HTML), modified on 3/21/2022 at 3:24 PM. The 'File name' field at the bottom of the explorer contains 'DODD MyLearning Transcript' and the file type is set to 'All Files'. A red arrow points to the 'Open' button in the file explorer. The Windows taskbar at the bottom shows the search bar, task view, and system tray with a temperature of 64°F, 'Sunny' weather, and the time 3:25 PM on 3/21/2022.

4. Once you have opened the correct file, it will show up beside the "Choose File" button; see below.

Google | DODD Portal | Preferences | New Provider Application - Prov

psm.prodapps.dodd.ohio.gov/Provider/Application/AdditionalInformation/c4ad37d1-c590-ec11-b400-0022482fadbf

Google Images | RCBD Provider Pr... | Provider Profile Entry | Provider Notificatio... | Sandata Login | ODM Electronic Visi... | PROVIDER CERT IN... | Small Business Dev... | Director Davis Give...

Home | Provider Dashboard | Dalbey, Mary

13th Floor
Columbus, Ohio 43215

Max file size limit for upload is 75 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg, .tif, .tiff, .gif.

Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

<input type="checkbox"/> BCI Background Check	<input type="checkbox"/> Birth Certificate
<input checked="" type="checkbox"/> Client Rights Training	<input type="checkbox"/> CPR
<input type="checkbox"/> Driver's Abstract	<input type="checkbox"/> Driver's License
<input type="checkbox"/> Electronic Visit Verification (EVV) Training Certificate	<input type="checkbox"/> First Aid
<input type="checkbox"/> High School Diploma/GED	<input type="checkbox"/> Initial Training for Providers
<input type="checkbox"/> MUI Training	<input type="checkbox"/> OSS Verification of Supplier Number
<input type="checkbox"/> Proof of auto insurance coverage	<input type="checkbox"/> Social Security Number
<input type="checkbox"/> Valid Government Issued Photo Identification	<input type="checkbox"/> W-9 Download W9

Choose a file to Upload

Choose File DODD My...ranscript.pdf

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

Type here to search

64°F Sunny 3:28 PM 3/21/2022

5. Finally, click the blue **"UPLOAD"** button to upload the file to your DODD application. Once it is uploaded, you will not be able to click into that check box again. That shows that you were successful. Just repeat the process with the rest of the required documents.

The screenshot shows a web browser window with the DODD Portal. The page title is "New Provider Application - Provider". The URL is "psm.prodapps.dodd.ohio.gov/Provider/Application/AdditionalInformation/c4ad37d1-c590-ec11-b400-0022482fadbf". The user is logged in as "Dalbey, Mary".

The page displays a list of required documents with checkboxes:

- BCI Background Check
- Client Rights Training
- Driver's Abstract
- Electronic Visit Verification (EVV) Training Certificate
- High School Diploma/GED
- MUI Training
- Proof of auto insurance coverage
- Valid Government Issued Photo Identification
- Birth Certificate
- CPR
- Driver's License
- First Aid
- Initial Training for Providers
- OSS Verification of Supplier Number
- Social Security Number
- W-9 [Download W9](#)

Below the list, there is a section for uploading a file:

Choose a file to Upload

Choose File No file chosen

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

Below the upload section, there is a table of uploaded documents:

	Required Document	Document Name
View Delete	Client Rights Training	DODD MyLearning Transcript.pdf

The "View" and "Delete" links in the table are circled in red. A red arrow points to the "Upload" button.

At the bottom of the page, there is a section for "Attestations" with the text: "Each independent provider, each Director of Operations of an agency provider, and each employee, contractor, and employee of a contractor of an agency provider who is".

6. You can view and/or delete your documents in the area directly below the "Upload" button. If you made an error, you can delete the document and try uploading it again.