

## OFIRS Online Credential Process

Your password credentials process has changed. Here are a few changes you should be aware of:

- The password is hashed no one can see your password.
- If you need your password reset you can use the reset password link on the login screen and it will send you a special email with a link. *Email will expire in 12 hours if not used.*
- If you call the SFM Prevention Office they will click a button and the system will send you a special email with a link for you to reset your password. *Email will expire in 12 hours if not used.*

Below are step by step instructions with screen shots. If you have any issues please call SFM Prevention for assistance at:

**Fire Prevention**

**Phone** 614-752-7115

**Toll Free** 888-243-0305

**Email** [sfmfireprevention@com.state.oh.us](mailto:sfmfireprevention@com.state.oh.us)

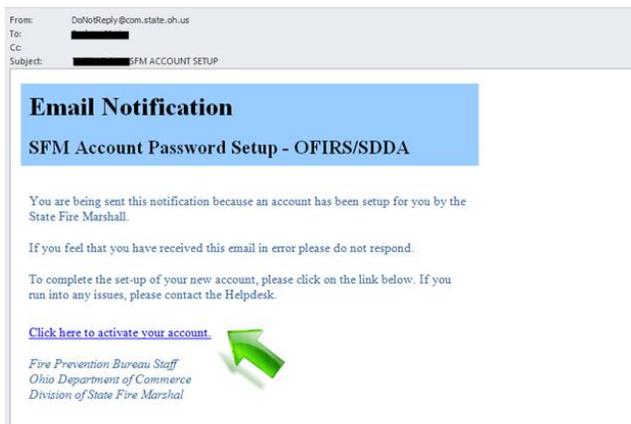
# For Fire Department password maintenance

\*\*\*\*Please Note: Ctrl + Click link below to navigate to section

- [Add New User Password and Security Questions](#)
- [Reset User Password and Security Questions](#)
- [Update Expired Password](#)

## Add New User

After the SFM Personnel adds a new user account the fire department will receive an email with a special GUID Link to click on. This GUID Link will expire within 12 hours. If the link expires the fire department will need to contact the SFM Personnel to have them reset the account and receive a new GUID Link email. If you do not receive the email, please look in your spam/clutter or junk email.



1. Click on GUID link within the email. It will direct you to a page to enter a password and security questions.
2. Enter a password. (The password must be a minimum of 8 characters. It must contain 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character. Only the special characters are valid choices: !@#\$\$%^&\*()\_+)
3. Select your choice of 3 secret questions
4. Enter your answers
5. Click the Submit Button
6. You will be redirected to a selection of which application to go to.

#### PASSWORD MAINTENANCE (NEW/RESET USER)

We have implemented security measures for login credentials. Please set your security questions and password.

##### SET PASSWORD

**NOTE:** password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#\$%^&\*()\_+  
ONLY the special characters listed above are valid.  
Any other special characters will cause your password to be rejected.

Password:

Confirm Password:

##### SET SECURITY QUESTIONS

Question #1: --Select A Secret Question--

Answer #1:

Question #2: --Select A Secret Question--

Answer #2:

Question #3: --Select A Secret Question--

Answer #3:

Submit

## Reset User

If you know your secret question, but just forgot your password. Click on the Forgot/Reset Password link on the login page for the application. If you don't remember your secret question or your password call the SFM Personnel to reset your account.

### Self-Reset

1. Click on the Forgot/Reset Password link on the login page for the application.

Welcome to the Commerce Smoke Detector/Public Safety Decal Application Online System. If you would like to apply for smoke detectors or public safety vehicle decals, please login below.

If you have any questions or issues, please contact:  
Ohio Department of Commerce / Division of State Fire Marshal  
Fire Prevention  
8550 E. Main St, Reynoldsburg OH 43068  
email:  
(614) 732-7115 / (614) 644-1442 (FAX) / (888) 243-0205 TOLL FREE

**AUTHENTICATION**

User ID:

Password:

[Login](#) [Forgot/Reset Password](#)

This is a secured site for registered users. Any access to information, content, or services without access to OSOC network, computers, or other services is strictly prohibited. Any user account of unauthorized access to other sites, computers, services or any unauthorized services, will be permanently held accountable. OSOC will cooperate with all law enforcement and every security organization by providing any and all information required for prosecution.

2. Enter your User ID
3. Enter your Email Address (This is the Primary Email Address)
4. Click the Submit Button. An email will be sent to you momentarily. The email will contain a special GUID Link to click on. This GUID Link will expire within 12 hours. If the link expires you will have to go back to step one. If you do not receive the email, please look in your spam/clutter or junk email.

PASSWORD RECOVERY / RESET

If you have forgotten or want to reset your password, please enter the following information and an email will be sent to you to reset it.

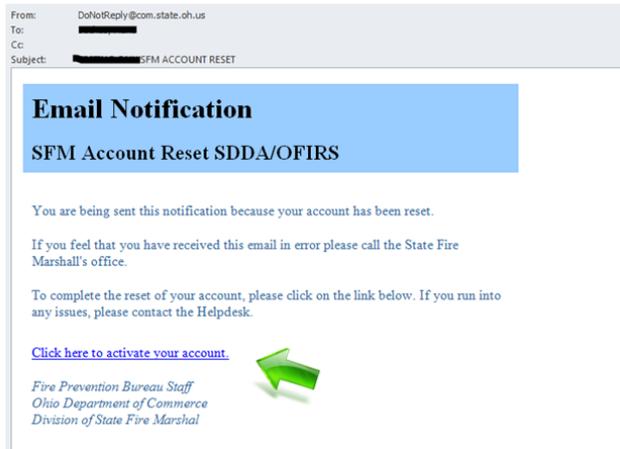
**USER INFORMATION**

User ID:

Email:

**An email has been sent to complete your account setup. (\*\*Please note that it might take a few minutes for the email to appear. It may also show up in your spam or clutter mail.)**

- Click on GUID link within the email. It will direct you to a page to enter the answer of one of your secret questions and create password.



- Enter the answer to your secret question.
- Enter a new password. (The password must be a minimum of 8 characters. It must contain 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character. Only the special characters are valid choices: !@#\$\$%^&\*()\_+ . You can't reuse previous passwords.
- Click the Submit Button

**ANSWER SECURITY QUESTION**

Question: In what city does your nearest sibling live?

Answer:

**SET PASSWORD**

**NOTE:** password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character :@#% ^&\*()\_+ . ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

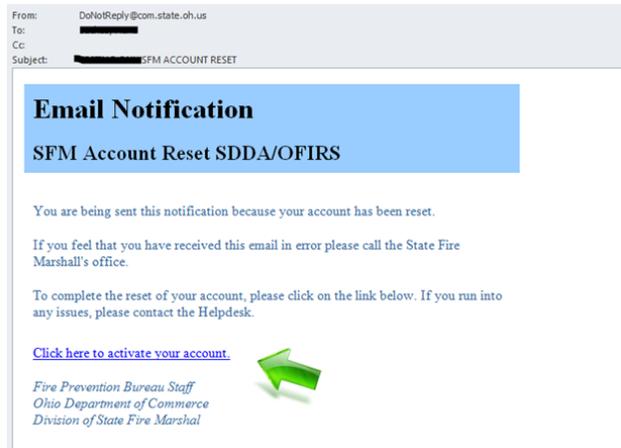
Password:

Confirm Password:

- You will be redirected to a selection of which application to go to.

## SFM Personnel Assist-Reset

1. Call the SFM Personnel and request them to reset your password.
2. The SFM Personnel will reset your account.
3. An email will be sent to you by the Web Application. The email will contain a special GUID Link to click on. This GUID Link will expire within 12 hours. If the link expires you will have to go back to step one. If you do not receive the email, please look in your spam/clutter or junk email.



4. Click on GUID link within the email. It will direct you to a page to enter the answer of one of your secret questions and create password.
5. Enter the answer to your secret question.
6. Enter a new password. (The password must be a minimum of 8 characters. It must contain 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character. Only the special characters are valid choices: !@#\$%^&\*()\_+ . You can't reuse previous passwords.
7. Click the Submit Button

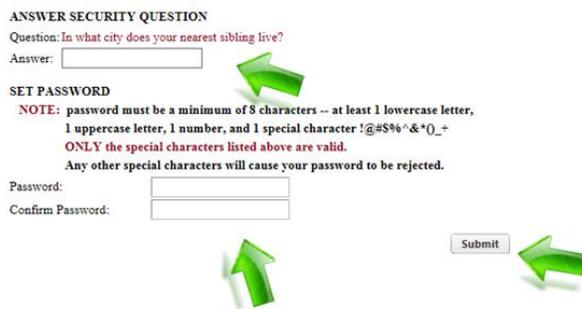


8. You will be redirected to a selection of which application to go to.

## Update Expired Password

A user's password expires every 90 days. When your password expires and after you have logged in to the web application you will be redirected to a page to create a new password. You will be prompted to answer one of your secret questions. If you forgot your secret questions please contact the SFM Personnel to reset your account.

1. Enter the answer to your secret question.
2. Enter a new password. (The password must be a minimum of 8 characters. It must contain 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character. Only the special characters are valid choices: !@#\$%^&\*()\_+ . You can't reuse previous passwords.
3. Click the Submit Button



**ANSWER SECURITY QUESTION**  
Question: In what city does your nearest sibling live?  
Answer:

**SET PASSWORD**  
**NOTE:** password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#\$%^&\*()\_+ . ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Password:   
Confirm Password:

4. You will be redirected to a selection of which application to go to.