



## STEP 1

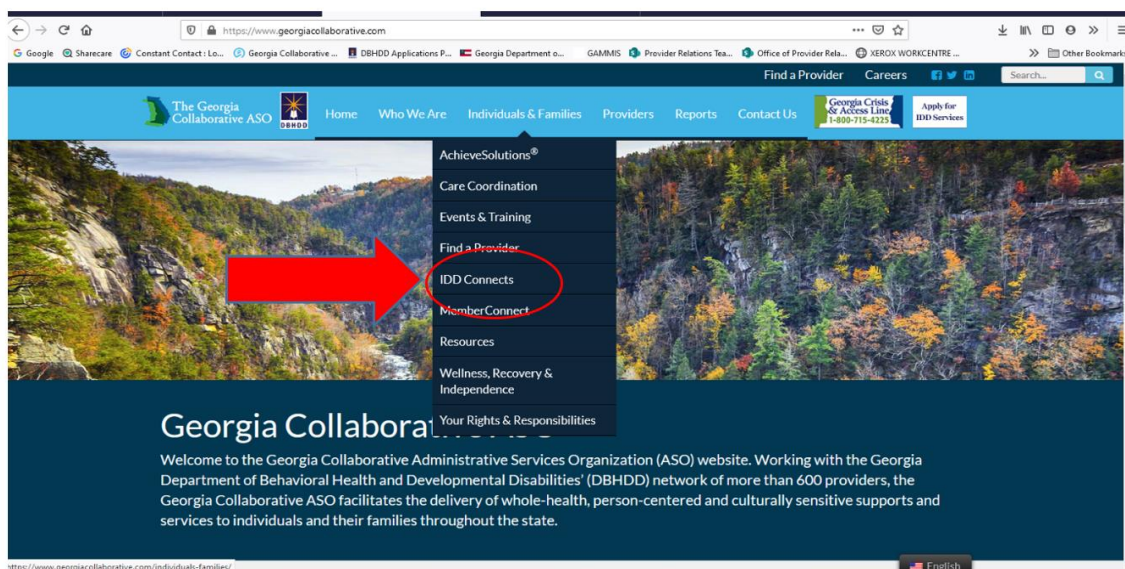
### Creating an IDD Connects Individual New User Account

The Department of Behavioral Health and Developmental Disabilities (DBHDD) and Beacon Health Options launched the IDD Connects Case Management System in August 2019 for individuals receiving the New Options Waiver (NOW) or the Comprehensive (COMP) Supports Waiver.

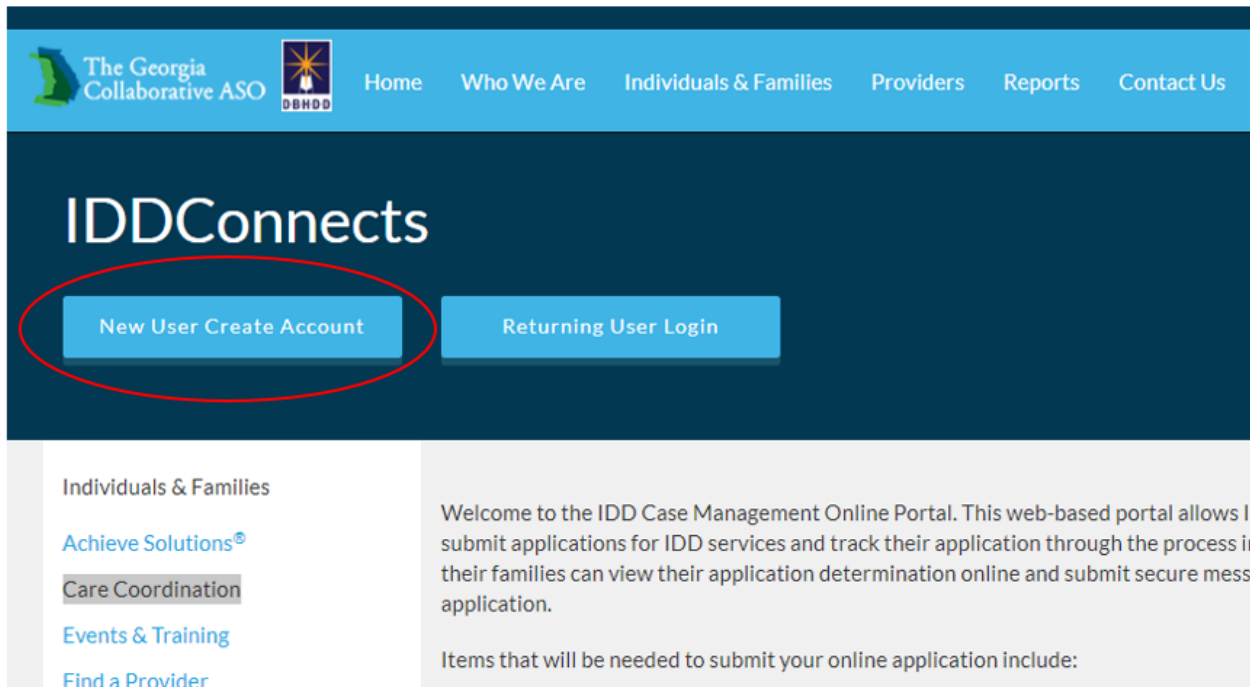
This reference guide will provide step-by-step instructions on creating a new user account in the IDD Connects system. It is intended for individuals already receiving waiver services or who have applied for waiver services via the non-online application.

*\*\*If you would like to apply for services in the NOW or COMP Wavier Program through the DBHDD, Division of Developmental Disabilities, you can now apply online [here](#).*

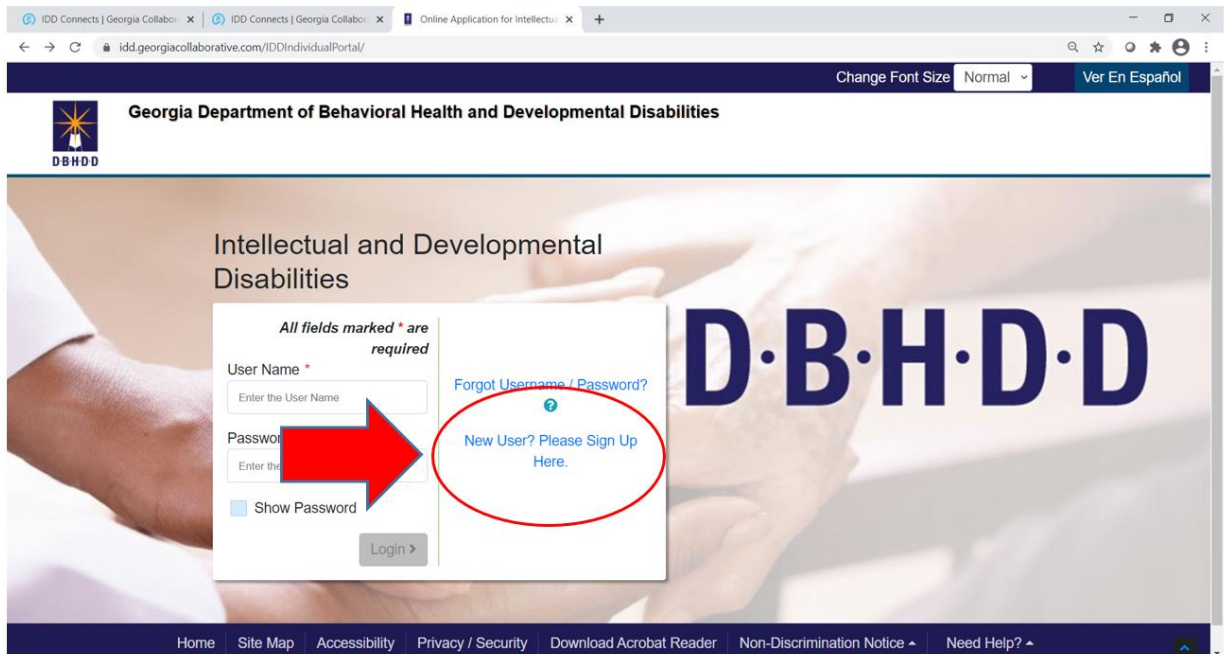
1. To create an Individual new user account in IDD Connects, go to [the IDD Connects Case Management System](#) homepage on the [Georgia Collaborative ASO](#) website.
  - You can also access this portal directly from the Georgia Collaborative ASO website by hovering over the “**Individuals & Families**” tab and selecting “**IDD Connects**” from the drop-down menu.



2. Once on the IDD Connects webpage, select **“New User Create Account”** to begin the setup process for creating a new user account.



3. Once on the log in screen select **“New User? Please Sign Up Here”** to create your username and password.



4. Complete the New User Account registration information to set up your IDD Connects user account.

- **IMPORTANT NOTE: You will need to have your Consumer ID (also known as the CID number) to complete new user account registration.**
  - If you do not have the Consumer ID, please contact your Support Coordinator/Intensive Support Coordinator for this information per your usual process (e.g. email, phone call).
  - If you do not have an assigned Support Coordinator/Intensive Support Coordinator, contact your Regional Field Office for further assistance. The contact information is available on the [Department of Behavioral Health and Developmental Disabilities \(DBHDD\) website](#). Once on the DBHDD website, click the appropriate Regional Field Office for the contact information.

IDD Connects | Georgia Collaborative | IDD Connects | Georgia Collaborative | Online Application for Intellectual and Developmental Disabilities Services

Change Font Size Normal Ver En Español Sign in

**Georgia Department of Behavioral Health and Developmental Disabilities**

**Application for Intellectual and Developmental Disabilities Services**

Welcome to DBHDD New User Account registration for Intellectual and Developmental Disabilities Services. Please complete the below fields to create your User Account. This account will allow you to Submit a New Online Application or track a Non Online Application.

**Please create your online account**





All fields marked \* are required

First Name \* Last Name \* Create Username \*

Enter your First Name Enter your Last Name Enter Username

Create Password \* Confirm Password \*

5. Once you have completed your user account registration, you will be taken to your home dashboard.

			
<p><b>Manage My Applications</b> You can view, edit or delete your submitted applications</p>	<p><b>Submit a New Application</b> Create a new application and submit</p>	<p><b>Track an Application</b> Track the current status of the Mailed, Faxed or Telephonic applications submitted</p>	<p><b>Approve Individual Service Plan</b> Approve, Reject current ISP approvals</p>