LOCATE MY PAYEE ID

Ohiopays.ohio.gov is designed to provide you, a Payee[1], 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.
- 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 updating your Payee Tax Identification Number (TIN) on your OhioPays account.
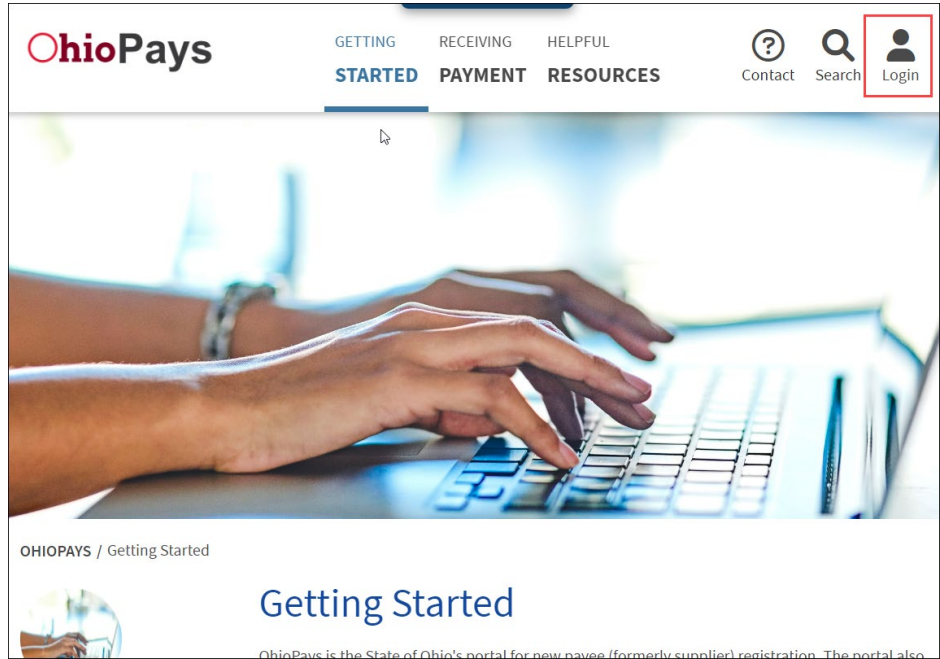
If you need assistance do not hesitate to reach out by email (obm.sharedservices@obm.ohio.gov) or phone (877-644-6771).
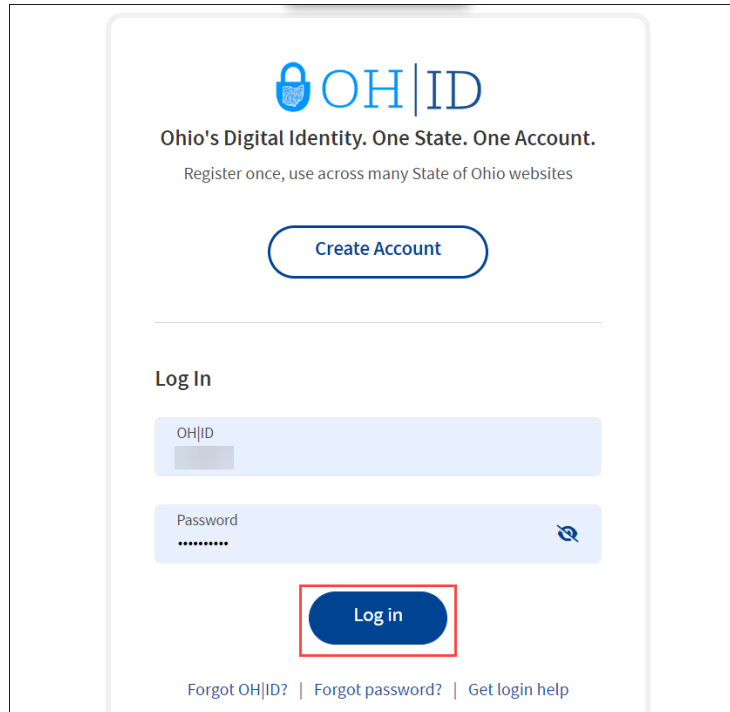
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[1] A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements from the State of Ohio, and state fair participants/entertainers.
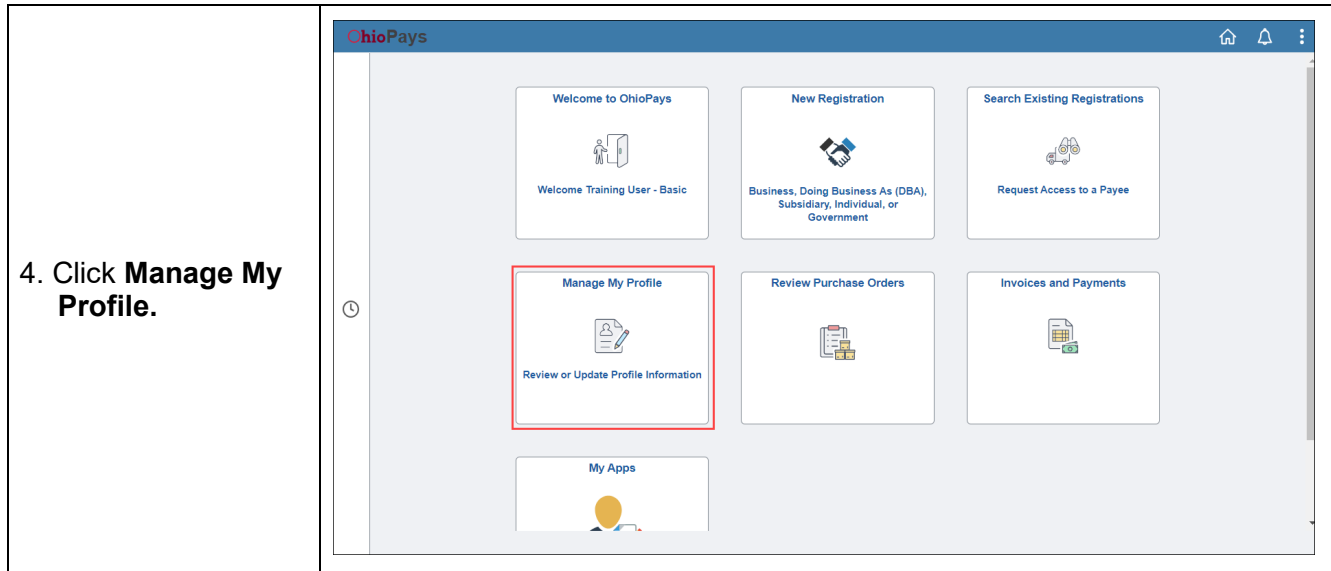
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1. Navigate to ohiopays.ohio.gov. 2. Click on **Login.**	
3. Enter your User ID, Password, and click **Log in.**	

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4. Click **Manage My Profile.**	

5. Select Self Service
   - If you have multiple businesses, select the appropriate business from the drop-down.
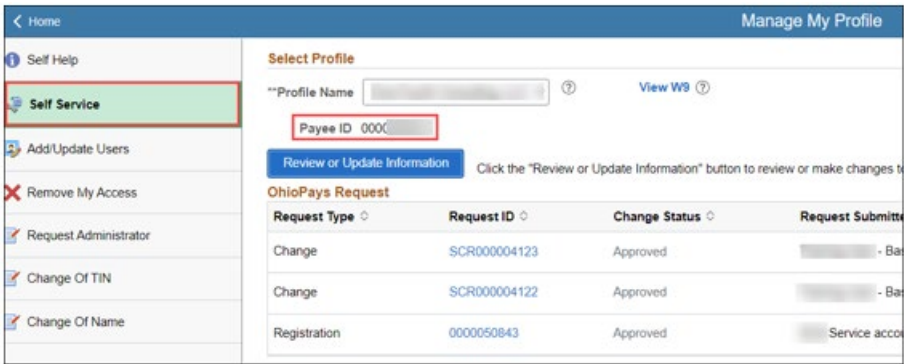
The Payee ID will appear under the selected Profile Name.

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