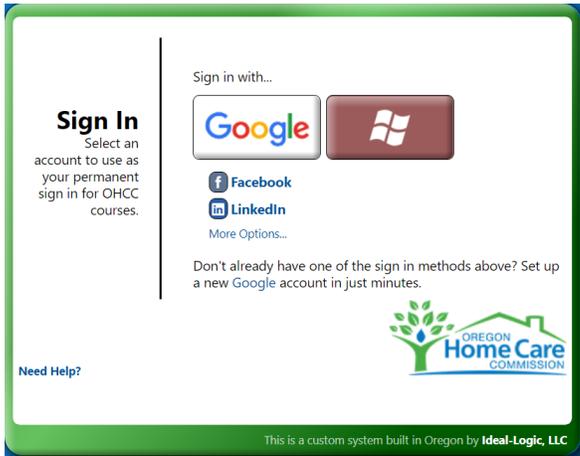




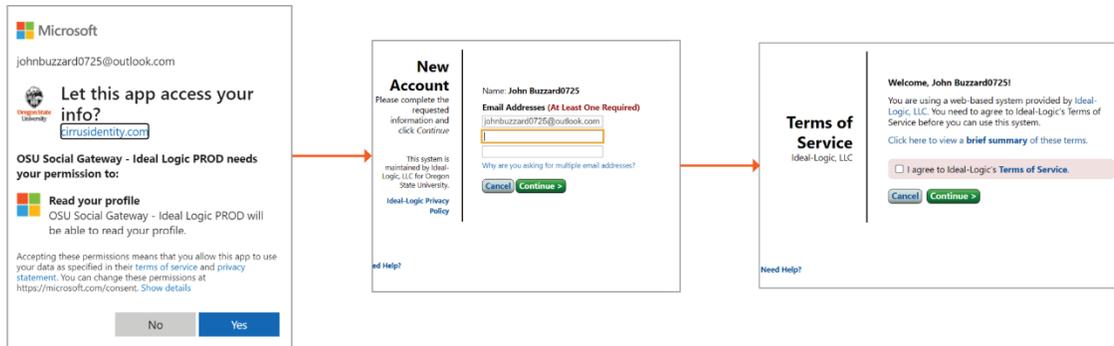
# How to Submit Your OHCC Training Account Request - 4 Easy Steps

1. Visit <https://apps.ideal-logic.com/ohcc> and select a secure login option.



2. Next, you'll see a quick series of confirmation screens (see below):

- to confirm your login choice (**click Yes**)
- to confirm your email address (**click Continue**)  
*no additional email addresses are needed unless you want to add one to your account*
- to confirm terms of service (**click "I agree" box and Continue button**)



Continued on next page >>

3. Then you'll be logged in to complete the final steps. Click on **Submit Your Provider Number** as shown below.



4. Select at least one provider number type and enter your provider number(s). Then click **Submit Form** button.

A screenshot of a web form titled 'Provider Number Update [Details...]' with an 'Ongoing' status and an 'Open' link. The form is divided into sections: 'Participant Information' with a sub-header 'Participant Details - John Buzzard0725' and a note 'Please provide all requested information.' Below this are fields for 'Name' (John Buzzard0725) and 'Email Address' (johnbuzzard0725@outlook.com) with an 'Edit or Add' link. The next section is 'Provider ID' with a highlighted instruction: 'Please select at least one of the following ID types to provide.\*' Below this are three radio button options: 'Homecare Worker ID', 'Personal Support Worker ID', and 'Personal Care Attendant ID'. At the bottom of the form are three buttons: 'Cancel Form', 'Save for Later', and 'Submit Form'.

Please allow one business day for the OHCC team to review your account request. We'll send you an email to confirm once your account is approved and activated.