

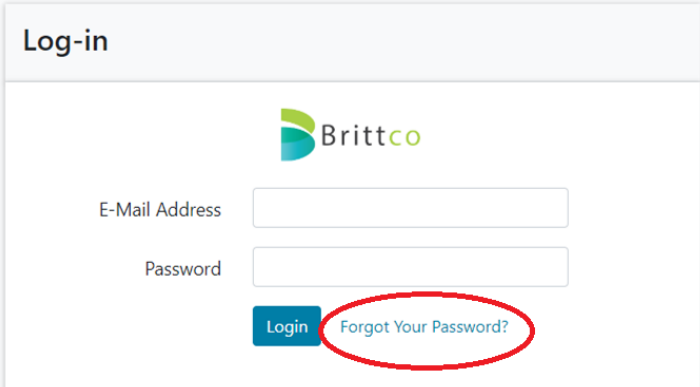
Brittco Instructions for Knox Independent Providers Accessing OISP

Logging into Brittco for the VERY first time: (If you already access Brittco for local funding/billing you do not need to do the next steps. Skip to “How to View the ISP”)


Click on this Link to Log into Brittco:

<https://knoxdd.brittcsoftware.com/login>

CLICK “FORGOT PASSWORD”



Log-in

 Brittco

E-Mail Address

Password

ENTER YOUR EMAIL ADDRESS AND CLICK “SEND PASSWORD RESET LINK” AND CLOSE WINDOW. USE SAME EMAIL THAT YOU USE FOR DODD.

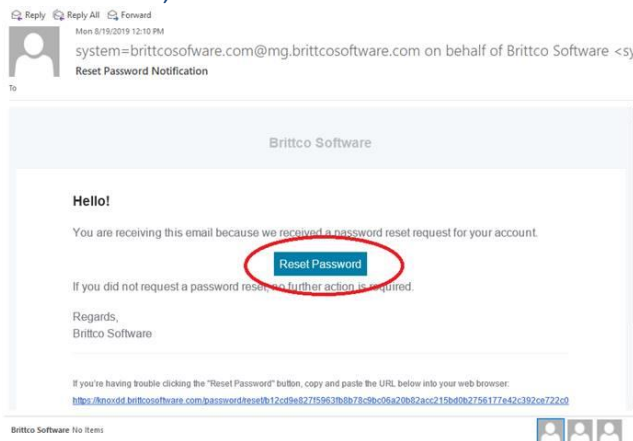
Reset Password

E-Mail Address

ENTER YOUR EMAIL ADDRESS HERE

Send Password Reset Link

GO TO EMAIL, OPEN EMAIL FROM BRITTCO SOFTWARE AND CLICK “RESET PASSWORD”



ENTER YOUR EMAIL ADDRESS, ENTER A PASSWORD OF YOUR CHOOSING, RE-ENTER PASSWORD AND CLICK RESET PASSWORD.

Reset Password

E-Mail Address

ENTER YOUR EMAIL ADDRESS HERE

Password

ENTER A PASSWORD OF YOUR CHOOSING THAT MEETS THE REQUIREMENTS BELOW

Minimum of 6 characters.
Must include at least one number, uppercase and lowercase letter.

Confirm Password

RE-ENTER PASSWORD

Reset Password

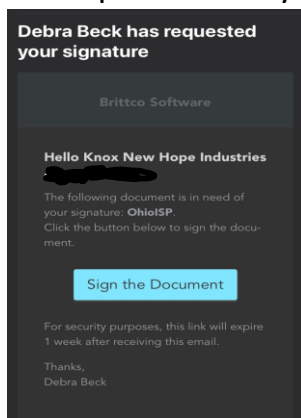
YOUR DASHBOARD WILL BE DISPLAYED. **You now have access to Brittco.**

How View the ISP

1. SSAs will create the OISP in the Brittco System. When the ISP is ready for signature, you will receive an email asking you to review the ISP and Sign. The email will come from “**Brittco Software**”.
2. **NOTE: This link is only good for 7 days.** At this point, you can only access the ISP through this link. Once you click on it, it is no longer available.

This Link DOES NOT GIVE YOU ACCESS TO BRITTCO! It's a 1x use.

Example of what you will see:

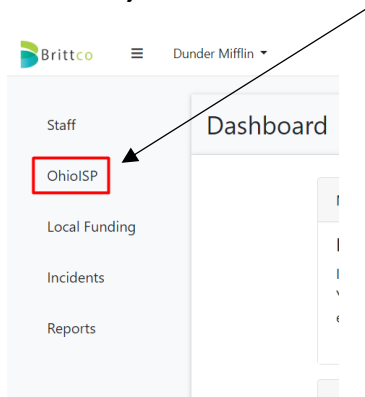


-Once all signatures have been obtained and the SSA has published the ISP, you can view the ISP in Brittco. You can't view the OISP in Brittco until it's published.

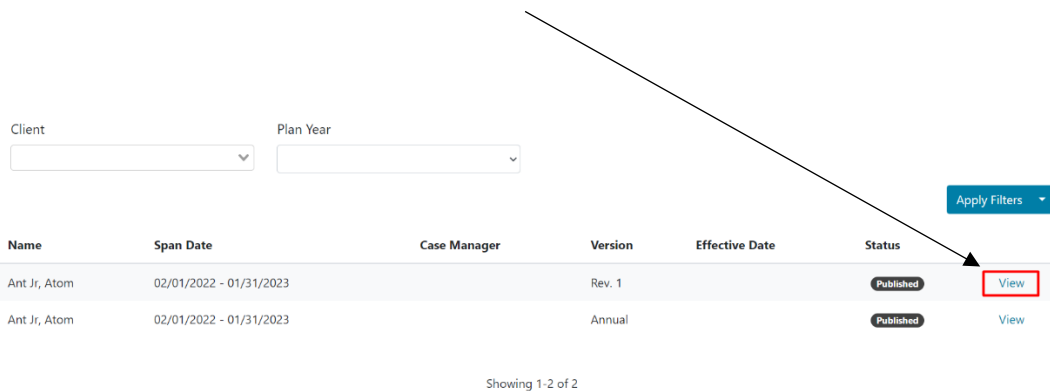
-There will be a delay from when the SSA sends you the link to agree to the ISP to when you can see the ISP in Brittco.

Log into Brittco using the link:

<https://knoxdd.brittcooftware.com/login> From your Dashboard in Brittco, click on OhioISP



You will see all the ISPs that have been published for everyone you support. To View them, click on the "View Button".



You can navigate the OhioISP or if you click on Actions in the top right hand corner you can download the plan as a PDF:

