



IDENTITY MANAGER (IDM)

Instructions

Submitting a new company license application, requires you first get access to the PISGS system.
To do this you must register through IDM by following these instructions.

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Creating a new user in Identity Manager

Click on: <https://services.dps.ohio.gov/IdentityManager>

Click on **Register**

ODPS Identity Manager

Single sign-on for the Ohio Department of Public Safety

Sign In

Sign in to continue to Private Investigator Security Guard System

Email

Password

Having trouble logging in? [Get Help!](#)
Don't have an account yet? [Register!](#)



Enter your email address two times and enter the Captcha correctly. Click on **Register** button

ODPS Identity Manager

Single sign-on for the Ohio Department of Public Safety

 Registration

To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Confirm Email Address

Please enter the text from the image below



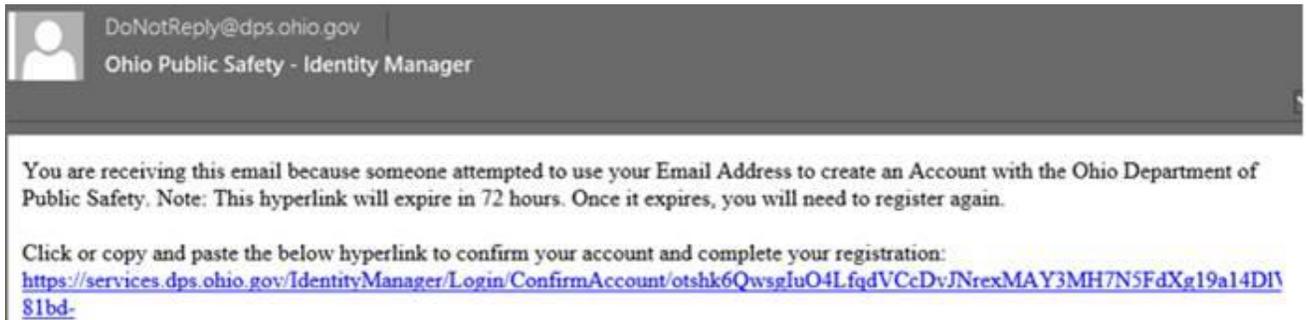
Not receiving an email? [Click here](#)



Here is the confirmation screen



Check your email and click on the link provided



The new account page should be opened with your email id displayed
Fill all the fields. Create a strong password by following all the rules.
Click on **Register** button

ODPS Identity Manager

Single sign-on for the Ohio Department of Public Safety

Confirm Account

Please complete the following form to register your account with the Ohio Department of Public Safety.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Password

Confirm Password

- Your password must be at least 8 characters.
- Your password must contain at least one number.
- Your password must contain at least one letter.
- Your password may contain only the following special characters: ! @ # \$ %

Please select three (3) different security questions and provide the respective answers. Should you need to reset your password, you will be asked one randomly selected question and you must provide the correct answer in order to verify your identity.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3



You should be navigated back to PISGS application screen.

Requesting access to create a new company

Select the option shown below and enter your name.

Clicking on **Yes** will take you to the new license application

 Private Investigator Security Guard Services New User Validation / New Company	
New Identity Manager ID: YourEmail@domain.com	
I want to log in as	<input type="radio"/> An existing PISGS User with current access to a company <input type="radio"/> A new PISGS User requesting access to a company <input checked="" type="radio"/> A new PISGS user requesting to create a new Company
Create New Company	
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
To complete the license application a fee of \$375.00 is required, do you want to continue? <input type="radio"/> Yes <input type="radio"/> No	

Example of a New company license application

 Private Investigator Security Guard Services License Application			
Application ID #:			
Business Type			
<input checked="" type="radio"/> Corporation <input type="radio"/> Sole Proprietor <input type="radio"/> Limited Liability Co. <input type="radio"/> Partnership			
Class of License			
<input checked="" type="radio"/> Private Investigator & Security Guard (A) <input type="radio"/> Private Investigator (B) <input type="radio"/> Security Guard (C)			
Did you previously have a provider license in Ohio?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Did your license expire within the past six months?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Business Address			
Company Name *			
<input type="text"/>			
Trade Name (When Applicable)			
<input type="text"/>			
Company Address (No P.O. Box #) *	Suite/Apt. #		
<input type="text"/>	<input type="text"/>		
Company Address Line 2			
<input type="text"/>			
City (no abbreviations) *	State	Zip + 4 *	County *

Forgot password/Troubleshooting

Note: *The PISGS staff cannot help you with resetting passwords, as Identity Manger is a third party authentication platform. Please use Get Help link from the Login Page that you will always have access to if a password reset is necessary.*

From the Login Page click on “Get Help”. The following screen will show, just follow the instructions.



ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Help

What are you having trouble with?

- I don't have an Account
- I forgot my Password
- My account is locked out
- I am not receiving an email
- I want to change my email address

Cancel Next

