

### **Billing for locally funded services on ohiodd.com**

1. Go to [www.ohiodd.com](http://www.ohiodd.com)
2. Login
3. Click "enter/change billing"
4. Enter a Begin and End date that encompassed everything you are billing for
5. Use the drop down to select the individual's name
6. Click the box next to the service code you wish to bill for
7. Click "go"
8. Enter the # of units next to each date of service
9. The description for James is "homemaker/personal care"
10. Click "save" at the bottom of the screen
11. Click "email billing" at the bottom of the screen and you are done