

# Create a Utah ID for DHS Telehealth

In order to log in to the DHS Telehealth website and host an online call, you must first have an active Utah-ID. If you do not have an existing Utah-ID, a new one must be created using these steps. If you already have a Utah-ID, skip this tutorial and begin with Tutorial: Login and Set up your DHS Telehealth Account.

Step 1: Go to [login.utah.gov](http://login.utah.gov) on your web browser

- Click the **Create Account** hyperlink located at the bottom of the login box

Click **here!**

Step 2: Fill out the requested information

- In the **First** name field, it is recommended to also include your middle Initial
- In the **Email Address** field, it is recommended to use a work email address
- Password must be at least eight characters long
- The **Alternate Email Address** and **Mobile** fields are not required, but are recommended for password recovery
- Once all fields are complete, click the **Create Account** button.

Click **here** when the form is complete!

### Step 3: Provide additional information

**Steps needed to Access Mini Portal**

- (1) Create Account
- (2) Provide Information Needed
- (3) Activate Account

• [Return to Login](#)

#### Information Needed

Review/update your security questions

Recovery Question 1  
Select a Question  
Your Answer

Recovery Question 2  
Select a Question  
Your Answer

Recovery Question 3  
Select a Question  
Your Answer

**Submit**

- For security and account recovery purposes, you will be asked to enter three **Recovery Questions**
- Once all questions and answers have been entered, click the **Submit** button

Click **here!**

### Step 4: Activate your account

**Steps needed to Access Mini Portal**

- (1) Create Account
- (2) Provide Information Needed
- (3) Activate Account

• [Return to Login](#)

#### Activate Account

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

[Mail New Validation Code](#)

Code

You may bypass account activation by checking this box.

Bypass Activation

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

**Activate**

A validation code will be sent to the work email address that you entered in step two.

- Log into your email and look for an email authentication message sent from [UtahIDService@utah.gov](mailto:UtahIDService@utah.gov)
- Enter the Validation Code from your email into the **Code** field on the Activate Account screen
- Click the **Activate** button

Click **here!**

### Step 5: Complete

Utah ID Portal

Mini Portal | My Account

Links  
Logoff

Healthy Utah

Frequently Visited Site  
Mini Portal

- You will be navigated to the Utah ID Portal page, which means your ID has been created and verified
- When logging into the DHS Telehealth website, you will be asked to also log into your Utah ID, so remember your username and password for future use