IDENTITY MANAGER (IDM)

Instructions

Submitting a new company license application, requires you first get access to the PISGS system.
To do this you must register through IDM by following these instructions.
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Creating a new user in Identity Manager

Click on: https://services.dps.ohio.gov/IdentityManager

Click on Register
Enter your email address two times and enter the Captcha correctly. Click on Register button.

![Registration Form](image-url)

**Email Address**
- Youremai@youremail.com
  - Your Email Address must not be shared with other employees/individuals.
  - You are personally responsible for all actions taken by this account.

**Confirm Email Address**
- Youremai@youremail.com

**Please enter the text from the image below**
- TPLT9X

Not receiving an email? Click here.

[Cancel] [Register]
Here is the confirmation screen

Check your email and click on the link provided
The new account page should be opened with your email id displayed. Fill all the fields. Create a strong password by following all the rules. Click on **Register** button.

You should be navigated back to PISGS application screen.
Requesting access to create a new company

Select the option shown below and enter your name. Clicking on Yes will take you to the new license application.

Example of a New company license application

Application ID #

Business Type
- Corporation
- Sole Proprietor
- Limited Liability Co
- Partnership

Class of License
- Private Investigator & Security Guard (A)
- Private Investigator (B)
- Security Guard (C)

Did you previously have a provider license in Ohio? Yes No

Did your license expire within the past six months? Yes No

Business Address

Company Name *

Trade Name (When Applicable) *

Company Address (No P.O. Box #) * Suite/Apt. #

Company Address Line 2

City (no abbreviations) * State Zip + 4 * County *
Forgot password/Troubleshooting

**Note:** The PISGS staff cannot help you with resetting passwords, as Identity Manger is a third party authentication platform. Please use Get Help link from the Login Page that you will always have access to if a password reset is necessary.

From the Login Page click on “Get Help”. The following screen will show, just follow the instructions.