

CHANGE OF NAME

[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.

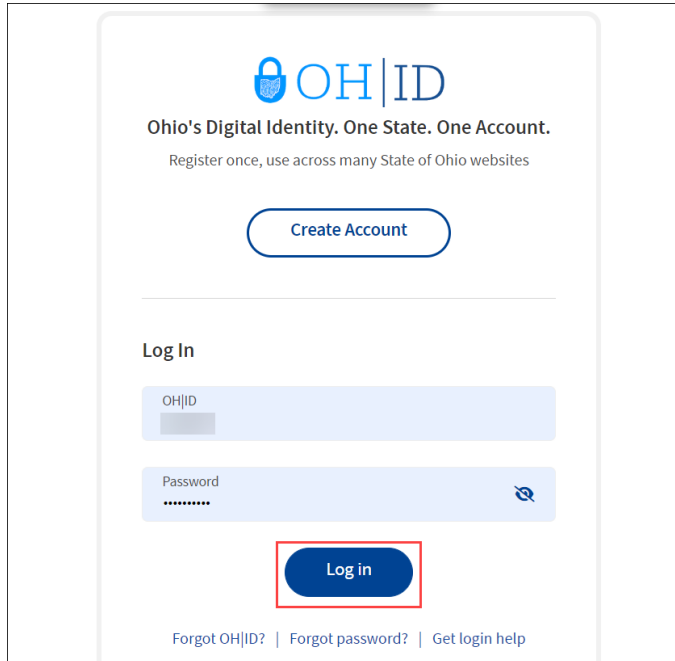
Follow the steps below for guidance on changing your business name on your OhioPays account.

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.

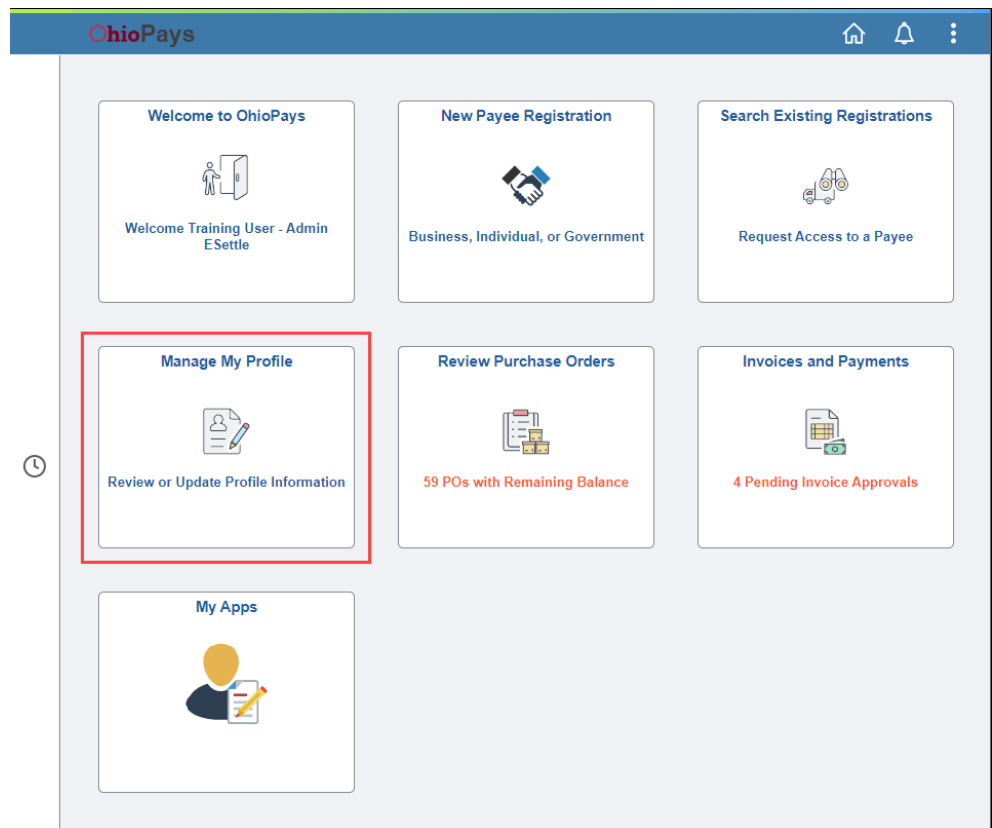
CHANGE OF NAME

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**.



The image shows the OH|ID login page. At the top, there is a logo with a blue padlock icon and the text "OH|ID". Below the logo, the text reads "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, there is a "Log In" section with input fields for "OH|ID" and "Password". The "Log in" button is highlighted with a red rectangle. 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. The header includes the "OhioPays" logo and navigation icons. The main content area features several tiles: "Welcome to OhioPays" (with a sub-tile "Welcome Training User - Admin ESettle"), "New Payee Registration" (with a sub-tile "Business, Individual, or Government"), "Search Existing Registrations" (with a sub-tile "Request Access to a Payee"), "Manage My Profile" (with a sub-tile "Review or Update Profile Information" and highlighted with a red rectangle), "Review Purchase Orders" (with a sub-tile "59 POs with Remaining Balance"), "Invoices and Payments" (with a sub-tile "4 Pending Invoice Approvals"), and "My Apps".

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- Click **Change Of Name** from the left menu.
- Click **New Request**.

Manage User Profile		Manage My Profile
- Self Help - Self Service - Manage Users - Request Administrator - Doing Business As - Change Of TIN Change Of Name	New Request There are no existing Forms to display. Select New Request Button to submit a Form.	

- Update the **Business Name**.

Manage My Profile	Change Of Name
Identification	
*Business Name	CINCINNATI ASSOCIATION
*Employee Identification Number (EIN) or Social Security Number (SSN)	10052
New Business Name	
*New Legal Business or Individual Name	Must match W-9 or W-8 form
Business Name ,Trade name , Doing Business As	If different than above
Payee Admin	
*Name	Training User - Admin
*OH ID	OHTRNSUP002
*Email	obm.training@obm.ohio.gov
Remit to Address	
*Address 1	2045 AVE
Address 2	
*City	CINCINNATI
*Postal Code	45202
*State	Ohio

CHANGE OF NAME

9. Click the **Attachments** button to attach the W-9 with the new business name.
10. Click the **Submit** button when you are done making updates.

Manage My Profile **Change Of Name**

*Business Name CINCINNATI ASSOCIATION

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

New Business Name

*New Legal Business or Individual Name Must match W-9 or W-8 form

Business Name , Trade name , Doing Business As If different than above

Payee Admin

*Name Training User - Admin

*OHID OHTRI

*Email j@obm.ohio.gov

Remit to Address

*Address 1 2045 AVE

Address 2

*City CINCINNATI

*Postal Code 45202

*State Ohio

*County Hamilton

*Phone Number 513/487-

*Different TIN?

*Reason For Change

Attachments

*IRS W9 required

*Attachments (0)

Submit

The name change request will route to the Office of Budget and Management for additional review and processing. Once completed, the Payee Administrator will receive an email notification.