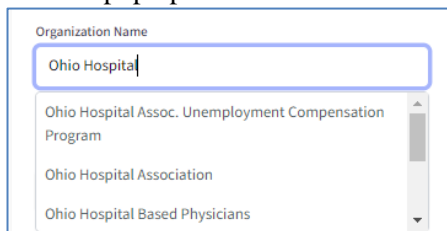# OHA WEB PORTAL USER GUIDE

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.
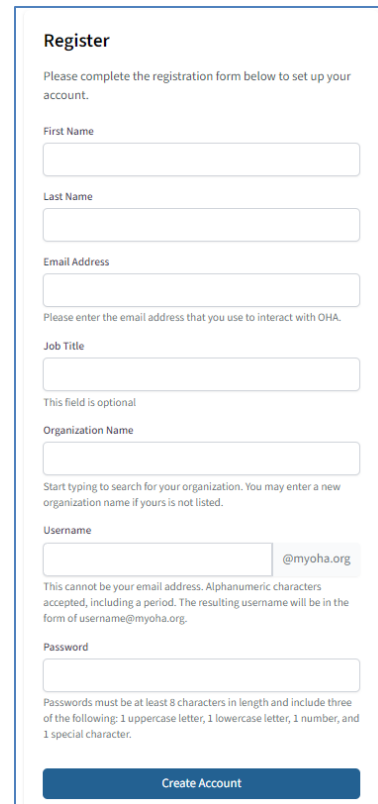
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REGISTER FOR A NEW ACCOUNT

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.

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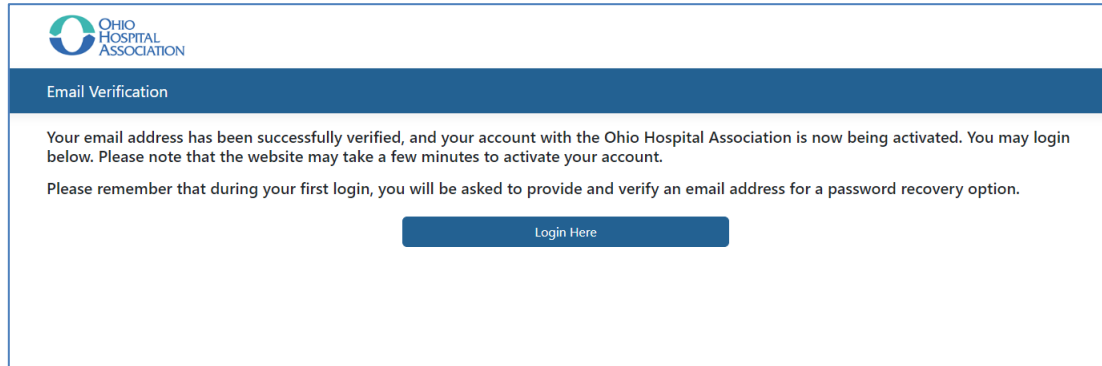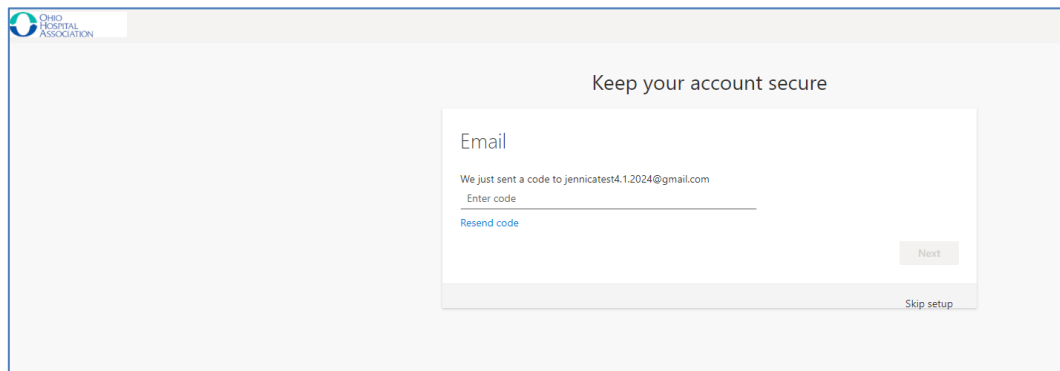
- After you have verified your email address, you will be directed to the following screen. Select "Login Here" and use your new OHA username and password to login.

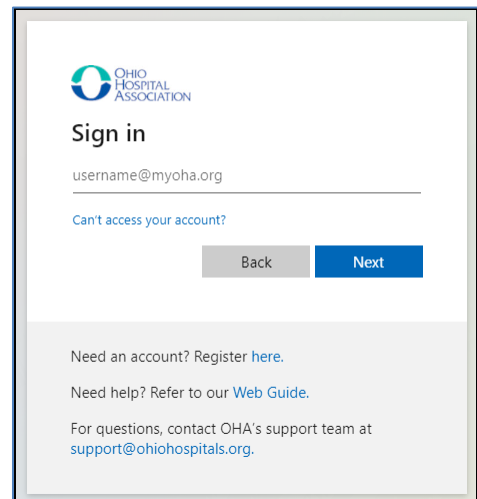- A one-time code will be sent to your email address. Enter the code from the email and select next.

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

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.
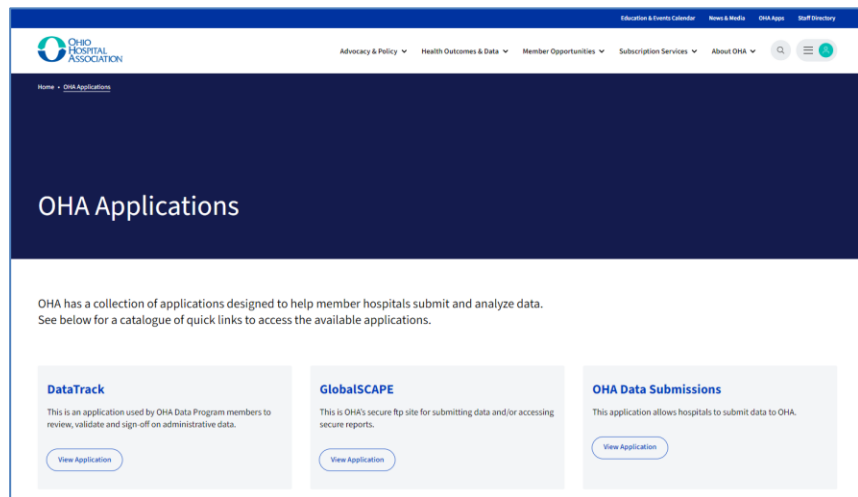
HOW TO ACCESS OHA WEB DOCUMENTS

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.
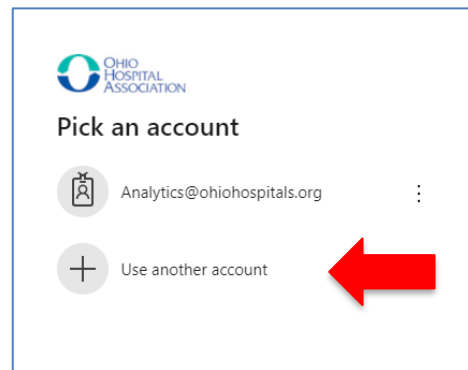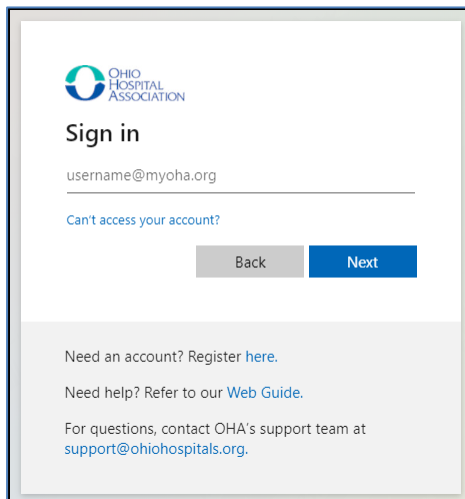
GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

For access requests or questions, please email Support@ohiohospitals.org. 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.
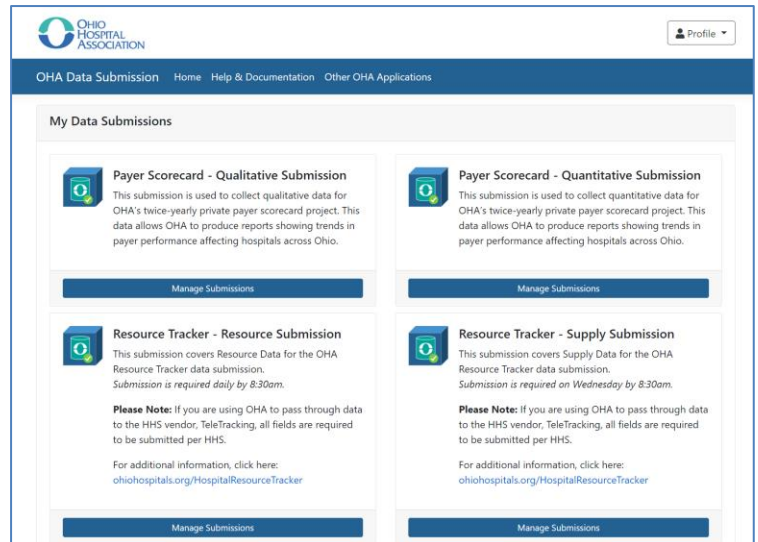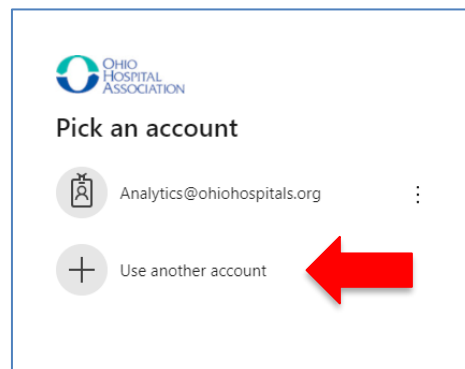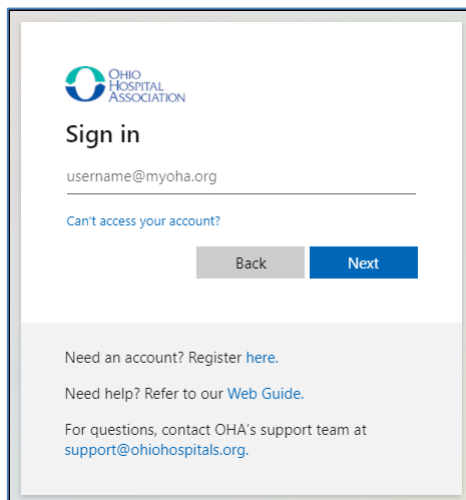

GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

For access requests or questions, please email Support@ohiohospitals.org. 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.
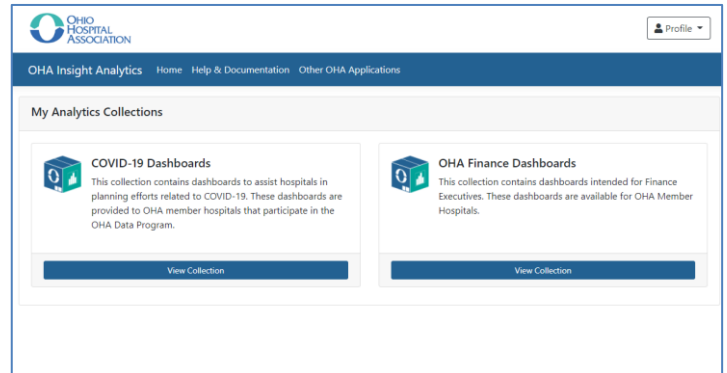
2. You will be directed to a login page if you are not already logged in to another OHA application. Log in using your OHA username and password.

   - 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.
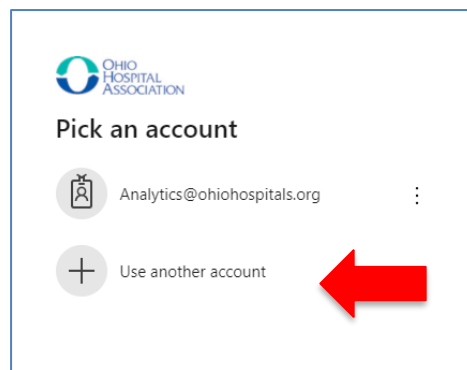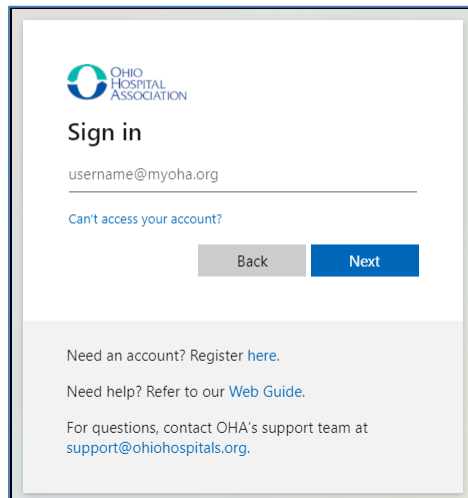
GETTING AN ERROR OR NEED ACCESS TO THIS APPLICATION?

For access requests or questions, please email Support@ohiohospitals.org. For access requests, please indicate which dashboard you are requesting access to in your email.