

Instructions for Completing Affirmative Action Paperwork

Registration

1. For the Ryan White Program Affirmative Action paperwork, go to the website below:
<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>
2. Scroll to the bottom of the page and select “Click here to submit a NEW Affirmative Action Program Verification Form (first time applicant).”
3. Click on “Create an OBG Username”
4. Read and agree to acknowledgement
5. Select business type, fill out contact information, create username and password

Completing the Affirmative Action Form

1. Use your newly created username and password to login
2. Select “Equal Opportunity Division” under Start a Service or Transaction
3. Select “Affirmative Action Program Verification”
4. Fill out all necessary information

Once completed, you should have a transaction confirmation and receipt for your records. If you encounter any difficulties creating a username or password, please call the helpline at 614.466.8380.