

## **How to Create a New MITS Account for ARCS Eligibility (Attachment 2)**

1. To begin the MITS Portal registration process, click this link:

<https://portal.ohmits.com/Public/Providers/Account%20Setup/tabId/49/Default.aspx>

2. In the “Login ID” field, enter your seven-digit Medicaid Provider number
3. In the “PIN” field, enter the last four digits of your tax ID or Social Security Number
4. Click on the “setup account” button
5. You will be taken to a page where you will enter your contact information and create a new User ID and Password
6. Once you have registered, you can log into the MITS portal with the User ID and Password that you created in Step 5 above.
7. Follow the instructions in Attachment 1 to update your provider’s demographic information. This is required in order to receive an ARCS account notification by email.

**If you have difficulties accessing or updating your MITS account, please call the MITS help line at 1-800-686-1516. To speak with a support agent, select the following options: 3,3,3,1,1,3,0 (make sure you wait until the talking starts again), then select 0 again.**