

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



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

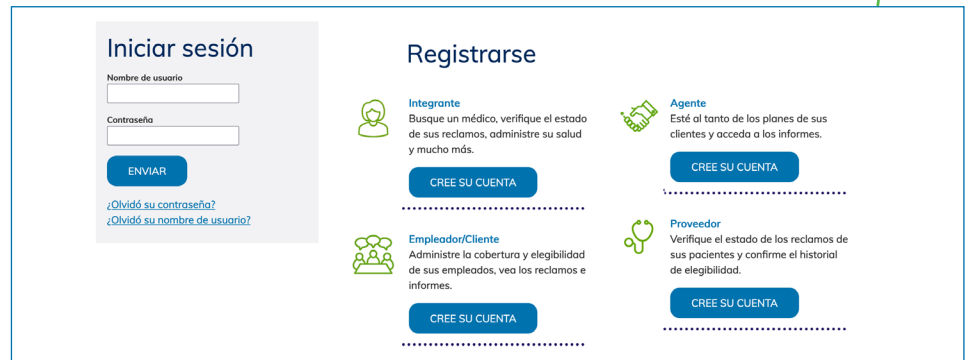
## Step One: Create an Account

Go to [myOhioHealthy.com](https://myOhioHealthy.com) and select the **Create Your Account** button under the Employer/Client section.

Each client user will need to create their own account.

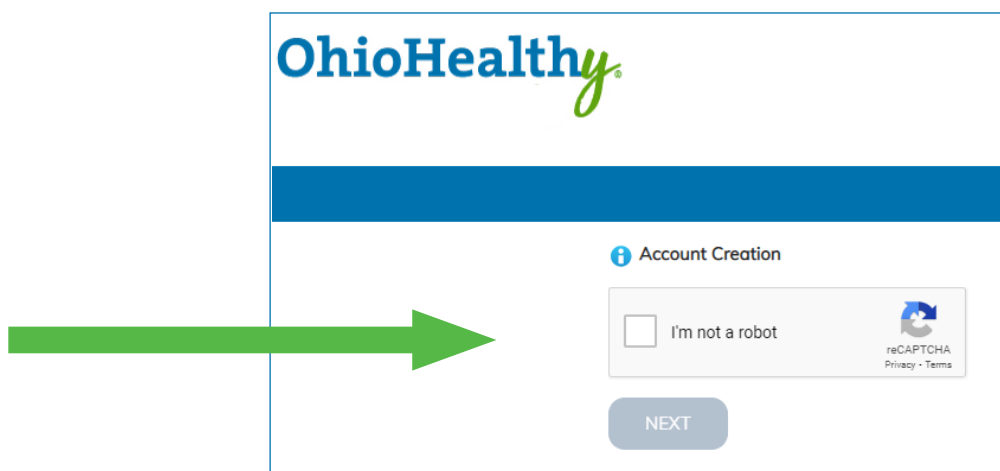


Also available in Spanish.



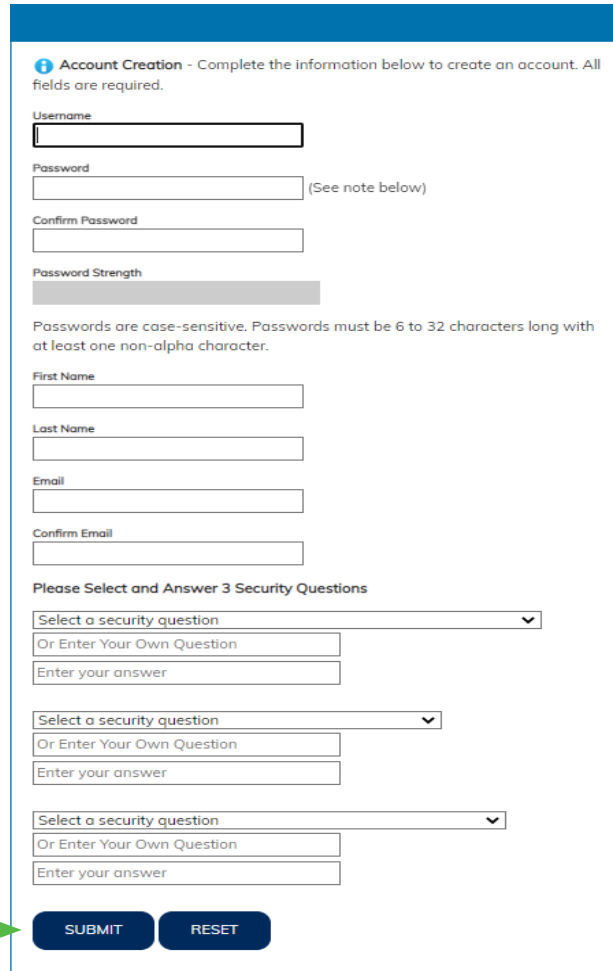
## Step Two: Account Creation

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



## 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

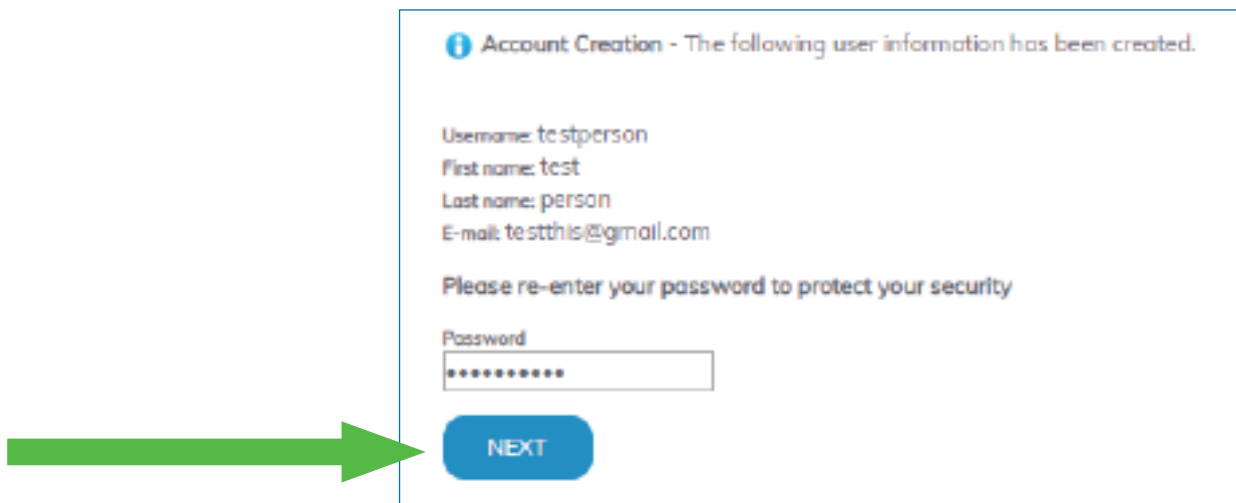
Enter your answer

**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

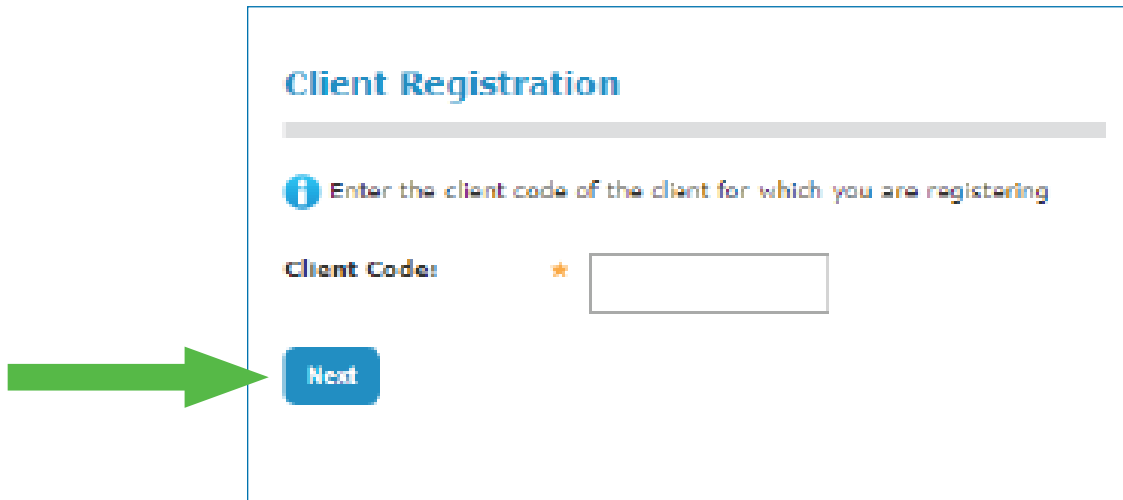
Please re-enter your password to protect your security

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 red asterisk and an empty text input box. At the bottom 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.