

Creating Your ODE Safe Account

1. Using *Internet Explorer*, go to the following web address:

<https://safe.ode.state.oh.us/portal>

2. On the left hand side of the screen you will see, "Don't have a SAFE account?" Click the Sign Up button.

3. Read portal Terms of Agreement. Click the I Agree button.

4. Enter your personal demographic information.

- i Ohio Drivers License Number
- i Date of Birth
- i Last four digits of your Social Security Number

Click the Continue button.

5. Review your Personal Information that is on record with ODE. Click one of the three options:

- i This is me
- i This is me but my information needs to be changed. Verify/change information as needed.
- i Click [Here](#) if you don't see your information on the list.

6. Enter in your email address---A confirmation email will be mailed to you for your next step. This may take a few minutes.

7. Once you receive your confirmation email, click on the link provided. You will be asked to enter in the last four digits of your Social Security Number. Click the Continue button.

8. Create an Account Name and Password. Click the Continue button.

Process Complete! You now have an ODE Safe Account.