Every month on the first of the month, the approver will receive an email. Click the link provided in the email (Please use Internet Explorer. If Internet Explorer is not your default browser, you will have to copy and paste the address into Internet Explorer):

From: agencyidservice@dodd.ohio.gov <agencyidservice@dodd.ohio.gov>
Sent: Tuesday, June 30, 2015 11:55 AM
To: Leibowitz, Joe
Subject: Notice of 1 Expiring User(s) for your county (Columbiana)

This message from State of Ohio DODD concerns renewal requests for your county or counties.

Please accept or reject the user account renewals listed when you click on the link or links below.

To approve or reject Columbiana County users, click the following link:
https://profile.prodapps.dodd.ohio.gov/userRenewals.aspx?county=Columbiana

If you have any questions regarding your request please contact our support center for assistance.
By email: security-support@list.dodd.ohio.gov
Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m
- Thank you

Figure 1 – First of the Month Email

You will be redirected to the “Administration: User Renewals Page.” Click the “Continue” Button.

Figure 2 – Administration: User Renewals Page
For Step 1, select all the users you want to approve by “checking each box.” Then click the “Continue” button.

![Figure 3 – Administration: User Renewals Page](image)

For Step 2, verify the user accounts you are about to approve are the ones you intend to approve. Click the “Renew Users” button. If they are NOT the accounts you intend to approve, click the “Go Back” button to return to the previous page and reselect the accounts you want to approve.

![Figure 4 – Administration: User Renewals Page](image)
After clicking the “Renew Users” button, you will receive a confirmation message that the changes have been made.

**Figure 5 – Confirmation Message**