MANAGE USERS

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 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.

The Administrator follows the steps below for guidance on viewing and adding users to the business account in OhioPays.
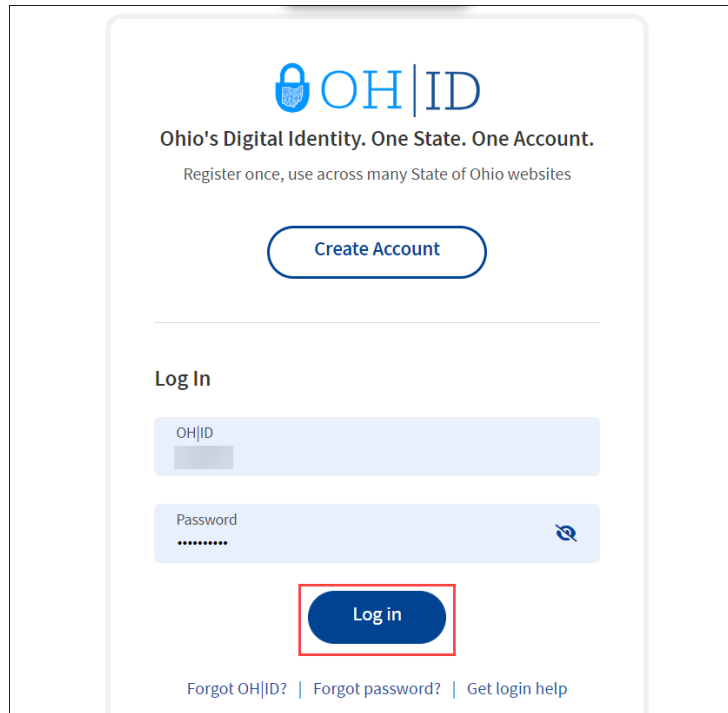
If you need assistance do not hesitate to reach out by email (obm.contactcenter@obm.ohio.gov) or phone (877-644-6771).

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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 (other than state income taxes), and state fair participants/entertainers.

Revised: 06/18/2024

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Department of Administrative Services

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.**	

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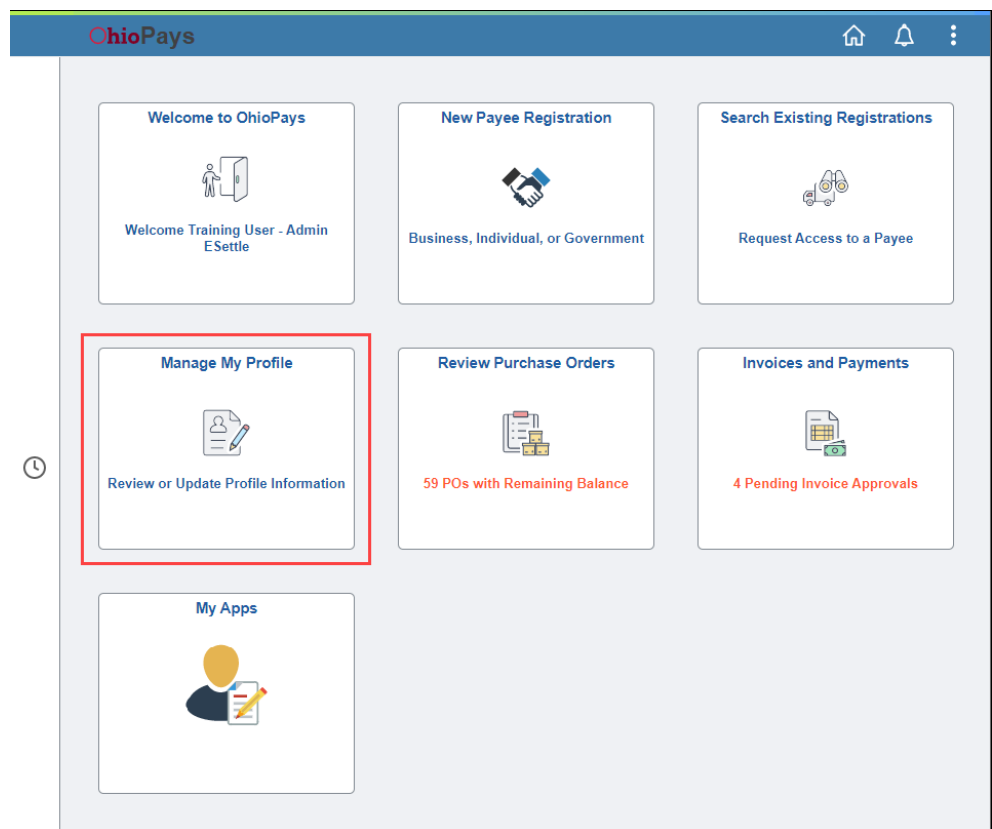
MANAGE USERS

Manage Users

The **Add/Update Users** section allows you to view and add users to view your business account in OhioPays.

Click on the user to manage.

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MANAGE USERS

The **Manage User Profile** allows you to:

- Lock a user's account.
  - This will remove the user; the user's information will no longer be visible.
- Change a user's security role.
  - **Administrator role** – User can update Payee profile information:
    - Banking
    - Address
    - Contacts
  - **Associate role** - User can view payments and PO information, register, and search existing businesses.
- Manage a user's access to businesses (remove or add businesses that you have Administrator access to).

Click **Save** when updates are made.