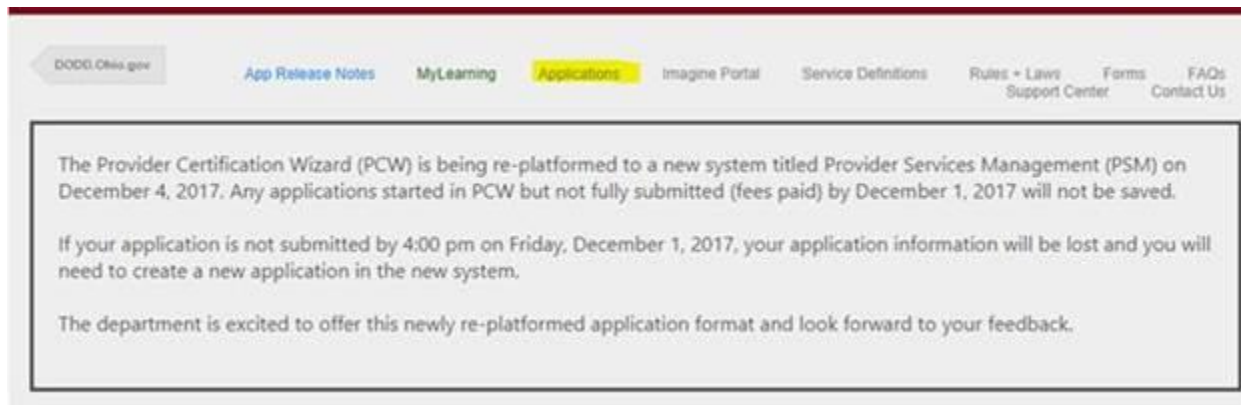


## Withdrawing Certification In PSM:

Log into the **Dodd.ohio.gov** portal.

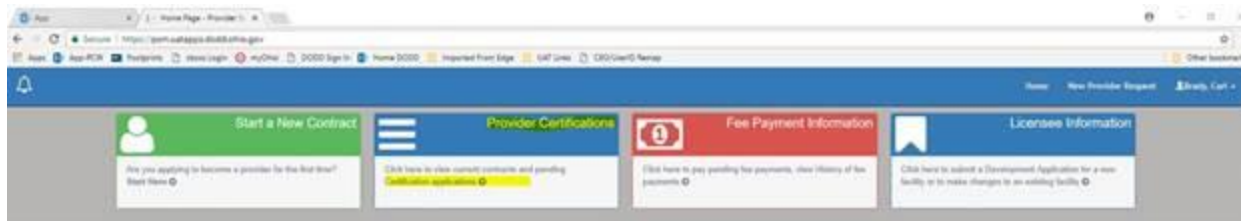
Select **Applications** located at the top of the page:



There should be a dropdown box located in the right corner of your screen. Select **PSM-Portal** and click **Load Application:**



Select **Provider Certifications:**



You will land on a screen that will list your contract information. **Click on the Contract number:**



The next screen will be your **Provider Landing page**. The landing page should look like this. (The screen shot provided is a test agency). There is a greyish black bar on the left. At the bottom of the bar is a choice of **Voluntary Withdraw**.
















- Provider Home
- Provider Address
- Services and Counties
- Services Locations
- Medicaid Information
- Billing Service Codes
- Secondary Contacts
- User Associations
- Services Span History
- Certification Span History
- Sanction History
- Applications History
- Communication History
- Documentation View
- Disposition Letters
- Provider Features
- Ownership Information

### Provider Home

Provider Demographics			
<b>Certification Expiration:</b>	12/26/2017	<b>Contract Number:</b>	0702008
<b>Provider:</b>	Brady Bunch 2	<b>Status:</b>	Active
<b>Certification Span:</b>	10/16/2017 - 12/26/2017	<b>Provider Type:</b>	Agency
<b>SSN/TIN:</b>	955555555		
<b>Supplier Id:</b>	044444444		
<b>Address:</b>	5 Main St, Lima Bean, OH , 43005		
<b>Phone:</b>	614522222		
<b>Email:</b>	jared.mutcher@dodd.ohio.gov		

[Edit Email and Phone Number](#)

Provider Application Types	
<b>Renewal Certification</b>	Create application for renewal of time limited certification as early as 90 days prior to expiration or as late as 364 days after expiration.
<b>Add Services</b>	Create application to allow active providers to add Services to active certification.
<b>Withdraw Services</b>	Create application to allow active providers to withdraw Services to active certification.

<b>Provider Home</b>	
Provider Address	
Services and Counties	
Services Locations	
Medicaid Information	
Billing Service Codes	
Secondary Contacts	
User Associations	
Services Span History	
Certification Span History	
Sanction History	
Applications History	
Communication History	
Documentation View	
Disposition Letters	

Once you choose **Voluntary Withdraw** you will be met with the following option. Where they can choose yes or no.

## Voluntary Withdrawal

### Voluntary Withdrawal

**By choosing to relinquish your certification, you will no longer be able to provide services! You will need to reapply for initial certification, if you chose to provide services again. Are you sure, you want to relinquish all your services?**

Yes

No

Cancel

Save And Continue