



DAVE YOST
OHIO ATTORNEY GENERAL



OHLEG Support
Office 866-406-4534
OHLEGSupport@ohioago.gov

REQUEST FOR ACCESS TO OHLEG eDISPOSITION PORTAL INSTRUCTIONS

The eDisposition portal within OHLEG is designed to allow court personnel, clerks of court, and other authorized users access to criminal record information maintained by BCI. Users will be able to view, modify, and delete criminal records submitted for their Court. Additionally, users will be able to view arrests in their county for which no disposition is on file at BCI and manually update the disposition.

This form is intended to provide instructions to help users gain access to the new OHLEG eDisposition Portal. This document will explain scenarios for agencies with OHLEG access, those needing to add users to their existing OHLEG Roster, and those agencies needing to obtain OHLEG access.

Agencies without existing OHLEG access:

Agency Administrators should complete the attached forms and submit them to OHLEGSupport@ohioago.gov. After receiving your application, OHLEG staff will assist you with the new agency onboarding process.

The forms that are to be completed are:

- *The Agency Request for eDisposition* – This form should be completed in its entirety by the administrator.
- *The OHLEG Access Designation Form* – This form should be completed by the Admin. This is to designate someone that will have OHLEG access and give them the right to manage the agencies Roster. The Agency Roster is a list of users that have access to OHLEG. The designee(s) will have the right to suspend or remove access for users who no longer need it either due to position change, extended leave or separation from the agency.
- *The Request for OHLEG Access Form* – This form should be completed by everyone that will need an OHLEG account to be able to access the e-Disposition portal. The request forms should be approved by the Admin.

When the forms are completed and submitted, the OHLEG staff will process them as efficiently as possible, and they will email confirmation when completed. Each user who applied for OHLEG access will receive a password separately.



Agencies with existing OHLEG access:

Agency Administrators should complete the attached eDisposition Request Form only and submit it to OHLEGSupport@ohioago.gov. Each current OHLEG user that requires eDisposition access should be listed.

If one of your staff who needs eDisposition access does not currently have OHLEG access, that user will need to contact their OHLEG Agency Coordinator (OAC) to fill out the OHLEG Online Account Application (OOAA) via the OHLEG portal.

If you are unsure who your OAC or OAA is, please contact OHLEG Support at: OHLEGSupport@ohioago.gov we are available 24/7/365. To locate the OOAA your administrator will log into www.ohleg.org and select the first option on the list of available applications as seen below:



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REQUEST FOR ACCESS TO OHLEG eDISPOSITION PORTAL form FAQs

Question: If I am a Clerk of Court, can I apply for access directly or do I need to apply in conjunction with my local court?

Answer: You can apply directly. When completing the application, identify the court whose records you maintain and their ORI. Records submitted to BCI on behalf of a local court are associated with the local court's ORI. You will only be able to view, modify, and delete records associated with your local court's ORI.

Question: Whose email addresses should be listed to receive logs and reports from this system?

Answer: Each time a record is updated through this portal you will receive a report identifying whether the changes were successful. Records are only indexed once per day, so submission logs are typically sent the day after changes are made. Multiple email addresses can be listed, but we recommend you provide a shared email address to ensure reports can be accessed even when staff are on vacation, sick, or are otherwise unavailable.

Question: Which law enforcements agencies do I need to include and why do I have to list them?

Answer: Records submitted to BCI by local law enforcement do not identify the court in which charges may be filed. However, the records do identify the arresting agency. To ensure you see relevant arrest records, you will need to identify agencies whose cases may be filed in your jurisdiction. We recognize that this is an imperfect solution as some agencies generate cases in numerous jurisdiction (i.e. the Ohio State Highway Patrol, Ohio Department of Natural Resources, etc.). In the future, we hope to deploy a more effective solution.



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OHLEGSupport@OhioAGO.gov

AGENCY REQUEST FOR ACCESS TO OHLEG eDISPOSITION PORTAL

Requesting Agency Name

Court Agency ORI

Requesting Agency Address

Agency Admin Email Address

Requesting Agency Phone No.

Email Addresses for Logs and Reports

Please provide one or more email addresses where automated submission logs and error reports will be sent.

Current OHLEG Users Requiring eDisposition Portal Access

Please print first and last name. If not a current OHLEG user, please request access to OHLEG via the OHLEG Online Account Application. If your agency does not have OHLEG access, please email: OHLEGQA@ohioago.gov



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Requesting Arrest Record Access to the following Law Enforcement Agencies

The portal will only display arrest records for law enforcement agencies listed below. Please list all law enforcement agencies whose cases are heard in your court. If a law enforcement agency is not listed, you will not be able to view arrests from that agency. Additional agencies can be added in the future by contacting: OHLEGSupport@ohioago.gov

Law Enforcement Agency Name

Law Enforcement Agency ORI

Additional fields are provided on page 3.

The undersigned is hereby requesting user access to the investigative tools with the Attorney General's Ohio Law Enforcement Gateway (OHLEG) authorized by Revised Code section 109.57. I am requesting access as a representative of my employing criminal justice agency. I acknowledge that the information and data on OHLEG is confidential and sensitive, and I agree that I will utilize this information exclusively for the official purposes of my agency in the administration of criminal justice. Access to OHLEG is a privilege subject to termination. Data accessed through OHLEG is continuously subject to limitations on use and dissemination and is not to be sold, transmitted, or disseminated to any unauthorized person. To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored, recorded, and audited. Anyone using this system expressly consents to such monitoring and is advised that any evidence of possible abuse or criminal activity will be provided to appropriate officials. Unauthorized attempts to upload or change information, or otherwise cause damage to this service, are strictly prohibited. I acknowledge that any unauthorized access or misuse of the law enforcement information or data on this site is prohibited by Revised Code section 2913.04, and constitutes a fifth degree felony. I further acknowledge that any failure to abide by the conditions and restrictions in the user agreement and in the OHLEG Rules and Regulations will result in a loss of my privileges of access to this tool. The law enforcement data maintained by BCI on the OHLEG site is provided at and subject to the discretion of BCI. BCI's grant of access to OHLEG confers upon me no process or other rights in maintaining such access. I ACKNOWLEDGE THAT I HAVE READ THE CURRENT VERSION OF THE OHLEG RULES AND REGULATIONS AND WATCHED THE REQUIRED SECURITY TRAINING VIDEO, AVAILABLE ON THE OHLEG SITE.

Should I elect to sign this form electronically, I agree and understand that by signing electronically that my electronic signature is the legal equivalent of my manual/handwritten signature and I consent to be legally bound by the terms on this form. I further agree my signature on this document is as valid as if I signed the document in writing

Agency Administrator Printed Name
(i.e. Judge, Court Administrator, Clerk of Court, Chief Deputy Clerk)

Agency Administrator Signature
(i.e. Judge, Court Administrator, Clerk of Court, Chief Deputy Clerk)

Date



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Law Enforcement Agency Name

Law Enforcement Agency ORI



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1560 St. Rt. 56, SW
P.O. Box 365
London, OH 43140
www.ohioattorneygeneral.gov

OHLEG Administrative Access Designation Form for eDisposition Only Agency

Upon the appointment or election of new Chief Executive Officer (CEO), OHLEG requires a Designation Form be completed, signed by the CEO. The Designation Form is used to appoint specific administrative rights and oversight of the agency's OHLEG accounts. The CEO can assign an individual(s) to the role of OHLEG Agency Coordinator (OAC), or the CEO can choose to be the only user with admin rights. Once this form is completed and returned, the designee(s) will receive admin access accordingly.

This form should also be used anytime a CEO wants to change their administrative access including the appointment of a new OAC.

OHLEG Agency Coordinator Role Description:

The OAC is the OHLEG main point of contact for the agency. They will also be the individual responsible for training, removing a user from the agency's OHLEG Roster when necessary, and validating the roster every 90 days through the OHLEG Roster application.

Once the required forms are completed, submit them by email to:

OHLEGSupport@ohioago.gov or by fax at: (866) 750-0233. For any questions please contact OHLEG Support at: (866) 406-4534.

*For mandated requirements reference section 2.5 of the OHLEG Rules and Regulations.

**Please see the OHLEG Rules and Regulations for a more detailed explanation.

OHLEG
OHIO LAW ENFORCEMENT GATEWAY





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OHLEG Support Email:
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1560 St. Rt. 56, SW
P.O. Box 365
London, OH 43140
www.ohioattorneygeneral.gov

Date: _____

Agency Name: _____

ORI: _____

I designate _____ as the OHLEG Agency Coordinator,
(Name and Title)

their contact information is: _____
(Phone number and email)

I designate _____ as the OHLEG Agency Coordinator,
(Name and Title)

their contact information is: _____
(Phone number and email)

(Signature of Agency CEO)

(Print name and title)

(Phone number and email)



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REQUEST FOR OHLEG Access (eDisposition Only)

First: _____ Middle: _____ Last: _____

SSN: _____ Date of Birth: _____

*Email: _____

*Confirmation and instructions will be sent via email. If email is unavailable, please list fax number: _____

Agency Name: _____

Agency Address: _____

Agency Phone No.: _____

Agency ORI: _____

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Requestor's Signature Date

APPROVED BY:

CEO Printed Name

Title

Signature Date

For Office Use Only:

Entered by: _____

Date: _____