

MANAGE YOUR PAYEE PROFILE

ohiopays.ohio.gov is designed to provide you, a Payee¹, conducting business with the State of Ohio, with convenient access to information about your organization's financial interactions with the state.

FIRST STEP FOR USING OHIOPAYS

To begin using the Portal, State of Ohio Payees will log into the site using their OH|ID. OH|ID provides an 8-digit user ID that allows you to login to access a variety of the State of Ohio's online applications. **OH|ID is your personal account (it is for you, not for your organization).** It delivers a more secure and private experience for users during online interactions with the state – with advanced fraud detection, prevention, and analytics features.

SECOND STEP FOR USING THE PORTAL

Once you obtain and sign into OhioPays with your OH|ID account, you can either:

- Register as a Payee (Payees may be a business or an individual person depending on your relationship with the state) to conduct business with the state.
- OR associate your personal OH|ID with one (or many) Payee(s) that are already in the state's accounting system to conduct business with the state.

USING THE PORTAL

With OhioPays you can...

- Register as a State of Ohio Payee
- Add additional addresses
 - The Remit-to identifies the location where payment is received. Initial registrations require a primary address, which may be different from a remit-to address. Additional remit-to addresses can be added after the initial registration.
- Update your existing Payee profile
- View information for purchase orders that have been submitted to you or your business
- View status information for invoices submitted for payment view
- Access information about payments sent to you or your business

Follow the steps below for guidance on registering your business.

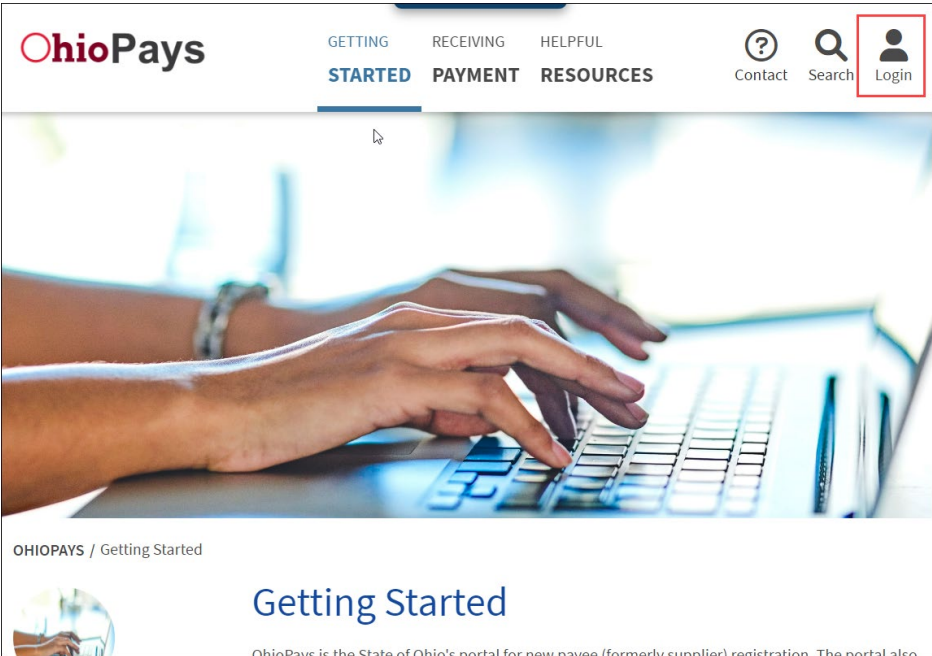
If you need assistance do not hesitate to reach out by email (obm.sharedservices@obm.ohio.gov) or phone (877-644-6771).

¹ A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements from the State of Ohio (other than state income taxes), and state fair participants/entertainers.

MANAGE YOUR PAYEE PROFILE


Manage My PAYEE PROFILE

As an administrator you have access to manage the account profile for your Payee record in OhioPays. This allows you to manage the users who have access to your Payee record and update the record through self-service features.

<ol style="list-style-type: none">1. Navigate to ohiopays.ohio.gov2. Click on Login	 <p>The screenshot shows the OhioPays website interface. At the top left is the OhioPays logo. To its right is a navigation menu with links for GETTING STARTED, RECEIVING PAYMENT, and HELPFUL RESOURCES. Further right are icons for Contact, Search, and Login. The Login icon, which depicts a person silhouette, is highlighted with a red rectangular box. Below the navigation is a large banner image of hands typing on a laptop keyboard. Underneath the banner, the text 'OHIO PAYS / Getting Started' is visible, followed by the heading 'Getting Started' and a small introductory paragraph.</p>
---	--

MANAGE YOUR PAYEE PROFILE


3. Enter your User ID, Password, and click **Log in**


Ohio's Digital Identity. One State. One Account.
Register once, use across many State of Ohio websites

[Create Account](#)

Log In

OH|ID

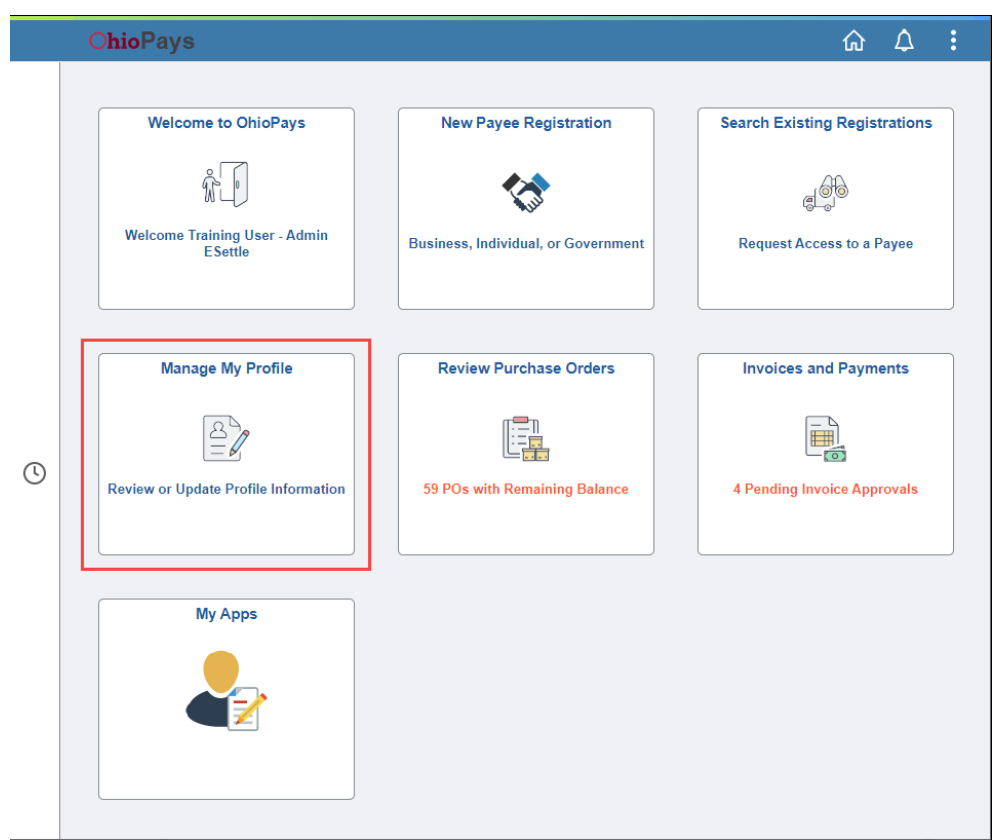
Password
..... 

[Log in](#)

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

MANAGE YOUR PAYEE PROFILE

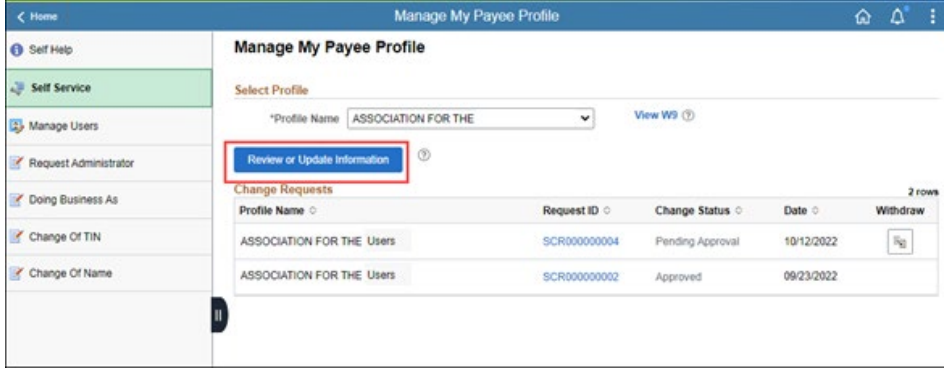
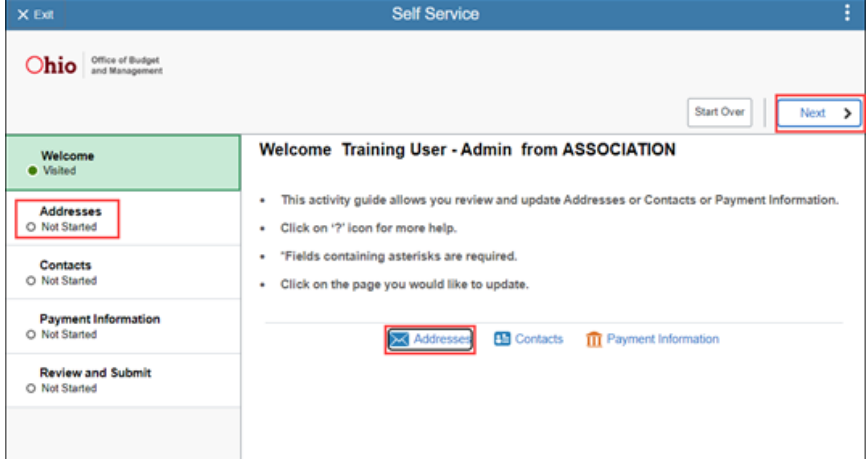
4. Click **Manage My Business Profile**



The Self Help section displays instructions for the administrator



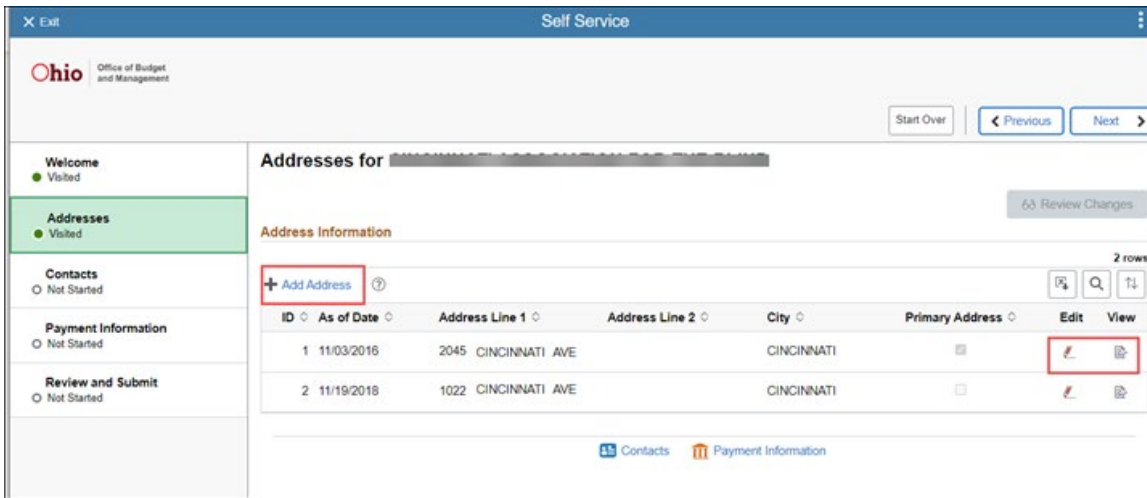
MANAGE YOUR PAYEE PROFILE

<p>The Self Service section will allow you to select your business and review or update information. Click Review or Update Information.</p>	 <p>The screenshot shows the 'Manage My Payee Profile' page. On the left is a 'Self Service' menu with options like 'Manage Users', 'Request Administrator', 'Doing Business As', 'Change Of TIN', and 'Change Of Name'. The main content area has a 'Select Profile' dropdown set to 'ASSOCIATION FOR THE'. Below this is a table of 'Change Requests' with columns for Profile Name, Request ID, Change Status, Date, and Withdraw. A 'Review or Update Information' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Profile Name</th> <th>Request ID</th> <th>Change Status</th> <th>Date</th> <th>Withdraw</th> </tr> </thead> <tbody> <tr> <td>ASSOCIATION FOR THE Users</td> <td>SCR000000004</td> <td>Pending Approval</td> <td>10/12/2022</td> <td>[Icon]</td> </tr> <tr> <td>ASSOCIATION FOR THE Users</td> <td>SCR000000002</td> <td>Approved</td> <td>09/23/2022</td> <td></td> </tr> </tbody> </table>	Profile Name	Request ID	Change Status	Date	Withdraw	ASSOCIATION FOR THE Users	SCR000000004	Pending Approval	10/12/2022	[Icon]	ASSOCIATION FOR THE Users	SCR000000002	Approved	09/23/2022	
Profile Name	Request ID	Change Status	Date	Withdraw												
ASSOCIATION FOR THE Users	SCR000000004	Pending Approval	10/12/2022	[Icon]												
ASSOCIATION FOR THE Users	SCR000000002	Approved	09/23/2022													
<p>The Self Service section will allow you to make updates to addresses, contacts, and payment information. There are multiple ways to navigate to the information you need to change.</p>	 <p>The screenshot shows the 'Self Service' page for a 'Training User - Admin from ASSOCIATION'. The left sidebar has a 'Welcome' section with 'Visited' status and four links: 'Addresses', 'Contacts', 'Payment Information', and 'Review and Submit'. The 'Addresses' link is highlighted with a red box. The main content area has a 'Next' button with a right arrow, also highlighted with a red box. Below the main content are three buttons: 'Addresses', 'Contacts', and 'Payment Information', with 'Addresses' highlighted.</p>															

MANAGE YOUR PAYEE PROFILE

Address Change

The **Addresses** section allows you to view, edit, and add addresses.



If you add an address, you will have the option for the change to take effect the next business day from the approval date or a future date. Click **OK** to add the address.

Add New Address Information

*Address ID 3 ?

*Country United States

*Address 1 1395 loway pl

Address 2

*City galloway

*Postal Code 43119

*State Ohio

*County Franklin

*Email ID obm.training+2@gmail.com ?

Primary Address ?

Approved Changes Take Effect : ?

Next business day from approval date

Future Date

You may receive a warning(s) message with information about your request.

MANAGE YOUR PAYEE PROFILE

Add New Address Information

*Address ID 2 ?

*Country United States ?

*Address 1 2600 ARGENTIA RD ?

Address 2 MISSISSAUGA ONTARIO L ?

*Postal

*Email ID test@test.com ?

Primary Address ? *Attach W9(1)

Approved Changes Take Effect : ?

Next business day from approval date

Future Date

Warning(s)

Thank you for your submission, please allow 7-10 business days to complete the review.

OK

Contacts Change

The **Contacts** section allows you to view, edit, and add contacts. Changes will take effect immediately upon saving.

Contacts for ASSOCIATION

63 Review Changes

+ Add Contact ?

Contact	Address Line 1	Name	Email ID	Edit	View
1	1 MAIN ST	BILL STONE	EsAPgDvPwDXT0aQUcPa@fgold.oaks.ohio.gov		
2	1 MAIN ST	BILL STONE	zXNmANyCCeEwQvCIV@fgold.oaks.ohio.gov		
3	1 MAIN ST	ROB ANNAER	eQjnsBPshVhwWGEjXj@fgold.oaks.ohio.gov		
4	1 MAIN ST	JEANNE FIRETON	ckRjhTzPwmdTzFGTl@fgold.oaks.ohio.gov		
5	1 MAIN ST	JEANNE FIRETON	VNshONIUUVdjasQnO@fgold.oaks.ohio.gov		
6	99 ANYWHERE RD	HANNA FIRES	tVBgZpmbvCKIRVsrdeyN@fgold.oaks.ohio.gov		
7	99 ANYWHERE RD	RACHEL MAN	rBLVWSKwPPJITNvAga@fgold.oaks.ohio.gov		

Addresses Payment Information

Help/FAQs Privacy Statement Contact

An official State of Ohio site. Here's how you know

MANAGE YOUR PAYEE PROFILE

Payment Information Change

The **Payment information** section allows you to view, edit, and add payment methods.

The screenshot shows a web interface titled 'Self-Service' with the Ohio Office of Budget and Management logo. The main content area is titled 'Payment Information for ASSOCIATION FOR THE'. On the left, there is a navigation menu with options: 'Welcome' (Visited), 'Addresses' (Not Started), 'Contacts' (Visited), 'Payment Information' (Visited), and 'Review and Submit' (Not Started). The 'Payment Information' section includes a '+ Add Bank Account' button, a 'Review Changes' button, and a table with one row of payment information. The table has columns for 'Remit Address 1', 'Description', 'As of Date', 'Edit', and 'View'. The row contains: '.1 MAIN ST', 'EFT-1 BANK ACCOUNT*****8521', '05/02/2020', and icons for edit and view.

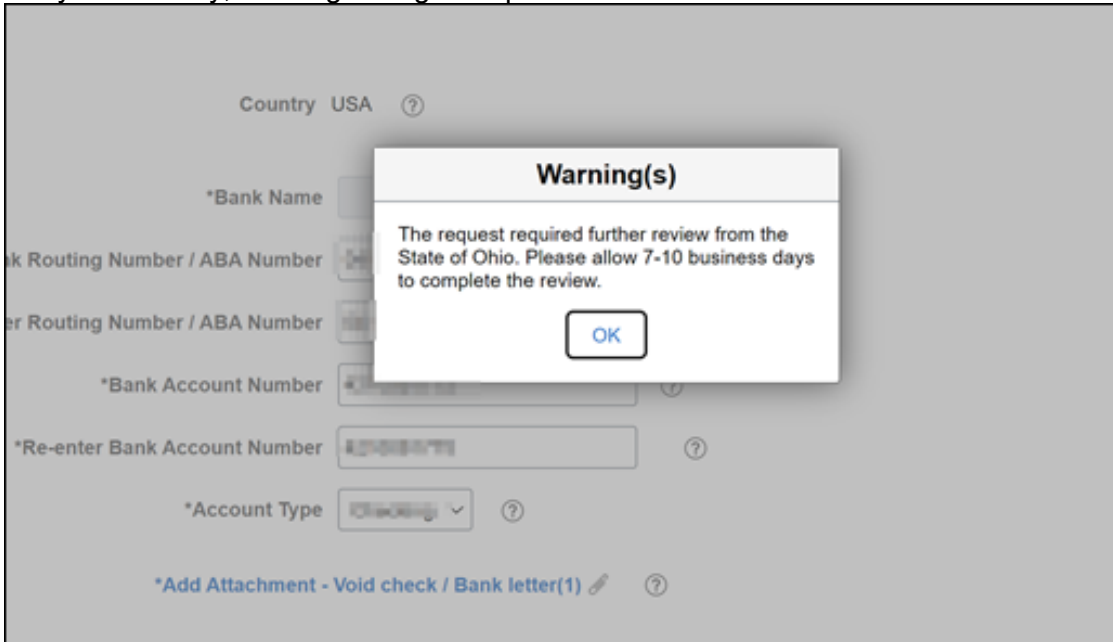
If you are adding a bank account, you will be required to attach a voided check or bank letter.

The 'Add New Bank Account Information' form includes the following fields and options:

- *Remit Address ID: [Text Input]
- *Is Invoice address same as Remit Address?: Yes
- Country: USA
- *Bank Name: [Text Input]
- *Bank Routing Number / ABA Number: [Text Input]
- *Re-enter Routing Number / ABA Number: [Text Input]
- *Bank Account Number: [Text Input]
- *Re-enter Bank Account Number: [Text Input]
- *Account Type: [Dropdown Menu]
- *Add Attachment - Void check / Bank letter(0): [Text Input]
- Approved Changes Take Effect :
 - Next business day from approval date
 - Future Date

MANAGE YOUR PAYEE PROFILE

For your security, banking changes require further review.



Manage Users

The Manage Users section allows you to view and add users to view your business.

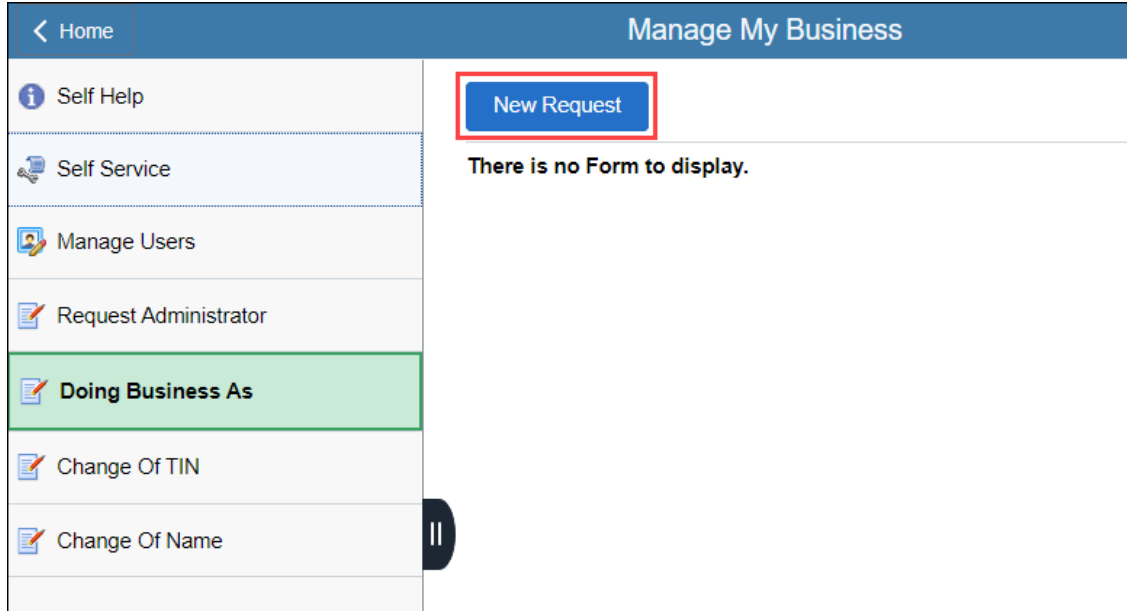
The screenshot shows the "Manage My Payee Profile" interface. On the left is a navigation menu with options: Self Help, Self Service, Manage Users (highlighted), Request Administrator, Doing Business As, Change Of TIN, and Change Of Name. The main area displays a "Manage Users" section with a table of 9 rows. The table has columns for "User Status", "User ID", and "Name".

User Status	User ID	Name
Active	71717112	Matthew Smith
Active	74747474	Jason Oaks
Active	75757575	Gerry Campbell
Active	75232323	Richard Williams
Active	78855555	Nikki Peterson
Active	78889999	Sandra Lake

MANAGE YOUR PAYEE PROFILE

Doing Business As

If you have a business name, trade name, or DBA name that uses the same TIN that you have already registered. Click New Request.



Enter the Business Name, Trade name, Doing Business As, and Address information.

MANAGE YOUR PAYEE PROFILE

Manage My Business Doing Business As

Identification

*Business Name

*Payee ID 00000448

*Business Name , Trade name , Doing Business As

Remit to Address

*Address 1

Address 2

*City

*Postal Code

*State

*County

Payee Admin

*Name Training User

*OH|ID OHTRNSUP

*Email obm@ohio.gov

Change of TIN

The Change of TIN section allows you to submit a request to change the TIN associated with your Payee record. Click **New Request**

Home Manage My Business

<ul style="list-style-type: none"><input type="button" value="Self Help"/><input type="button" value="Self Service"/><input type="button" value="Manage Users"/><input type="button" value="Request Administrator"/><input type="button" value="Doing Business As"/><li style="background-color: #e0f2f1;"><input type="button" value="Change Of TIN"/><input type="button" value="Change Of Name"/>	<div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;">New Request</div> <p>There is no Form to display.</p>
--	--

Update the New Employee Identification Number or Social Security Number.

MANAGE YOUR PAYEE PROFILE

< Manage My Business
Change Of TIN

Identification

*Business Name

*Employee Identification Number (EIN) or Social Security Number (SSN) 3105

New TIN

*New Employee Identification Number (EIN) or Social Security Number (SSN)

Payee Admin

*Name Training User
 *OHID OHT
 *Email obm@ohio.gov

Remit to Address

*Address 1

Address 2

*City

*Postal Code

*State

*County

*Phone Number

*Reason For Change

Attachments

*IRS W9 required

Change of Name

The Change of Name section allows you to change the business name. Click **New Request**.

< Home
Manage My Business

- Self Help
- Self Service
- Manage Users
- Request Administrator
- Doing Business As
- Change Of TIN
- Change Of Name

Change Request Selection

Select Business

*Business Name [View W9](#)

Business Name	Request ID	Change Status	Date
CINCINNATI ASSOCIATION	SCR0000000	Approved	09/23/2022

Update the Business Name.

MANAGE YOUR PAYEE PROFILE

[Manage My Business](#) Change Of TIN

Identification

*Business Name

*Employee Identification Number (EIN) or Social Security Number (SSN)

New TIN

*New Employee Identification Number (EIN) or Social Security Number (SSN)

Payee Admin

*Name

*OH|ID

*Email

Remit to Address

*Address 1

Address 2

*City

*Postal Code

*State

*County

MANAGE YOUR PAYEE PROFILE

Click the **Submit** button when you are done making updates.

*Address 1	<input type="text" value="20 BERT AVE"/>
Address 2	<input type="text"/>
*City	<input type="text" value="CINCINNATI"/>
*Postal Code	<input type="text" value="45202"/>
*State	<input type="text" value="Ohio"/>
*County	<input type="text" value="Hamilton"/>
*Phone Number	<input type="text" value="513/487-4527"/>
*Different TIN?	<input type="text"/>
*Reason For Change	<input type="text"/>

Attachments

*IRS W9 required

Click on **Review Changes**.

Self Service

Ohio Office of Budget and Management

Start Over | Previous

Review and Submit option for [REDACTED]

Review to confirm your changes before submitting the request.
Click the "Submit" button to submit your change request.
Email Communication regarding this request will be sent to :

(Submit button will be enabled only after the "Review Changes")

Addresses | Contacts | Payment Information

MANAGE YOUR PAYEE PROFILE

Verify the changes are correct and click **Return**.

Review Changes for [Redacted]

Address Information

Request Type
Add

Current	Proposed
*Address ID	3
*Country	United States
*Address 1	[Redacted]
Address 2	
City	galloway
Postal Code	43119
County	Franklin
State	Ohio
Email ID	obm.training+2@gmail.com
Primary Address <input type="checkbox"/>	<input type="checkbox"/>

[Return](#)

Click **Submit**.

Self Service

Ohio Office of Budget and Management

[Start Over](#) | [Previous](#)

Welcome Visited

Addresses Visited

Contacts Visited

Payment Information Visited

Review and Submit Visited

Review and Submit option for [Redacted]

[Review Changes](#)

Review to confirm your changes before submitting the request.
Click the "Submit" button to submit your change request.
Email Communication regarding this request will be sent to :

[Redacted]@obm.ohio.gov

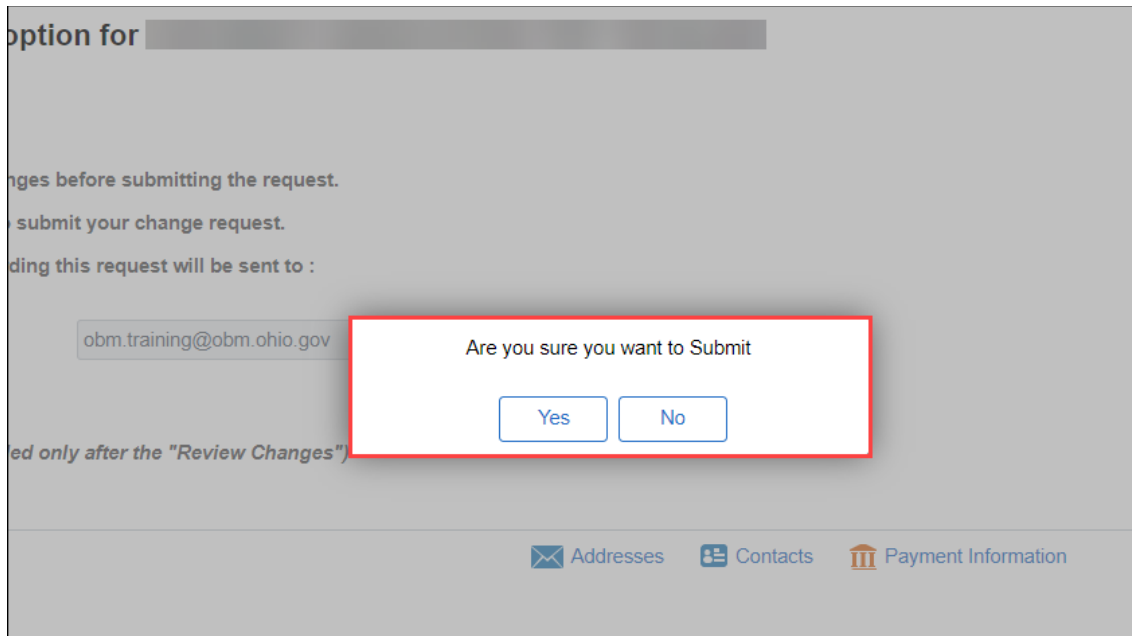
[Submit](#)

(Submit button will be enabled only after the "Review Changes")

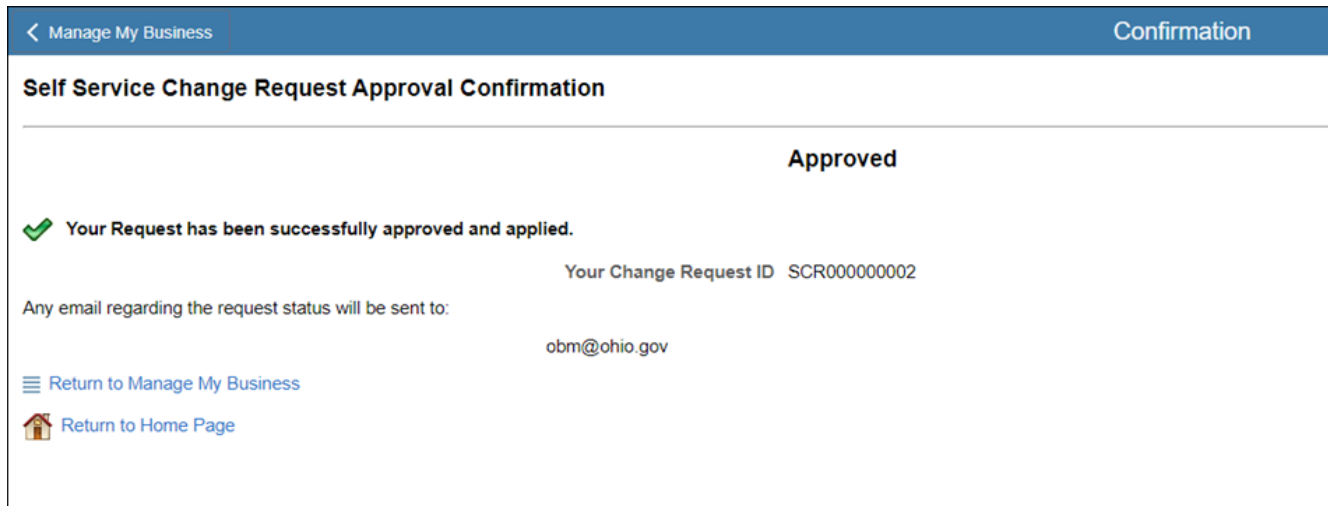
[Addresses](#) | [Contacts](#) | [Payment Information](#)

MANAGE YOUR PAYEE PROFILE

Click **Yes** to Submit the change.



You will receive a confirmation message about the request.



The payment information change may be approved and applied or routed for manual processing and an email notification will be received once completed.