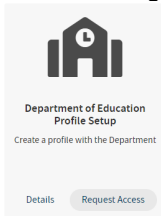


## Cleveland and EdChoice Scholarship Program Accessing Income Verification System

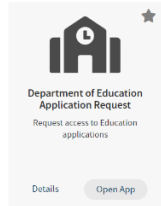
Our program office has created an online system which allows parents to submit their Income Verification electronically and monitor the status of the income case during the review process. This will help eliminate mailing paper documents, offering a faster and more secure process.

Parents/Guardians may now use the Scholarship Program's Income Verification System to enter and submit their income information electronically to the program to verify income status. Users must enter household member information, income information and upload supporting income documents directly into the online system. This system replaces the paper form previously used for this process.

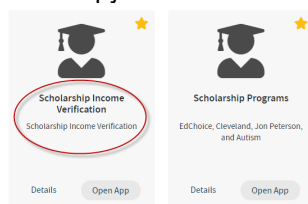
1. To access the online Scholarship Income Verification System, parents/guardians must create an OH|ID account by going to this link, <https://safe.ode.state.oh.us/portal>.
2. \*\*You must use your State of Ohio ID card or Ohio driver's license when setting up the account.
3. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established.
4. Once created, log into your OH|ID account to complete the Department of Education Profile Setup:



5. In the setup process, select the role *I am a parent signing up for Scholarship Income Verification program*.
6. If you did not get the income verification option, or already had an OH|ID account, you should run the Department of Education Application Request by clicking on Go to Site on the tile.



7. Here is a copy of the tile to access the Scholarship Income Verification System:



8. You can find instructions, videos, and resources for the OH|ID portal on the Ohio Department of Education's website at <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help>.