



ODI
Ohio Department
of Insurance

Creating
A
Gateway Account

Last Updated: August 26, 2014

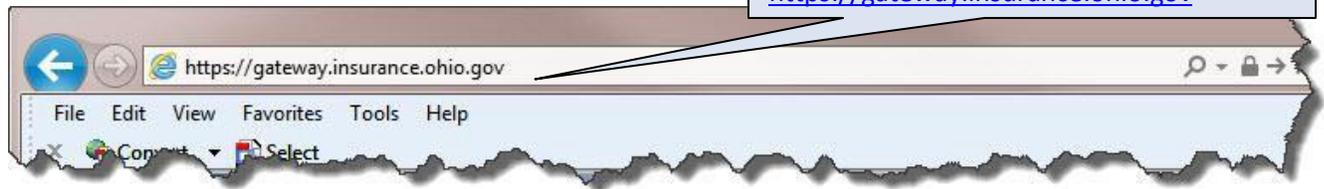
John Kasich
Governor

Mary Taylor
Lt. Governor / Director

Obtaining a Gateway Account

Open an internet browser window and type in the following URL:

<https://gateway.insurance.ohio.gov>



The Gateway page is displayed:



Click the red "click here" link to request a Gateway account

Ohio Department of Insurance Account Request - Disclaimer

Please read the information below. To continue, please indicate your agreement by clicking the "I Agree" button at the bottom of this screen.



Revised January 16, 2008 - The Ohio Department of Insurance (Department) recognizes the importance of privacy to our web site visitors. Therefore, visitors should be aware of the following information:

Public Records

Visitors should be aware that, subject to certain statutory exceptions, most documents and records maintained by the Department, including but not limited to electronic data, are public records under Ohio law. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request.

Usage Statistics

In order to generate usage statistics to help us improve our web site, we automatically collect information on every visitor to this web site. However, this information does not disclose "personal identifiers" (such as name, address, telephone number, e-mail address, etc.). Each time a request is made to view a page within this web site, our web site creates a log file capturing generic user information. The following information is compiled to produce web usage statistics:

- The IP address of the computer accessing our web site
- The date and time the computer accesses our web site
- The type of internet browser, operating system, and screen resolution of the visitor
- The internet address of the site from which the visitor linked to our web site

All information collected by way of server log files is used in aggregate form only and may be analyzed for trends and statistics.

Online Forms and E-mail

This web site will not collect personally identifiable information (such as name, address, telephone number, etc.) unless you provide such information voluntarily and when necessary to provide a service to the public or to other state agencies. Any personal information voluntarily provided by visitors, including personal information from online forms and e-mail, will be used for the purpose stated on the web page and may also be shared with our staff and other agencies as required by law or pursuant to agency authority. Information submitted through this web site also may be subject to disclosure pursuant to a public records request.

Web Cookies

Cookies are unlikely to be found anywhere on our web site. However, temporary cookies may be used when necessary to complete a specific transaction. If a persistent cookie is required, the web page discloses to visitors that a persistent cookie is being used. Any information collected on our web site that includes information from persistent web cookies may also be subject to disclosure pursuant to a public records request.

Choices Available to Visitors Regarding Collection, Use and Distribution of Information

Visitors will only receive information from us in response to a request. There may be instances where we send ongoing updates or announcements to interested parties. In such cases, visitors will have the choice whether or not to receive these updates or announcements.

Security Measures

The Department will follow Ohio laws that require the establishment of reasonable precautions to prevent personal information from unauthorized modification, destruction, use, or disclosure. We take very seriously the integrity of the information and systems we maintain. Therefore, we have instituted security measures for all information systems under our control. These security measures are designed to identify attempts to tamper with this web site. Information collected through these security measures may be used in connection with a criminal prosecution or other legal proceedings.

Access and Dispute of Information Rights

Pursuant to Ohio Revised Code, section 149.43, 1347.08 and 1347.09, users have rights to their information given to this site in respect to inspecting, correcting and disputing. This is applicable to any information collected, used, stored, or transmitted.

Contact

Any further questions concerning the privacy policy for www.insurance.ohio.gov should be directed to public.records.request@ins.state.oh.us

Link Policy

Ohioinsurance.gov operates as a public service to Ohio residents and visitors. Ohioinsurance.gov provides links to external web sites that are not maintained or controlled by the Department. The Department is not responsible for the content of external web sites. A link to a non-governmental web site does not constitute endorsement. The decision as to which links appear on the Department's website is within the sole discretion of the Department.

I Agree

Read the disclaimer and click the "I Agree" button

Account – Request Access

Please select the area you would like to access.

Depending on the area you choose, you may be asked to enter some personal information for identity purposes. You will also be asked to verify your email address using an automatically generated email with a link back to the Department’s website. Once the verification process is complete you will be able to login and access certain applications. Some applications may not show up right away because they require that your company Point of Contact verify your employment before access can be granted. Once this process complete, the application will show up in your menu.



BUSINESS AREA AND/OR APPLICATION SELECTION

<input type="radio"/>	Agent Health Insurance Exchange Registration	This application is currently limited to Ohio licensed insurance agents who wish to have their Federal Health Insurance Exchange Registration noted on their Ohio insurance record. Access is not available to any individual who does not have an active Ohio insurance license and a National Producer Number (NPN).
<input checked="" type="radio"/>	Annual Title Agent/Agency Review	Online submission of the Annual Title Review form for licensed Title Agents & Agencies.
<input type="radio"/>	Select the “Annual Title Agent / Agency Review” option and click the “Continue” button	You received a message requiring a secure login to view a message from the Consumer Division (CSD).
<input type="radio"/>	Portal	Access is limited to Continuing Education Providers. Access is denied if you are not affiliated with an Ohio approved Continuing Education Provider.
<input type="radio"/>	Fiscal Epay	The application used to pay invoices sent by the Ohio Department of Insurance.
<input type="radio"/>	Licensing CE	This application is strictly limited to Prometric.
<input type="radio"/>	Missing Life Policy Search	The Ohio Department of Insurance’s missing life insurance policy search service assists Ohio residents, and the families of deceased Ohio residents, in locating lost insurance policies that were purchased in the state. This application is to be used by insurance companies selling business in Ohio to aid in the search and discovery of these lost insurance policies.

Continue

The screenshot shows a web page titled "Ohio Department of Insurance New ODI Account – Personal Information". The page content includes a heading, a paragraph of introductory text, a list of four rules, a red-bordered warning box, and an "I Agree" checkbox. Two callout boxes are present: one pointing to a checkbox labeled "Read the Gateway Rules" and another pointing to the "I Agree" checkbox, with text explaining that clicking it leads to the personal information entry section.

Ohio Department of Insurance New ODI Account – Personal Information

Read the Gateway Rules

In order to protect your security and ensure the interests of the citizens of Ohio are safe, there are some basic rules that ODI requires to be followed when an account is requested:

- When filling out the request form, you agree that the account you are requesting is for your use only and you will not share your account information. (Each person needing access to our systems must request their own account.)
- The name you enter must be your own name.
- The email address you enter needs to be for an email account that only you use, and this email account is not shared and is not a generic account.
- ODI routinely requires a password change to protect our systems and your account. If you are suddenly not able to log in, please change your password. A link is on the log in page.

By clicking the checkbox below you agree that you are abiding by the conditions set forth above, and that you acknowledge that if ODI determines you have not created your account as set forth above, ODI may, without notice, terminate that account and remove all access to its systems for that account.

I Agree

Click "I Agree" to access the personal information entry section

Once the "I Agree" checkbox is checked, the page expands to display the personal information field.

Ohio Department of Insurance New ODI Account – Personal Information

Please fill out the form below. We need this information to confirm your identity and create your account.



* indicates a required field

Personal & Identification Information

Salutation: -- None --	*First Name: Brutus	Middle Name: B	*Last Name: Buckeye	Suffix: -- None --
*Date Of Birth: 04/01/1990				
*Security Question: What was your first teacher's name?			*Answer: Smith	*Re-enter Answer: Smith

Organizational Affiliation

Simply start typing the name of your organization. After a list of organization names appears, please select one. Please note, if your organization is not in the list, simply leave this and the affiliation type fields blank.

Buckeye Education Services	Affiliation Type: Provider
----------------------------	-------------------------------

Contact Information

*Email: Brutus.buckeye@buckeyedservices.com	*Confirm Email: Brutus.buckeye@buckeyedservices.com		
*Phone Type: Business Location	*Phone Number: 614-555-0596	Extension:	
*Address Type: Business Location	*Address: 50 West Town Street Suite 300		
*City: Columbus	*State: OH	County: FRANKLIN	*Postal Code: 43215

Enter the account information

Additional Information

Match the Captcha text

Submit Request

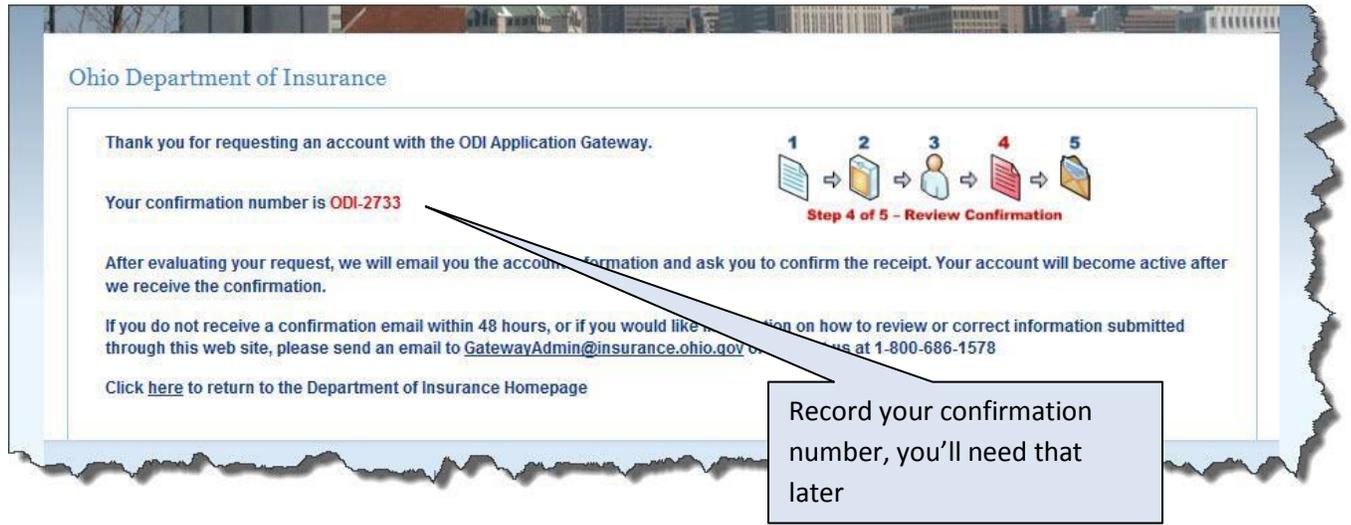
In order to submit this request, enter the letters you see in the image into the text box below it, then click "Continue". If the letters are unclear, click the image to generate a new set of letters.



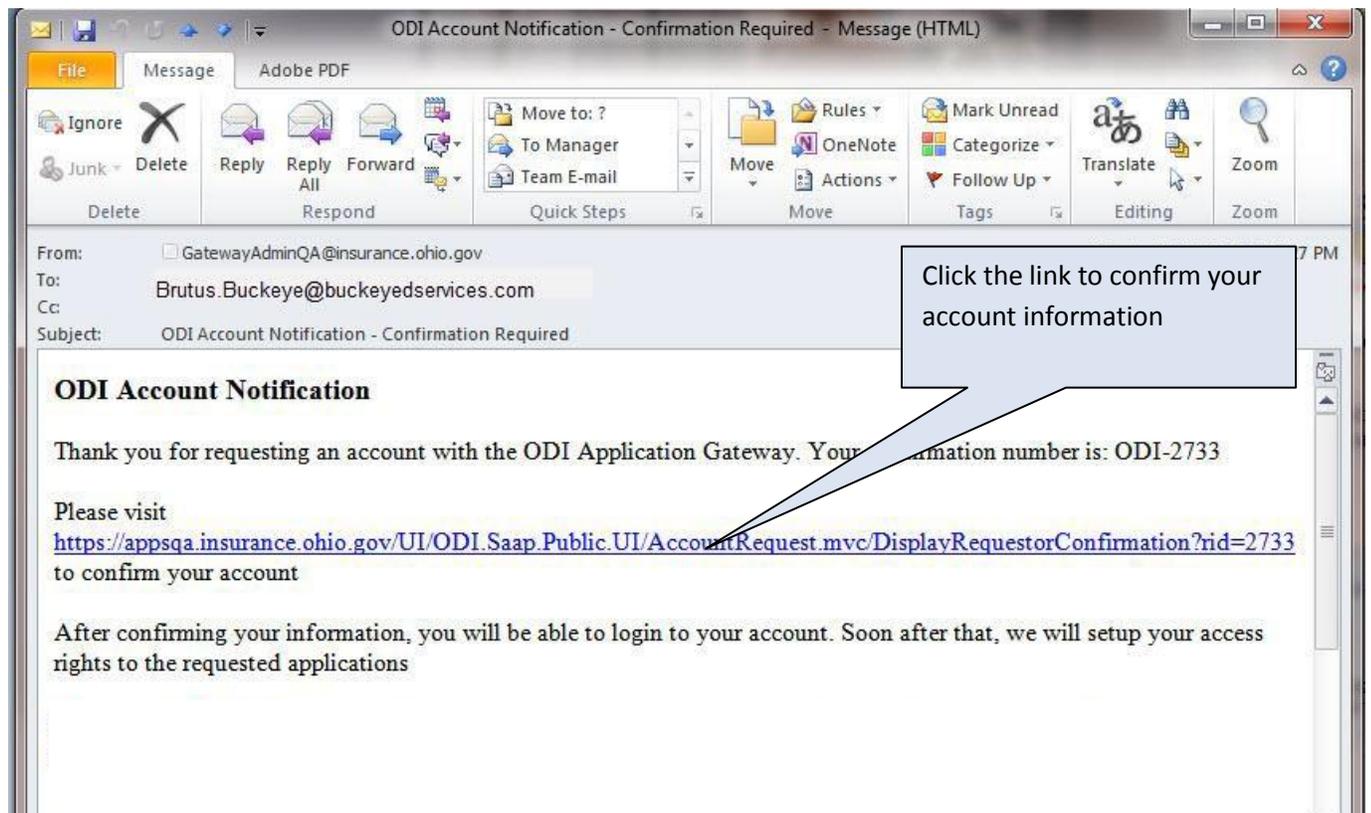
[Click here to change the image.](#)

Continue

Click Continue



You will receive an email with a link:



Ohio Department of Insurance

Thank you for confirming the creation of your account with the ODI Application Gateway.
Please fill in the following form to confirm your identity:

Step 5 of 5 - Confirm Account Creation

** indicates a required field*

Please note that the password must:

- Must be at least 8 characters long
- Must contain at least one lower case letter, one upper case letter, one digit and one special character
- Valid special characters are: @ # \$ % ^ & + and =

Answer the confirmation question

*What was your first teacher's name?
Smith

Choose and confirm your password

*Choose Password:
*Confirm Password:

If you have forgotten the answer to your security question, you will need to submit another account request [here](#).

In order to submit this request, enter the letters you see in the image into the textbox below it, then click "Continue".
If the letters are unclear, click the image to generate a new set.

Match the Captcha text

Click here to change the image.

Click Continue

Continue

When you have successfully completed the confirmation process you will see the following Account Confirmation message.

Ohio Department of Insurance **Account Confirmed**

Thank you.

We have confirmed your account for accessing the Ohio Department of Insurance Application Gateway.

Your user name is Brutus.Buckeye@odi Please store this information in a safe place.

Please click [here](#) to log in.

Click the link to log into the Gateway