

## How to Create a New MITS Account for ARCS Eligibility

### Attachment 2

1. Begin Registration - Click this link to the MITS Portal:  
<https://portal.ohmits.com/Public/Providers/Account%20Setup/tabId/49/Default.aspx>
2. In the "Login ID" field, enter your seven-digit Medicaid Provider number
3. In the "PIN" field, enter the last four digits of your tax ID or Social Security Number
4. Click on the "setup account" button
5. You will be taken to a page where you will enter your contact information and create a new User ID and Password
6. Once you have registered, you can log into the MITS portal with the User ID and Password that you created in Step 5 above.
7. Follow the instructions in Attachment 1 to update your provider's demographic information. This is required in order to receive an ARCS account notification by email.

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.