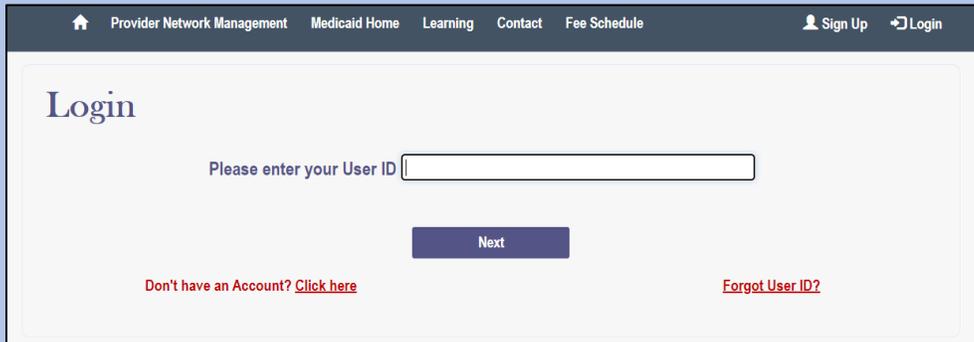


# Quick Reference Guide: Creating OH|ID Account for PNM

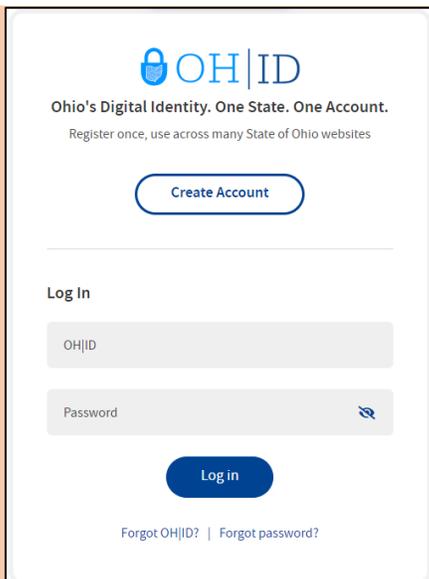
## Steps:

1



Access the PNM [URL](#) and select 'Sign Up' or 'Click Here' listed after "Don't have an Account?" to create an OH|ID account

2



On the OH|ID page, click 'Create Account'

3

Complete the 6-step account creation process, including the Email Verification step, where an email with a PIN will be sent to the email address listed

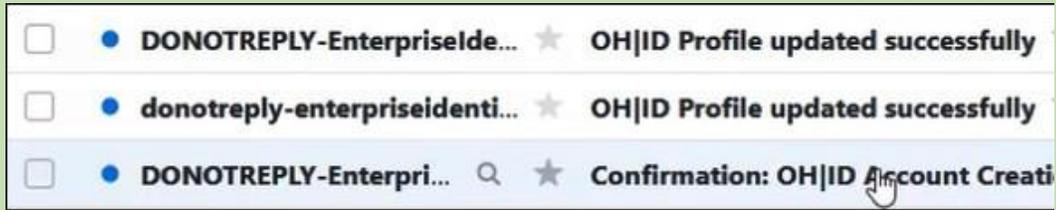
### Create OH|ID Account

- 1 Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

# Quick Reference Guide: Creating OH|ID Account for PNM

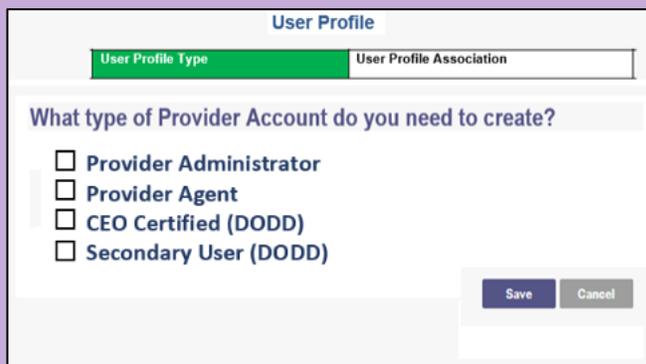
## Steps:

4



Continually check the email listed on the account creation page for email updates and PIN numbers to verify your identity

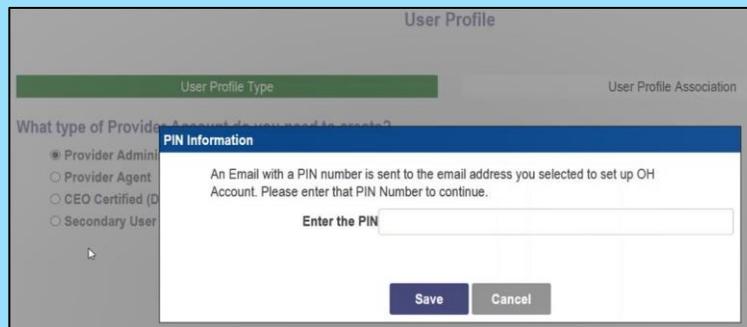
5

A screenshot of a web form titled 'User Profile'. At the top, there are two tabs: 'User Profile Type' (selected) and 'User Profile Association'. Below the tabs, the question 'What type of Provider Account do you need to create?' is displayed. There are four radio button options: 'Provider Administrator', 'Provider Agent', 'CEO Certified (DODD)', and 'Secondary User (DODD)'. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

You should be automatically directed back to the PNM system.

During your initial login, you may be asked for what type of Provider Account (role) you need to create for PNM. Select the proper option and click Save.

6

A screenshot of the 'User Profile' form with a 'PIN Information' pop-up dialog box overlaid. The dialog box contains the text: 'An Email with a PIN number is sent to the email address you selected to set up OH Account. Please enter that PIN Number to continue.' Below this text is a text input field labeled 'Enter the PIN'. At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

If prompted to enter a PIN, review the email address linked to your OH|ID account for PIN. Enter that PIN in the PIN Information pop-up in PNM and click 'Save'