

CHANGE OF ADDRESS

[Ohiopays.ohio.gov](https://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 log in 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

You have two options after obtaining OhioPays and initially logging in with your OH|ID account:

- Register as a Payee to conduct business with the state (Payees may be a business or an individual person depending on your relationship with the state).
- Alternatively, to do business with the state, link your individual OH|ID to one (or more) Payee(s) that are already in the accounting system of 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.
 - For banking changes, have bank verification and W9 uploaded to your computer.
- 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.

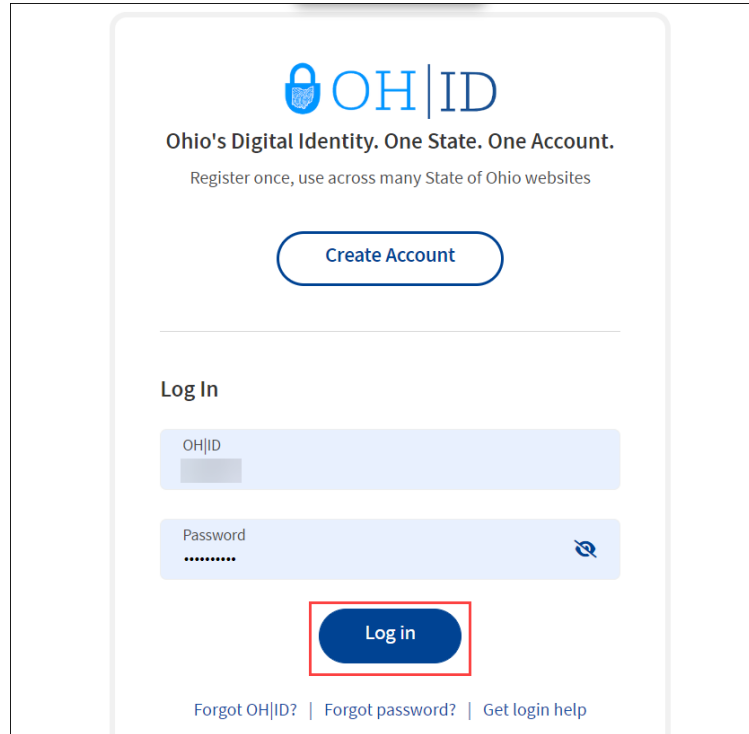
Follow the steps below for guidance on adding, editing, or removing an address from your Payee profile.

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

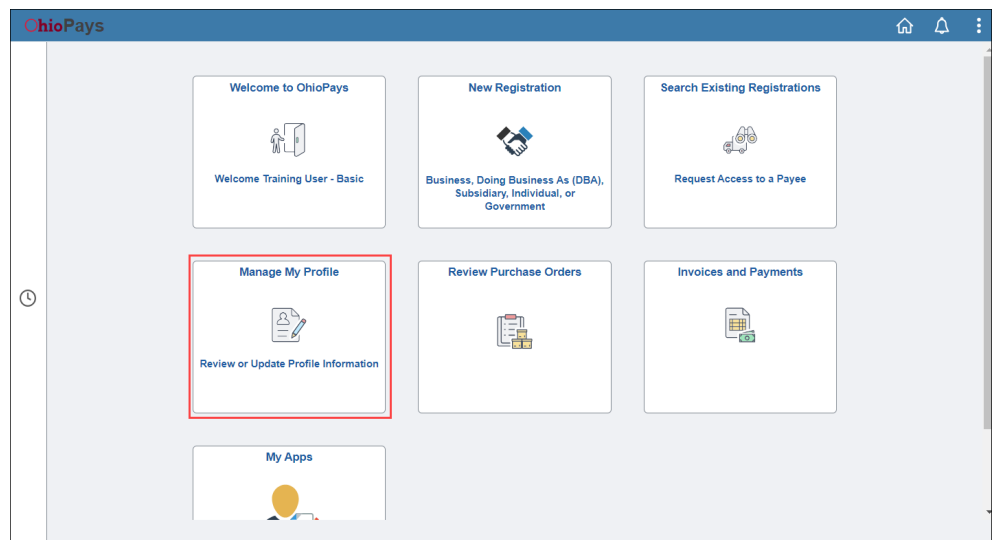
¹ A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements from the State of Ohio (other than state income taxes), and state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

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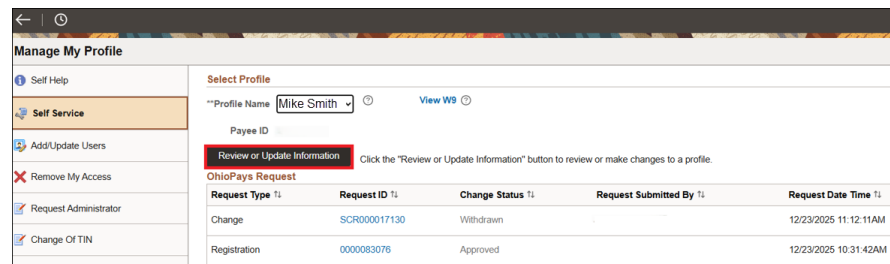
1. Navigate to ohiopays.ohio.gov.
2. Click on **Login** on the top right corner of the website.
3. Enter your User ID and Password.
4. Click **Log in**.



5. Click **Manage My Business Profile**.



6. Click **Self Service** from the left menu.
 - If you have multiple businesses, select the business you wish to update from the drop-down.



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7. Click **Review or Update Information.**

8. Click **Addresses** from the left menu.

The screenshot shows the 'Self Service' interface for the Ohio Office of Budget and Management. On the left, there is a navigation menu with the following items: 'Welcome' (Visited), 'Addresses' (Not Started, highlighted with a red box), 'Contacts' (Not Started), 'Payment Information' (Not Started), and 'Review and Submit' (Not Started). The main content area displays a 'Welcome Kimberly from Brent' message followed by a list of instructions: 'This activity guide allows you review and update Addresses, Contacts or Payment Information.', 'Click on '?' icon for more help.', '*Fields containing asterisks are required.', 'Click on the page you would like to update.', and 'All edits or updates must be reviewed on the 'Review and Submit' page before changes are approved or routed for approval.'

9. To add an address, click **Add Address**.

The screenshot shows the 'Address Information' section of the system. It features a table with 42 rows. The table has columns for 'ID', 'As Of Date', 'Address', and 'Primary Address'. Each row includes buttons for 'View Address', 'Change Of Address', and 'Remove Address'. At the bottom left of the table, there is a '+ Add Address' button, which is highlighted with a red box. Below the table, there are links for 'Privacy Statement' and 'Contact Us'.

ID	As Of Date	Address	Primary Address
37	06/17/2009	[Redacted]	<input type="checkbox"/>
38	04/13/2020	[Redacted]	<input type="checkbox"/>
39	03/06/2013	[Redacted]	<input type="checkbox"/>
40	09/30/2015	[Redacted]	<input type="checkbox"/>
41	04/30/2018	[Redacted]	<input type="checkbox"/>
42	12/15/2023	[Redacted]	<input type="checkbox"/>

10. Add the address and click **OK**. Continue to the [Review and Submit](#) section below.

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Cancel
Add New Address Information
OK

*Country

*Address 1

Address 2

Address 3

*City

*Postal

*State

County

*Email ID ?

Please add additional emails in the contact section if required

*Telephone Extn

Fax

Primary Address ? *Important communications will be sent to this address (ex. IRS 1099)*

11. To change an address click **Change of Address** icon next to the desired address.

Address Information						
42 rows						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
			ID	As Of	Address	Primary
			◇	Date	◇	Address
View Address	Change Of Address	Remove Address <input type="checkbox"/>	37	06/17/2009	[REDACTED]	<input type="checkbox"/>
View Address	Change Of Address	Remove Address <input type="checkbox"/>	38	04/13/2020	[REDACTED]	<input type="checkbox"/>
View Address	Change Of Address	Remove Address <input type="checkbox"/>	39	03/06/2013	[REDACTED]	<input type="checkbox"/>
View Address	Change Of Address	Remove Address <input type="checkbox"/>	40	09/30/2015	[REDACTED]	<input type="checkbox"/>
View Address	Change Of Address	Remove Address <input type="checkbox"/>	41	04/30/2018	[REDACTED]	<input type="checkbox"/>
View Address	Change Of Address	Remove Address <input type="checkbox"/>	42	12/15/2023	[REDACTED]	<input type="checkbox"/>

[+ Add Address](#) ?

[Privacy Statement](#)
[Contact Us](#)

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12. To Update/Remove a primary address, you may do one of the following:
 - Edit the existing primary address by clicking Change of Address and entering updated address information.
 - Check the Primary Address box next to an existing address.
 - Click Add Address to enter a new address and designate it as the primary address. If the change to a primary address requires additional review, you will see Pending Approval listed in the Change Status. Until the Change Status shows as Approved, you may not be able to submit additional change requests.
13. Enter the changes to address
14. Click **OK** when you are finished and continue to the [Review and Submit](#) section below.

Change Of Address # 38

*Country

*Address 1

Address 2

Address 3

*City

*Postal

*State

County

*Email ID ?

Please add additional emails in the contact section if required

*Telephone Extn

Fax

Primary Address ? *Important communications will be sent to this address (ex. IRS 1099)*

15. A message will appear if you are removing an address tied to contacts or banking information. Click **Yes** to continue.

City CLEVELAND

Primary Address

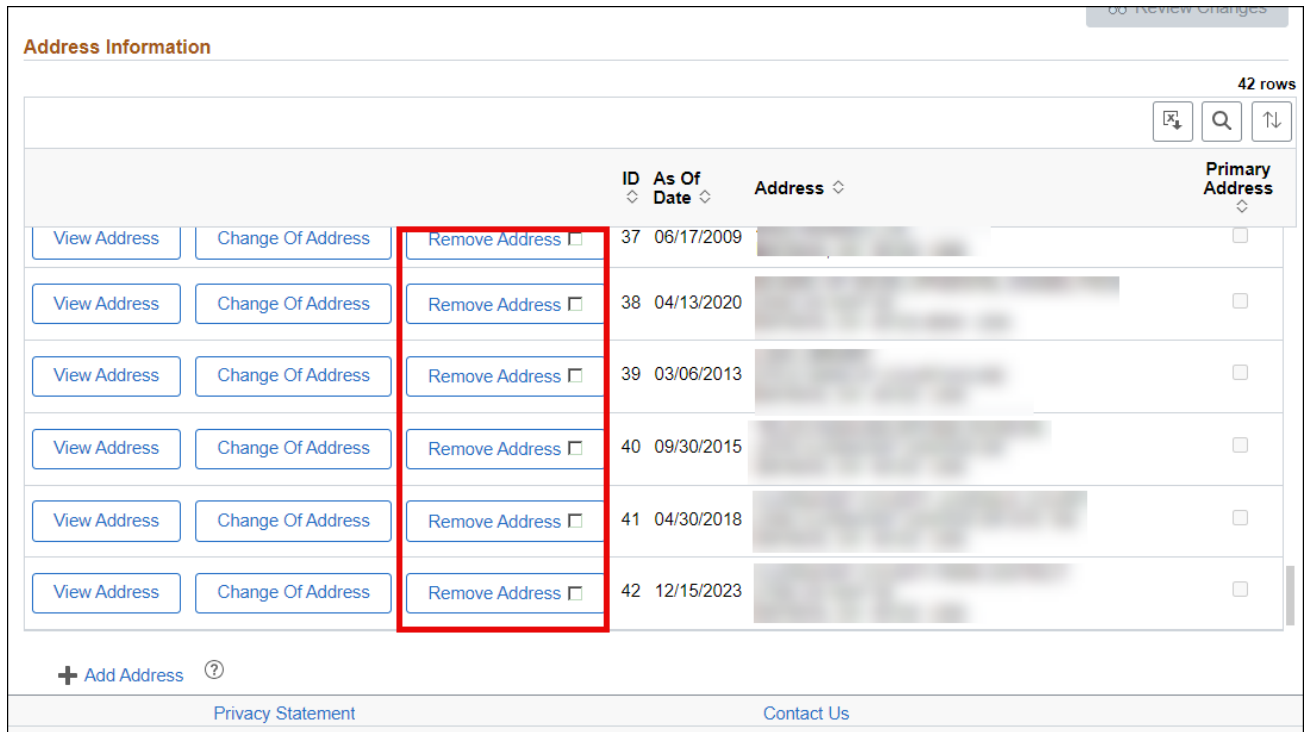
Are you sure you want to Continue?

This Address is associated with existing Contact Information or Bank Account Information. The request requires further review from the State of Ohio. Please allow 7-10 business days to complete the review.

Primary Address ?

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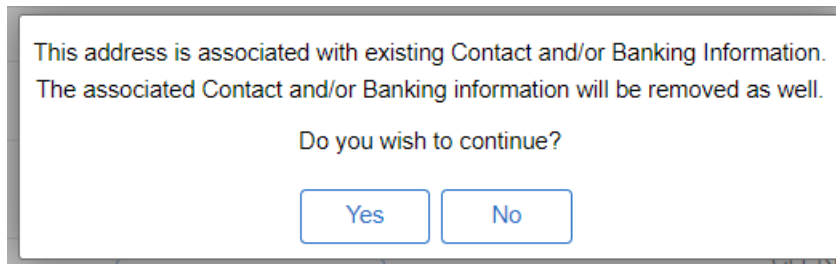
16. To delete an address, click on the **Remove Address** icon next to the desired address.



The screenshot shows a table titled "Address Information" with 42 rows. The table has columns for "ID", "As Of Date", "Address", and "Primary Address". Each row contains three buttons: "View Address", "Change Of Address", and "Remove Address". A red box highlights the "Remove Address" buttons for rows 37 through 42. Below the table, there is a "+ Add Address" button and links for "Privacy Statement" and "Contact Us".

ID	As Of Date	Address	Primary Address
37	06/17/2009	[Redacted]	<input type="checkbox"/>
38	04/13/2020	[Redacted]	<input type="checkbox"/>
39	03/06/2013	[Redacted]	<input type="checkbox"/>
40	09/30/2015	[Redacted]	<input type="checkbox"/>
41	04/30/2018	[Redacted]	<input type="checkbox"/>
42	12/15/2023	[Redacted]	<input type="checkbox"/>

17. Click **Yes** to remove the address.



This address is associated with existing Contact and/or Banking Information. The associated Contact and/or Banking information will be removed as well.

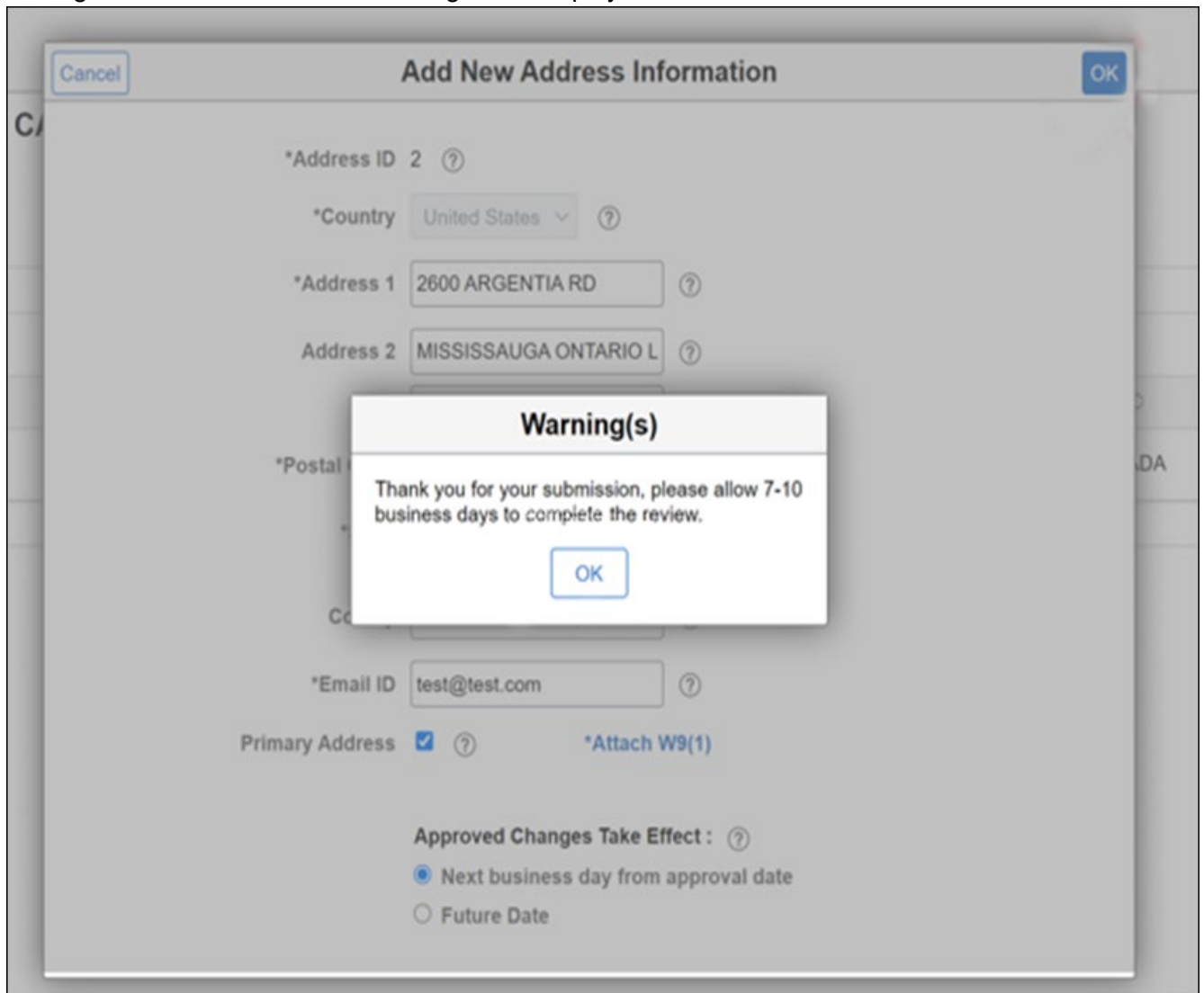
Do you wish to continue?

18. Click **Return** when you are finished and continue to the [Review and Submit](#) section below.

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Review and Submit

19. Some address changes will require additional review and processing by the Office of Budget and Management. Click **OK** on the warning box if displayed.



The screenshot shows a web form titled "Add New Address Information" with a "Cancel" button on the top left and an "OK" button on the top right. The form contains the following fields and options:

- *Address ID: 2
- *Country: United States (dropdown menu)
- *Address 1: 2600 ARGENTIA RD
- Address 2: MISSISSAUGA ONTARIO L
- *Postal: (field partially obscured by the warning box)
- *Email ID: test@test.com
- Primary Address:
- *Attach W9(1): (checkbox)
- Approved Changes Take Effect :
 - Next business day from approval date
 - Future Date

A white dialog box titled "Warning(s)" is overlaid on the form. It contains the text: "Thank you for your submission, please allow 7-10 business days to complete the review." and an "OK" button.

20. Click the **Review and Submit** from the left menu.
21. Click on **Review Changes**.

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Self Service

Ohio | Office of Budget and Management

Welcome ● Visited

Addresses ● Visited

Contacts ● Visited

Payment Information ○ Not Started

Review and Submit ● Visited

Review and Submit option for Brent Wentzel

[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 :

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

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

Review Changes for [REDACTED]

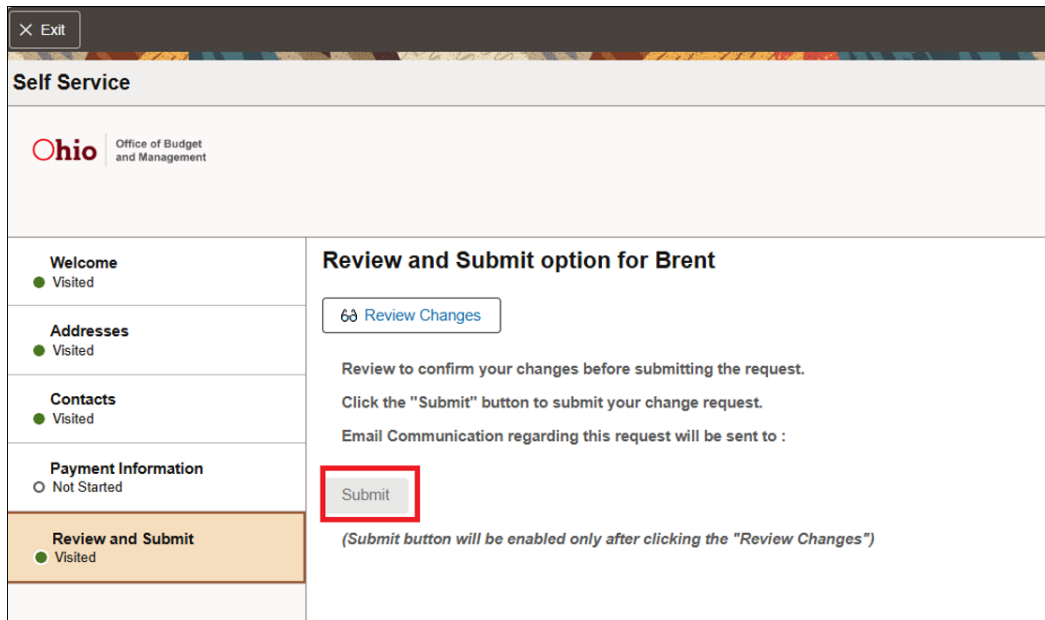
Address Information

Request Type
Add

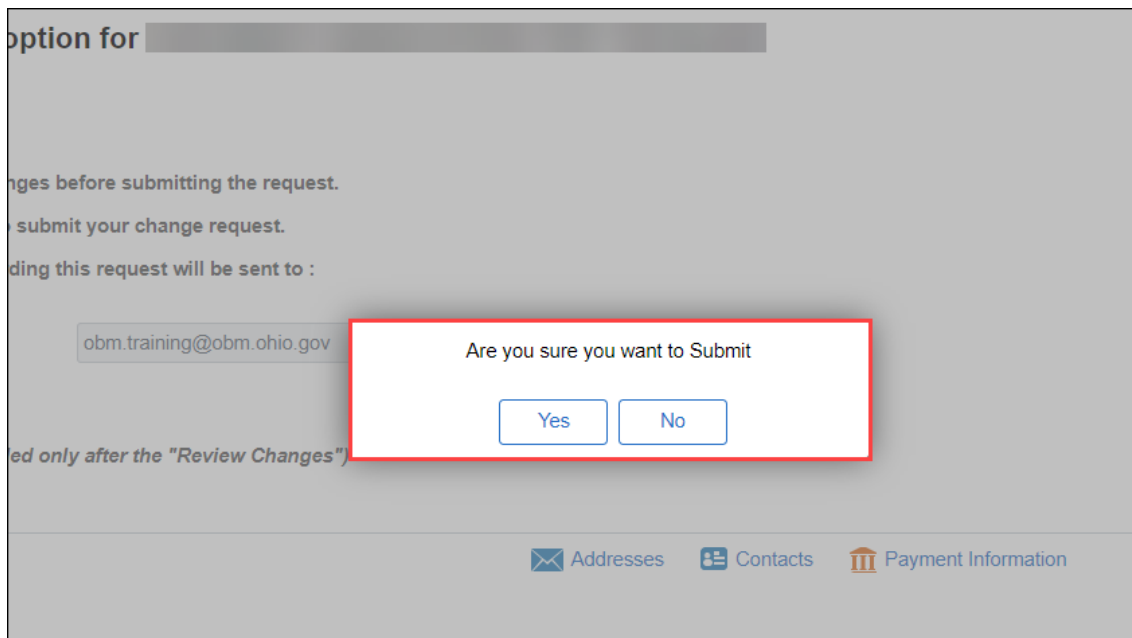
Current	Proposed
*Address ID	3
*Country	United States
*Address 1	[REDACTED]
Address 2	
City	galloway
Postal Code	43119
County	Franklin
State	Ohio
Email ID	obm.training+2@gmail.com
Primary Address <input type="checkbox"/>	<input type="checkbox"/>

23. Click **Submit**.

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24. Click **Yes** to Submit the change.



You will receive a confirmation message about the request.

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Confirmation

Self Service Change Request Approval in Process

Submission in Process

✔ You have successfully applied changes to your Change Request ID: **SCR000017131**

Any email regarding the request status will be sent to:

 [Return to Manage My Payee Profile](#)

 [Return to Home Page](#)

Note: Make note of the Request ID for future use.

Note: Make note of the Request ID for future use. The address change may be approved and applied or routed for manual processing and an email notification will be received once completed.