

Updating Information with Shared Services

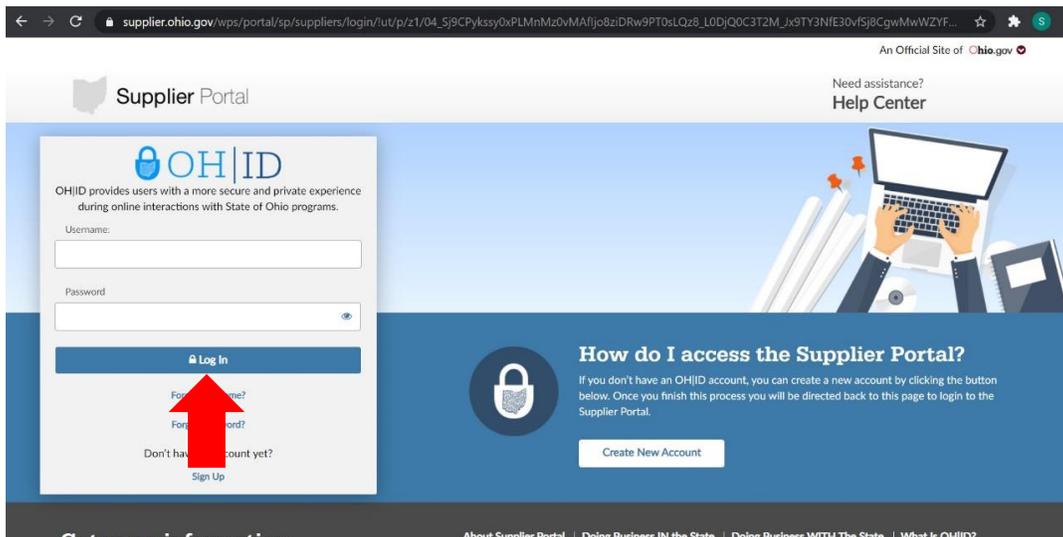
The Shared Services Portal can be used to update demographic information as well as add/modify Direct Deposit Information
Be sure to update your information with Shared Services **AND** DODD

1. Access the Shared Services website

Go to <http://supplier.ohio.gov>

2. Type in your username and password, then click Log In

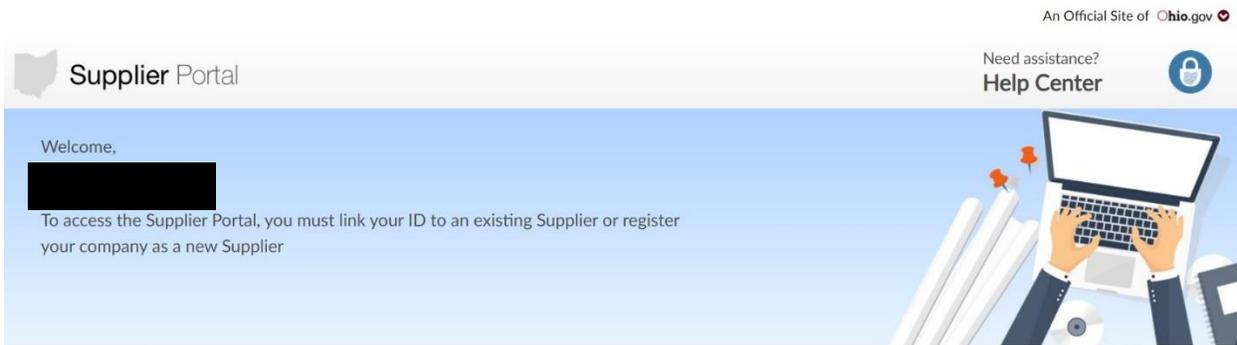
This is the same username/password used for DODD



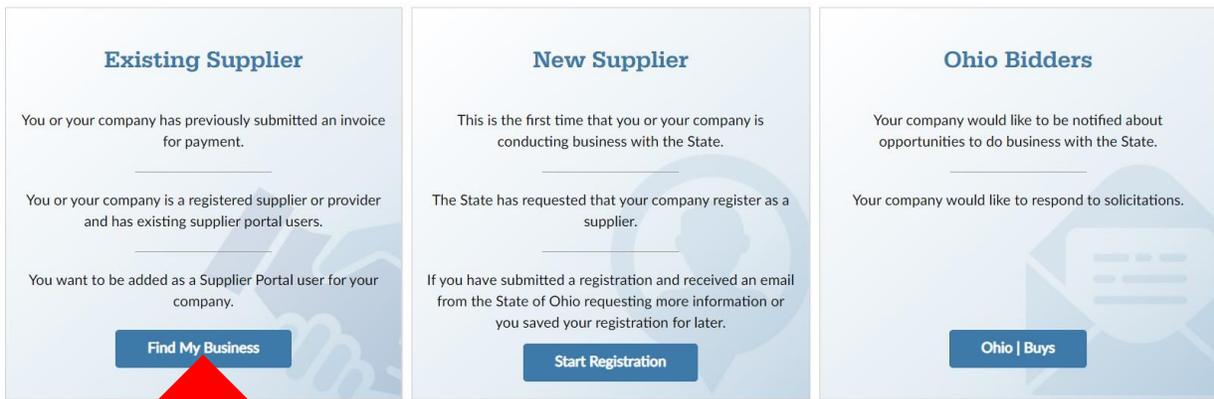
The screenshot shows the Supplier Portal login page. The browser address bar displays the URL: supplier.ohio.gov/wps/portal/sp/suppliers/login/!ut/p/z1/04_Sj9CPykyssy0xPLMmZ0vMAfj08zIDRw9PT0sLQz8_L0DjQ0C3T2M_Jx9TY3NFE30vSj8CgwMwWZYF.... The page header includes the Ohio state logo and 'Supplier Portal' text, along with a 'Need assistance? Help Center' link. The main content area is split into two sections. The left section is the login form, titled 'OH|ID', which includes a description: 'OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs.' Below this are input fields for 'Username:' and 'Password:', a blue 'Log In' button, and links for 'Forgot Username?', 'Forgot Password?', and 'Don't have an account yet? Sign Up'. A red arrow points to the 'Log In' button. The right section is titled 'How do I access the Supplier Portal?' and contains the text: 'If you don't have an OH|ID account, you can create a new account by clicking the button below. Once you finish this process you will be directed back to this page to login to the Supplier Portal.' Below this text is a 'Create New Account' button. The footer of the page contains the text 'Get more information' and a series of links: 'About Supplier Portal', 'Doing Business IN the State', 'Doing Business WITH The State', and 'What is OH|ID?'.

Once logged in, if you have never used the Shared Services portal before, you will need to link your username to your Shared Services Supplier account. If you already have access, skip to step 6

3. From the welcome screen, under Existing Supplier click on Find My Business

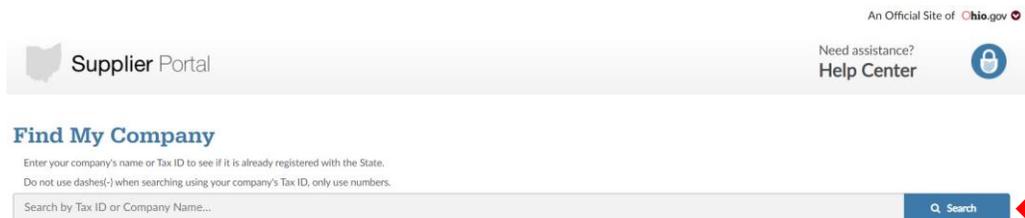


Thank you for creating an account with OH|ID. To continue, please choose one of the options below.



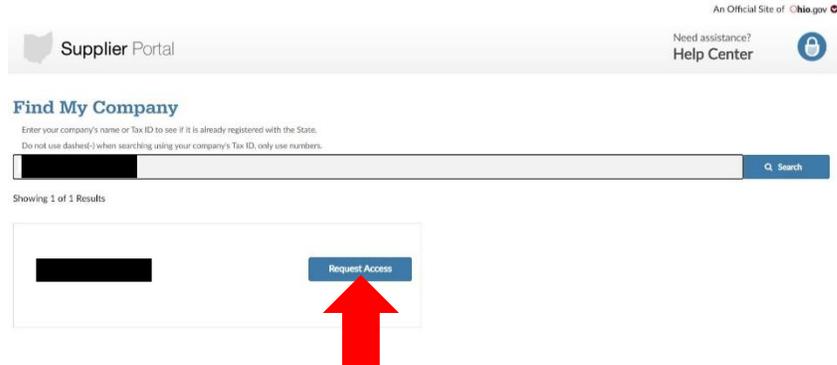
4. To find your company, search by Tax ID or company name

Independent Provider- your company name is your name. Tax ID is your Social Security Number.



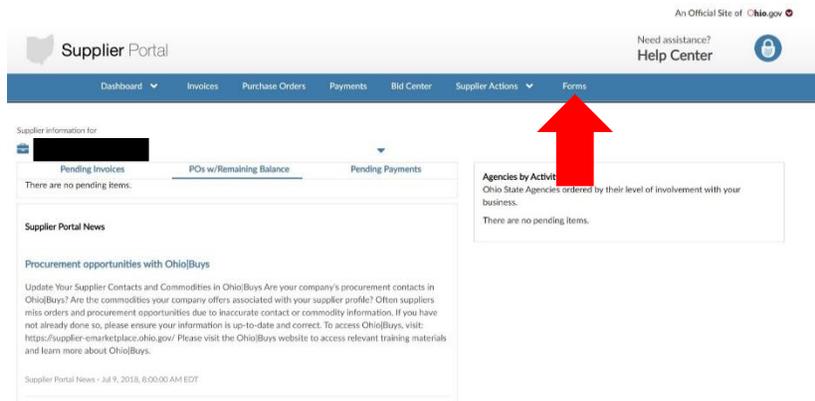
5. When the search results appear, find the correct Company Name, and click on Request Access

Follow any remaining prompts / instructions to access your Supplier Account



START HERE IF YOU ALREADY HAVE ACCESS TO YOUR SUPPLIER ACCOUNT

6. Once logged in, from the Supplier Home Page, click on Forms



7. The forms page will appear.

The information that is being updated / changed will determine what form is needed.

Click on the appropriate form, print it and fill out, then upload the form back into the appropriate area.

Supplier Forms

If you have an existing supplier record, you only need to fill out the 'Supplier Administrator Form' to have your OHID associated with your existing record. You do not need to fill out the other forms unless you would like to make changes to your existing record.

PDF Forms - Help and Information

There are known compatibility issues when using fillable forms with the PDF viewers built into web browsers.

Instructions for completing a PDF form:

- Save the form to your computer and fill it out using Adobe Reader, then save it, and return to this page to upload it.
- For additional help and information on working with these forms, download the help guide

Change EFT

Change EFT

To change/update direct deposit information

EFT_PaymentAuthorization_OBM-4310_9 2019.pdf | 156 KB

[Download](#)

Submit your documents here. Max file size is 5MB.

[Upload](#)

NOTES:

- Bank information changes may take up to 30 days, due to bank processing time in verifying information.
- The bank letter must be on bank letterhead and signed by a bank representative. It must include the name on the account, type of account, routing number, and account number. Exceptions will be made for Prepaid Cards.

Change Supplier Name or Tax ID

To Update / Change your name or Tax ID

Supplier-Change_Name_or_TIN_OBM-5657B_5-22-19 (1).pdf | 285 KB

[Download](#)

Submit your documents here. Max file size is 5MB.

[Upload](#)

Use this form to request a change to your business name or tax ID.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Federal W-9 Form

To Update / Change your W9

fw9.pdf | 129 KB

[Download](#)

Submit your documents here. Max file size is 5MB.

[Upload](#)

This form is required for the supplier registration process.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Manage Contacts

Manage Contacts

To Update / Change Contact Information

Manage Contacts_OBM-0818_5-22-19.pdf | 240 KB

[Download](#)

Submit your documents here. Max file size is 5MB.

[Upload](#)

Complete and submit this form when requesting changes to individual contact information such as name, email or phone number.

Manage Addresses

Manage Addresses

To Update / Change Address

AdditionalAddress_ChangeAddress_OBM-5657C_1-23-2020.pdf | 251 KB

[Download](#)

Submit your documents here. Max file size is 5MB.

[Upload](#)

Use this form to request a change to your business address or to add more addresses to your account.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Update Doing Business As (DBA)

Supplier Portal Administrator