

## OHA WEB PORTAL USER GUIDE

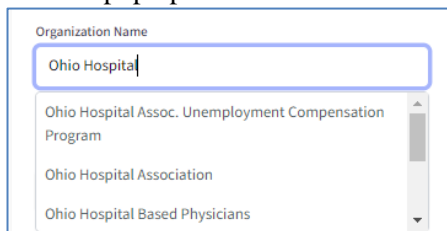
This user guide provides an overview of how to interact with the OHA website and other OHA applications. If you have questions that this document does not address, please contact OHA by email at [Support@ohiohospitals.org](mailto:Support@ohiohospitals.org).

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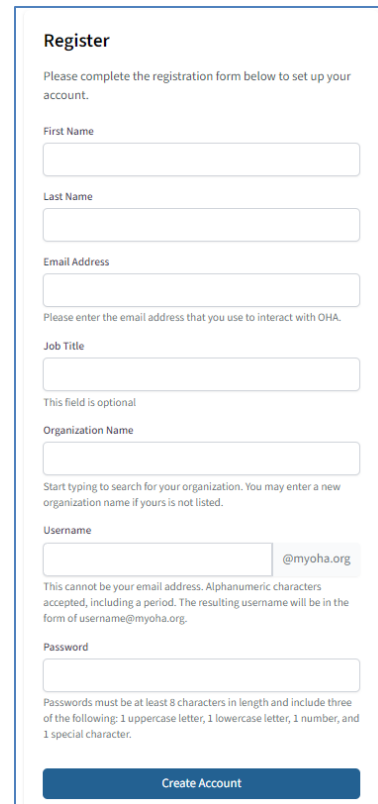
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## REGISTER FOR A NEW ACCOUNT

1. To create a username and password for OHA applications, navigate to: <https://www.ohiohospitals.org/register>
2. **Complete the information and click “Create Account.”**
  - Email Address  
Please use the email address associated with your hospital/ organization.
  - Password  
Passwords must be at least 8 characters in length and include three of the following: 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.
  - Organization Name  
The organization field will auto-populate once you start typing. Please select your organization from the list of choices by clicking on the name in the list of choices that pop up.



A screenshot of a web form's 'Organization Name' field. The field contains the text 'Ohio Hospital'. Below the input field, a dropdown menu is open, displaying a list of suggestions: 'Ohio Hospital', 'Ohio Hospital Assoc. Unemployment Compensation Program', 'Ohio Hospital Association', and 'Ohio Hospital Based Physicians'. The first option, 'Ohio Hospital', is highlighted.



A screenshot of the 'Register' form. The form is titled 'Register' and includes instructions: 'Please complete the registration form below to set up your account.' The form contains several input fields: 'First Name', 'Last Name', 'Email Address' (with a note: 'Please enter the email address that you use to interact with OHA.'), 'Job Title' (with a note: 'This field is optional'), 'Organization Name' (with a note: 'Start typing to search for your organization. You may enter a new organization name if yours is not listed.'), 'Username' (with a note: 'This cannot be your email address. Alphanumeric characters accepted, including a period. The resulting username will be in the form of username@myoha.org.'), and 'Password' (with a note: 'Passwords must be at least 8 characters in length and include three of the following: 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.'). A 'Create Account' button is at the bottom right.

If you do not see your organization listed, please double check your spelling, and try typing out the organization's full name (example: instead of CCF, type Cleveland Clinic).

If you still do not see your organization, type in the full name of your organization and create the account.

### 3. Verify your email address.

- You will receive a contact verification email to the email address you used to create your OHA account. Follow the instructions by selecting the click “here” link to activate your account.

Thank you for registering for an account with the Ohio Hospital Association. To ensure the security of your account and provide you with the best experience, we need to verify your email address.

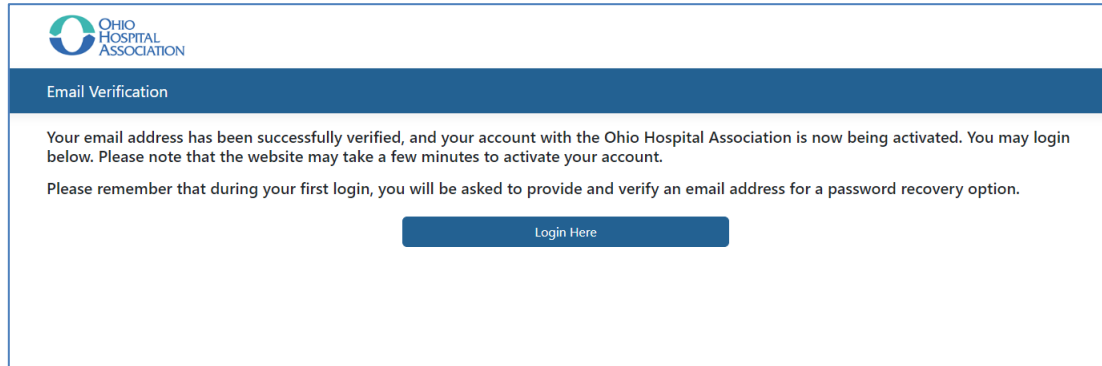
Please click [here](#) to verify your email and activate your account.

Please note that you will be asked to provide and verify an email address for a password recovery option during your first login.

#### Questions?

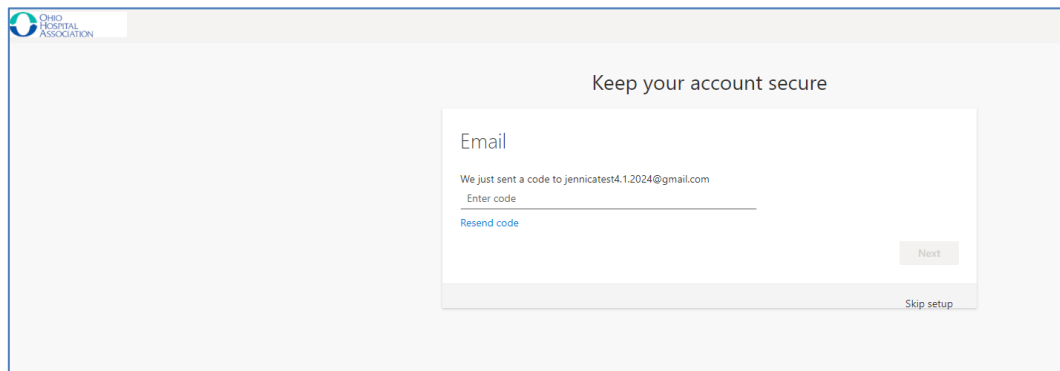
If you have any questions or need assistance, please don't hesitate to contact our support team at [support@ohiohospitals.org](mailto:support@ohiohospitals.org).

- After you have verified your email address, you will be directed to the following screen. Select “Login Here” and use your new OHA username and password to login.



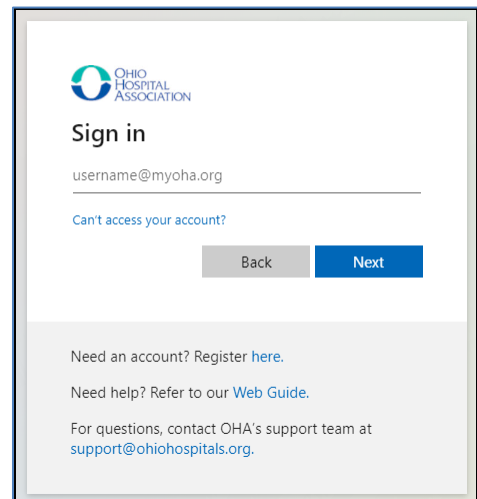
The screenshot shows the 'Email Verification' screen of the Ohio Hospital Association web portal. At the top left is the OHA logo. Below it, the title 'Email Verification' is displayed. The main content area contains two paragraphs: 'Your email address has been successfully verified, and your account with the Ohio Hospital Association is now being activated. You may login below. Please note that the website may take a few minutes to activate your account.' and 'Please remember that during your first login, you will be asked to provide and verify an email address for a password recovery option.' At the bottom center, there is a blue button labeled 'Login Here'.

- A one-time code will be sent to your email address. Enter the code from the email and select next.



The screenshot shows the 'Keep your account secure' screen. At the top left is the OHA logo. The title 'Keep your account secure' is centered. Below it, there is a section titled 'Email'. Inside this section, it says 'We just sent a code to jennicatest4.1.2024@gmail.com'. There is a text input field labeled 'Enter code' and a link 'Resend code' below it. To the right of the input field is a 'Next' button. At the bottom right of the section is a 'Skip setup' link.

After entering the code from your email, you will then be directed to login using your OHA username and password.

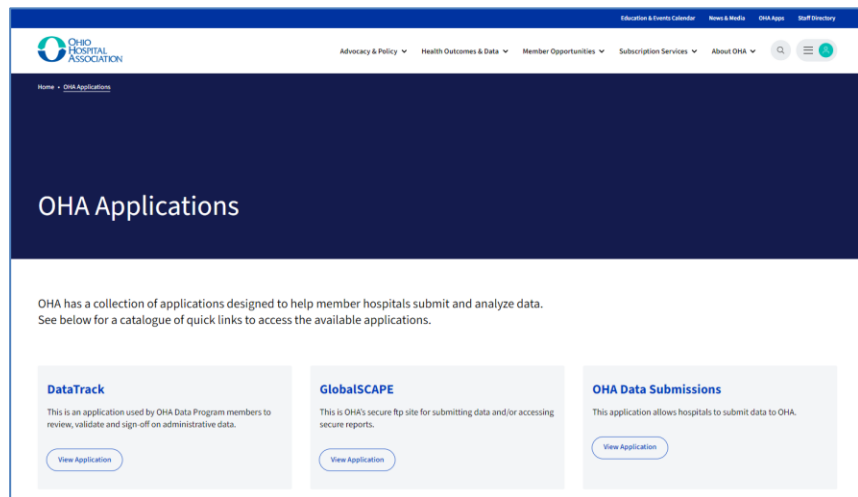


The screenshot shows the 'Sign in' screen of the Ohio Hospital Association web portal. At the top left is the OHA logo. Below it, the title 'Sign in' is displayed. There is a text input field for the username, with the placeholder text 'username@myoha.org'. Below the input field is a link 'Can't access your account?'. At the bottom of the input section are two buttons: 'Back' and 'Next'. Below the input section, there is a footer area with three lines of text: 'Need an account? Register [here](#).', 'Need help? Refer to our [Web Guide](#).', and 'For questions, contact OHA's support team at [support@ohiohospitals.org](mailto:support@ohiohospitals.org)'.

## HOW TO ACCESS OHA APPLICATIONS

Most OHA applications can be accessed through the OHA Apps link on our website.

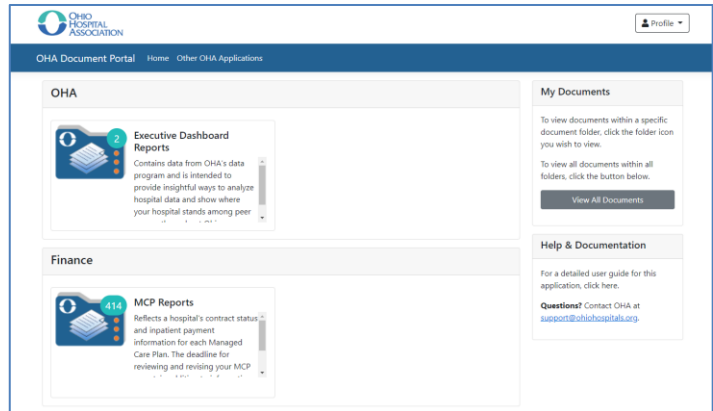
1. Navigate to this URL: <https://www.ohiohospitals.org/oha-applications>
2. Click the box for the application that you would like to access, and you will be directed to a login page for that application.



## HOW TO ACCESS OHA WEB DOCUMENTS

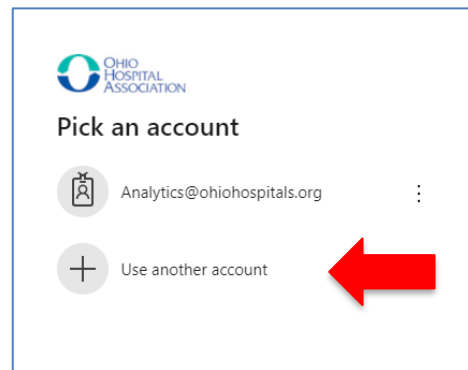
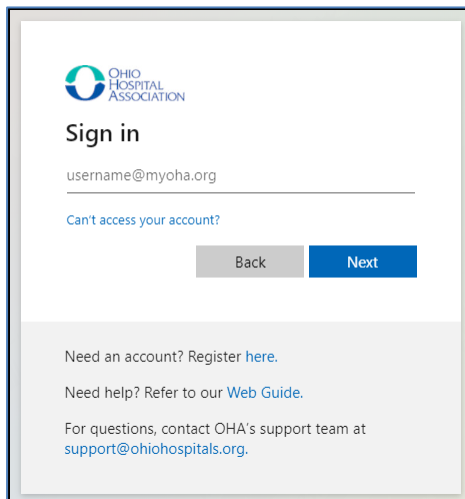
1. Navigate to the OHA Document Portal application using this URL:  
<https://documents.ohiohospitals.org/>

  - Detailed instructions for how to use the application can be found [here](#).



2. You will be directed to a login page if you are not already logged in to another OHA application. Log in using your OHA username and password.

  - Note: If your organization uses Microsoft 365, you may need to choose “Use another account” on the sign-in page and enter your OHA account username.

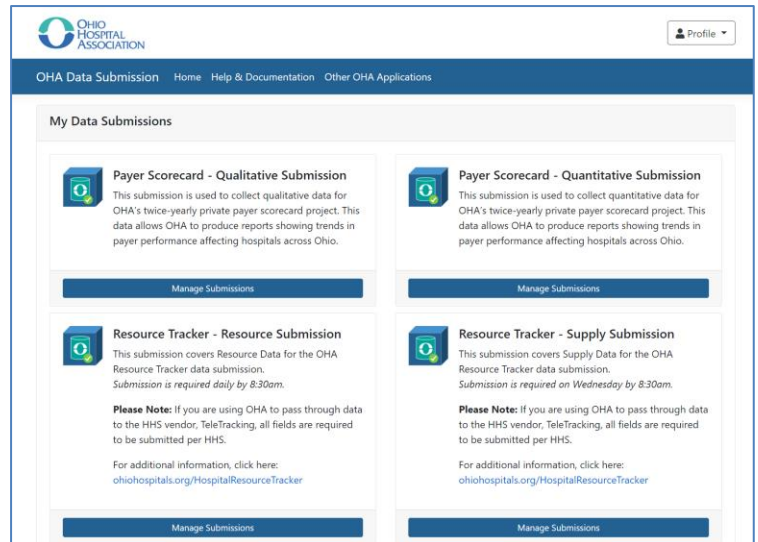


## GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

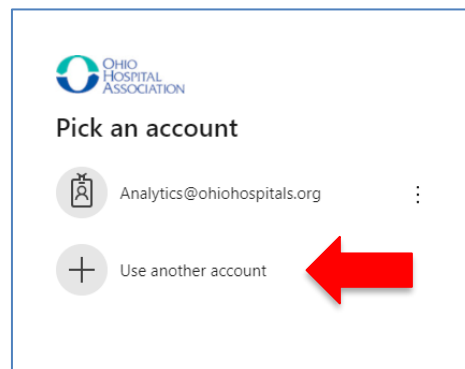
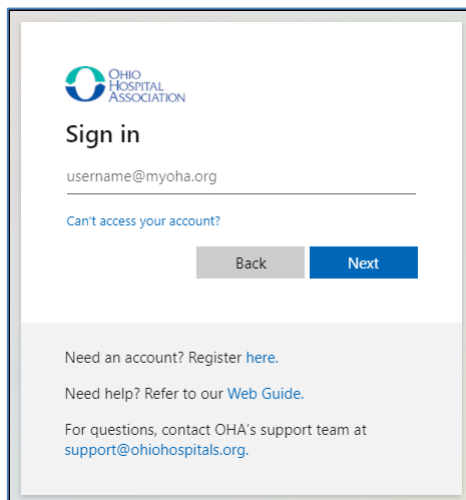
For access requests or questions, please email [Support@ohiohospitals.org](mailto:Support@ohiohospitals.org). For access requests, please indicate which document folder you are requesting access to in your email.

## HOW TO ACCESS OHA DATA SUBMISSION APP

1. To enter data for submissions such as the Payer Scorecard or the Resource Tracker, navigate to the OHA Data Submission Application using this URL:  
<https://submissions.ohiohospitals.org/>
  - Detailed instructions for how to use the application can be found [here](#).



2. You will be directed to a login page if you are not already logged in to another OHA application. Log in using your OHA username and password.
  - Note: If your organization uses Microsoft 365, you may need to choose “Use another account” on the sign-in page and enter your OHA account username.



## GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

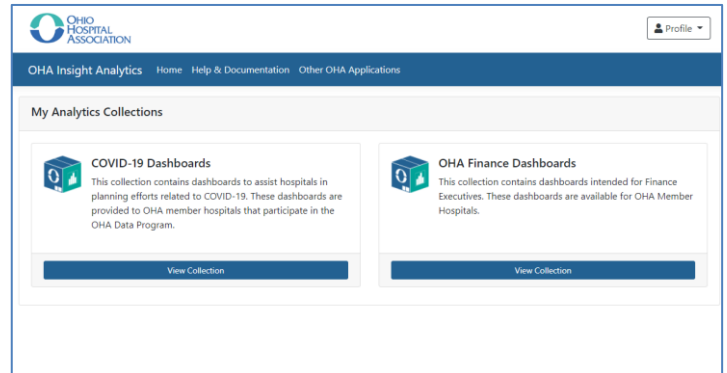
For access requests or questions, please email [Support@ohiohospitals.org](mailto:Support@ohiohospitals.org). For access requests, please indicate which data submission you are requesting access to in your email.

## HOW TO ACCESS OHA DASHBOARDS

1. To log in to view dashboards, navigate to the OHA Insight Analytics application:

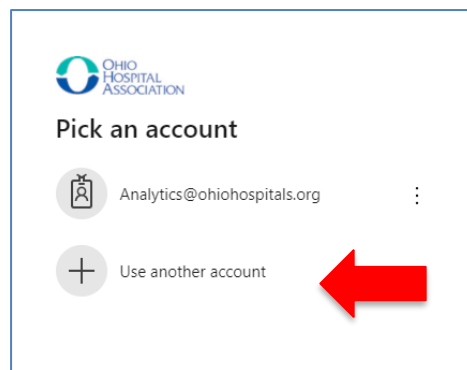
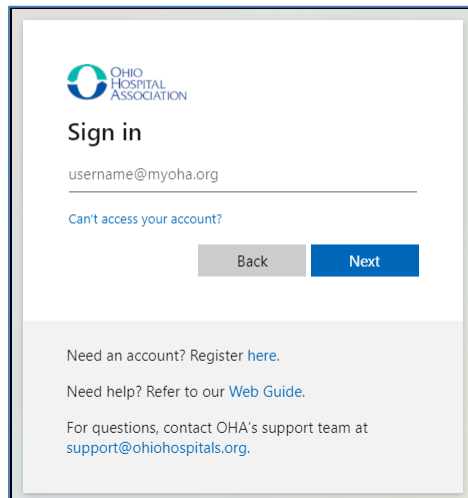
<https://insightanalytics.ohiohospitals.org/>

- A more detailed user guide can be found [here](#).



2. You will be directed to a login page if you are not already logged in to another OHA application. Log in using your OHA username and password.

- If your organization uses Microsoft 365, you may need to choose “Use another account” on the sign-in page and enter your OHA account username.
- Do not use Internet Explorer to view these dashboards. Google Chrome is the best browser for this application.
- Please note, that if you have just created your web login, the application is going to take about 30 minutes to sync and your full access to be applied. If you log in immediately after creating your web login, you may not see the dashboard.



## GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

For access requests or questions, please email [Support@ohiohospitals.org](mailto:Support@ohiohospitals.org). For access requests, please indicate which dashboard you are requesting access to in your email.