MANAGE YOUR PAYEE PROFILE

ohiopays.ohio.gov is designed to provide you, a Payee[1],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.

1. Navigate to ohiopays.ohio.gov 2. Click on **Login**	

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

4. Click **Manage My Business Profile**	
The Self Help section displays instructions for the administrator	

MANAGE YOUR PAYEE PROFILE

The Self Service section will allow you to select your business and review or update information. Click **Review or Update Information**.	
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.	

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.

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

Contacts Change

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

Payment Information Change

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

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

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.

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 My Business | Doing Business As

Identification

*Business Name: ASSOCIATION
*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

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

New Request

There is no Form to display.

Update the New Employee Identification Number or Social Security Number.

Manage My Business | Change Of TIN

Identification

*Business Name: CINCINNATI ASSOCIATION

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

New TIN

*New Employee Identification Number (EIN) or Social Security Number (SSN): no dashes or spaces

Payee Admin

*Name: Training User

*OHID: OHT

*Email: obm@ohio.gov

Remit to Address

*Address 1: 20 BERT AVE

Address 2:

*City: CINCINNATI

*Postal Code: 45202

*State: Ohio

*County: Hamilton

*Phone Number: 513/487-4545

*Reason For Change:

Attachments

*IRS W9 required | *Attachments (0)

Submit

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: CINCINNATI ASSOCIATION | View W9

Review or Update Information

Change Requests

Business Name	Request ID	Change Status	Date
CINCINNATI ASSOCIATION	SCR00000000	Approved	09/23/2022

Update the Business Name.

Manage My Business

Change Of TIN

Identification

*Business Name: CINCINNATI ASSOCIATION

*Employee Identification Number (EIN) or Social Security Number (SSN): 100449

New TIN

*New Employee Identification Number (EIN) or Social Security Number (SSN): no dashes or spaces

Payee Admin

*Name: Training User

*OH|ID: OHTRNSUP

*Email: obm@ohio.gov

Remit to Address

*Address 1: 20 BERT AVE

Address 2:

*City: CINCINNATI

*Postal Code: 45202

*State: Ohio

*County: Hamilton

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

Click **on Review Changes**.

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

Click **Submit**.

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.