


## MAIS Notation Entry Process

1. Go to DODD website (dodd.ohio.gov). Click on the **log in** icon (  Log In ) to go to the **OH|ID Log In** page.
2. Enter **Username** and **Password**.
3. Click on **Applications**, Select Application **MAIS**.
4. Go to **Certification & Registration**, choose **Search for a Person**.
5. Choose **DD Personnel**. (Click on **Search**).
6. Enter **last four digits** of the social security number or **DD Personnel Code**. Click on **Search**.
7. A list of personnel with the same last four digits of the social security number will appear. Review the list for the personnel you are searching for. **When the name appears, click on the four digits** of the social security number in the first column, next to the person's name.
8. Click on **Desired Action**.

### Select Desired Action Below – Add/Update/View Notations

1. Click on **Add/Update/View Notation** to view or add notations.
2. Click on **Add new Notation**.
3. Enter Notation information (fill in all required fields).
4. To Upload notation. Click on **Choose File**. Another window will appear, reflecting your own documents; i.e. those which you have saved on your own computer. Click on **the document you are trying to enter**. Now click on **Open**. The document you have chosen will automatically appear in the field next to the words Choose File. Click on **Upload**.  
*Please note - files to be uploaded cannot contain symbols in the name (. , / \ ; : ! # " \* )*
5. Click on **Save**