

# CHANGE OF ADDRESS

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[Ohiopays.ohio.gov](https://ohiopays.ohio.gov) is designed to provide you, a Payee<sup>1</sup>, 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.

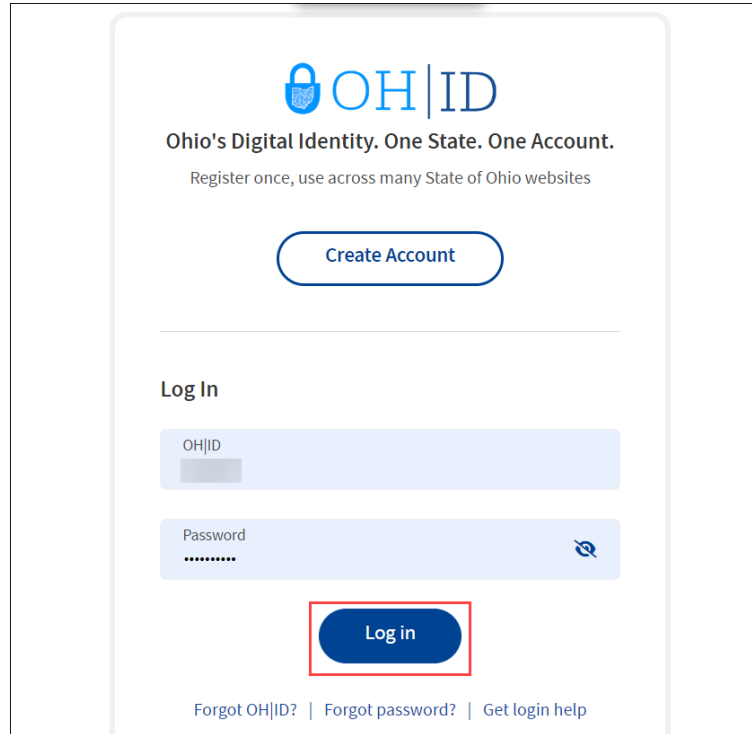
If you need assistance do not hesitate to reach out by email ([obm.contactcenter@obm.ohio.gov](mailto:obm.contactcenter@obm.ohio.gov)) or phone (877-644-6771).

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<sup>1</sup> 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.

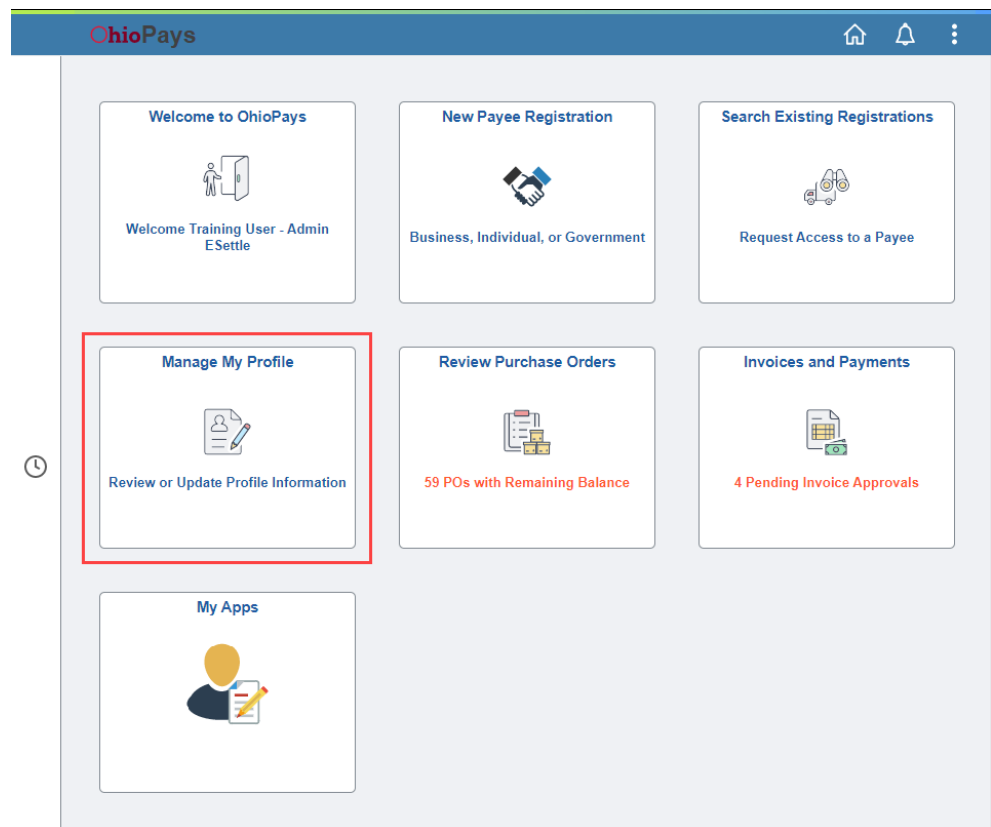
## CHANGE OF ADDRESS

1. Navigate to [ohiopays.ohio.gov](https://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**.



The image shows the OH|ID login page. At the top, there is a logo with a blue shield and the text "OH|ID". Below the logo, it says "Ohio's Digital Identity. One State. One Account." and "Register once, use across many State of Ohio websites". There is a "Create Account" button. Below that is a "Log In" section with a "OH|ID" input field and a "Password" input field. A "Log in" button is highlighted with a red box. At the bottom, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help".

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



The image shows the OhioPays dashboard. At the top, there is a blue header with the "OhioPays" logo and navigation icons. The dashboard is divided into several sections. The "Manage My Profile" section is highlighted with a red box. It contains a "Review or Update Profile Information" button. Other sections include "Welcome to OhioPays" (Welcome Training User - Admin ESettle), "New Payee Registration" (Business, Individual, or Government), "Search Existing Registrations" (Request Access to a Payee), "Review Purchase Orders" (59 POs with Remaining Balance), "Invoices and Payments" (4 Pending Invoice Approvals), and "My Apps".

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

**Manage My Payee Profile**

Select Profile  
\*Profile Name: ASSOCIATION FOR THE [dropdown] [View W9](#)

**Review or Update Information**

Change Requests

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	

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

**Ohio** Office of Budget and Management

Welcome Training User - Admin from CINCINNATI ASSOCIATION FOR THE BLIND

- 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.
- All edits or updates must be reviewed on the 'Review and Submit' page before changes are approved or routed for approval.

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

## CHANGE OF ADDRESS

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

**Address Information**

42 rows

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"/>

**+ Add Address** ?

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

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

**Add New Address Information**

\*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.

## CHANGE OF ADDRESS

OO Review Changes

### Address Information

42 rows

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

[+ Add Address](#)

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

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

**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.

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.

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

## CHANGE OF ADDRESS

GO Review Changes

### Address Information

42 rows

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

[+ Add Address](#)

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

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.

## CHANGE OF ADDRESS

### 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". The form contains fields for "Address ID" (2), "Country" (United States), "Address 1" (2600 ARGENTIA RD), "Address 2" (MISSISSAUGA ONTARIO L), "Postal" (partially visible), "Email ID" (test@test.com), and a "Primary Address" checkbox (checked). There is also an "Attach W9(1)" option. At the bottom, there are radio buttons for "Approved Changes Take Effect": "Next business day from approval date" (selected) and "Future Date". A "Warning(s)" dialog box is overlaid on the form, displaying the message: "Thank you for your submission, please allow 7-10 business days to complete the review." with an "OK" button.

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

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has five menu items: "Welcome" (Visited), "Addresses" (Visited), "Contacts" (Not Started), "Payment Information" (Not Started), and "Review and Submit" (Visited). The main content area is titled "Review and Submit option for CINCINNATI ASSOCIATION". It features a "Review Changes" button, which is highlighted with a red box. Below this button, there is text: "Review to confirm your changes before submitting the request." and "Click the 'Submit' button to submit your change request." followed by "Email Communication regarding this request will be sent to :". An email address "cincinnati@obm.ohio.gov" is displayed in a text box. A "Submit" button is located below the email address. At the bottom of the main content area, there is a note: "(Submit button will be enabled only after the 'Review Changes')". At the very bottom of the page, there are three icons with labels: "Addresses", "Contacts", and "Payment Information".

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



## CHANGE OF ADDRESS

Review Changes for

Address Information

Request Type

Add

Current

Proposed

\*Address ID

3

\*Country

United States

\*Address 1

Address 2

City

galloway

Postal Code

43119

County

Franklin

State

Ohio

Email ID

obm.training+2@gmail.com

Primary Address

☐

Return

23. Click **Submit**.

Welcome  
● Visited

Addresses  
● Visited

Contacts  
○ Not Started

Payment Information  
○ Not Started

Review and Submit  
● Visited

## Review and Submit option for CINCINNATI ASSOCIATION ██████████

60 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 :

██████████@obm.ohio.gov

Submit

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

✉ Addresses

👤 Contacts

🏠 Payment Information

## CHANGE OF ADDRESS

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

option for [redacted]

changes before submitting the request.

submit your change request.

ding this request will be sent to :

obm.training@obm.ohio.gov

Are you sure you want to Submit

Yes No

ed only after the "Review Changes")

Addresses Contacts Payment Information

You will receive a confirmation message about the request.

< Manage My Profile Confirmation

**Self Service Change Request Submit Confirmation**

**Pending Approval**

✓ You have successfully submitted your Self Service Request

Your Change Request ID SCR000000973

Any email regarding the request status will be sent to:

[redacted]@obm.ohio.gov

Return to Manage My Payee Profile

Return to Home Page

**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.