

How to Access an Existing MITS Account for ARCS Eligibility

Attachment 1

1. Visit the Ohio Department of Medicaid at <http://medicaid.ohio.gov/>

- » Click on the “Providers” tab at the top of the page.
- » On the right side of the Provider page, click the large blue button for the **MITS PORTAL**.

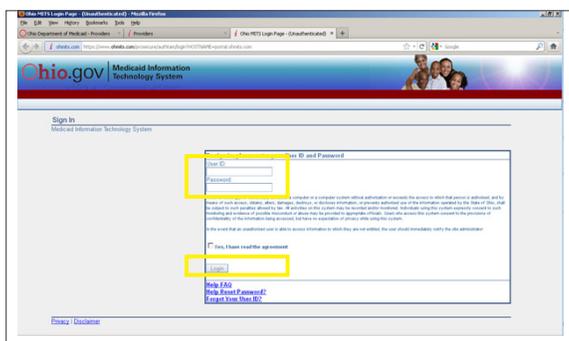
1a.



2. Enter a User ID and Password:

- » Read the user agreement.
- » Check the box and select Login.

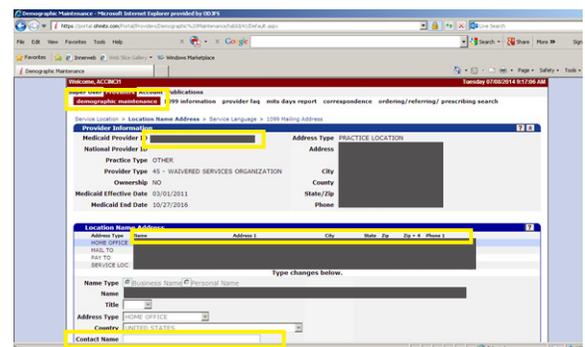
2a.



3. Once logged in to the MITS PORTAL:

- » Click on “Providers.”
- » Click on “demographic maintenance.”
- » Click on “Location Name Address.”
- » Under the blue Provider Information bar, verify your Medicaid Provider ID.
- » Under the blue Location Name Address bar, select “HOME OFFICE” and verify the following information: name (of provider), Address, City, State, Zip, and Phone.
- » Add your contact name in the box indicated.

3a.



4. Scroll to the bottom of the screen.

- » Enter and confirm your E-mail address.
- » Select Save.
- » Your ARCS Username will be sent to this email address.

4a.



If you need help, please contact
Provider Assistance: (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.

Once you have verified that your MITS information is current and complete, you can close out of MITS.