



Requesting Access as an Administrator

Overview: All users will access the MTLs Online System with an ODPS Identity Manager account to validate their identity.

The administrator of a new service is the person that registers with Identity manager and completes the initial applications for a medical transportation license.

For existing services, the administrator must register with Identity Manager and request access to a service. The person requesting access will be validated through information already on file for the service or other supporting information from the service. Access will be granted once adequate information is established.

Access will be denied if available information from the service does not clearly support granting access or if administrator access has already been granted.

There can be only one (1) administrator of a service.



Steps to Requesting Access as an Administrator

NOTE: Please refer to the “MTLS Online System User Manual” for more detailed instructions on navigating in the system.

Step 1.

- Log into the system:
<https://services.dps.ohio.gov/EMSMTLS>

Step 2.

- From the system home page, select “My Profile”.
 - *Existing service access is also listed under “My Profile”.*

Step 3.

- To request access to a service, select “Request Access”.

Step 4.

- Enter either a service code or Federal Tax ID number of the service you are requesting access to, and then select “Search”. Up to 5 service codes can be entered separated by a comma.
- Results will then be displayed.

Step 5.

- Check the box or boxes you want to access and then select “Request Access”.
- The request will be sent for validation or a pop up will appear indicating that the service already has an administrator.