

Consumer Guide Registration Instructions

Providers may register and update the public-facing profile for their home, adding information about services, rates, policies and general comments the public may wish to know. To register, you will need to create a new user name and password using the instructions below.

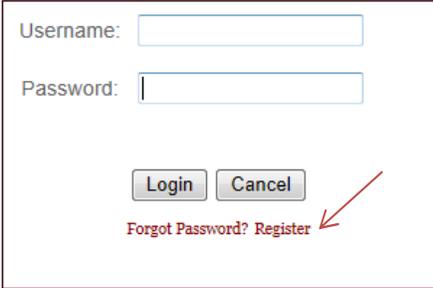
Please note: To register, you will need a Facility Identifier Number. For Nursing Homes and Residential Care Facilities, this number will be in the form of "OH000000" or "OHL0000." For Adult Care Facilities, this number will be their license number in the form of "03-0000" or "04-0000." If you do not know your home's identifier, please email consumerguide@age.ohio.gov. A follow-up call will be made to the phone number of record for your home to verify credentials.

1. Navigate to www.ltc.ohio.gov.
2. Scroll to the bottom of the page and click the "Admin" link.



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3. Choose the "Register" link:



Username:

Password:

[Forgot Password?](#) [Register](#)

4. Enter requested information, including the Facility Identifier Number (see above). Click the "Complete Registration" button. You will receive TWO emails – one with a user id and another with an auto-generated password. You'll be able to change the password after logging in.

Ohio's Long-Term Care Consumer Guide Registration

Verification

Facility Identifier Number:

Enter Zip Code of Facility Location:

Identification

First Name:

Last Name:

Title:

Email:

Phone:

Fax:

5. Return to the site's Admin link (see Steps 1-3) and enter the Username and the auto-generated password which were emailed to you.

6. Update the facility information or manage the users for your facility. Any 'greyed-out' fields are populated from other data sources such as your licensing agency. Go to each step in turn to edit the information available for each section such as Special Care or Payment Methods:



7. The Registered Users step will allow you to create additional accounts for other users for your facility or they may log on and create their own accounts using these same instructions.

Email consumerguide@age.ohio.gov for assistance.