

REQUEST ACCESS

[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 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.
- 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.
- 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 to request access to a 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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Associate Your OH|ID with a Registered State of Ohio Payee (e.g., business, individual, or provider)

When you first log in to the Portal with your OH|ID, you must associate (i.e., link) your personal OH|ID to an existing Payee record (if your business is currently or has previously done business with the state) or register your company (or yourself if you're a Provider) as a new Payee (if this is the first time that your company is conducting business with the state).

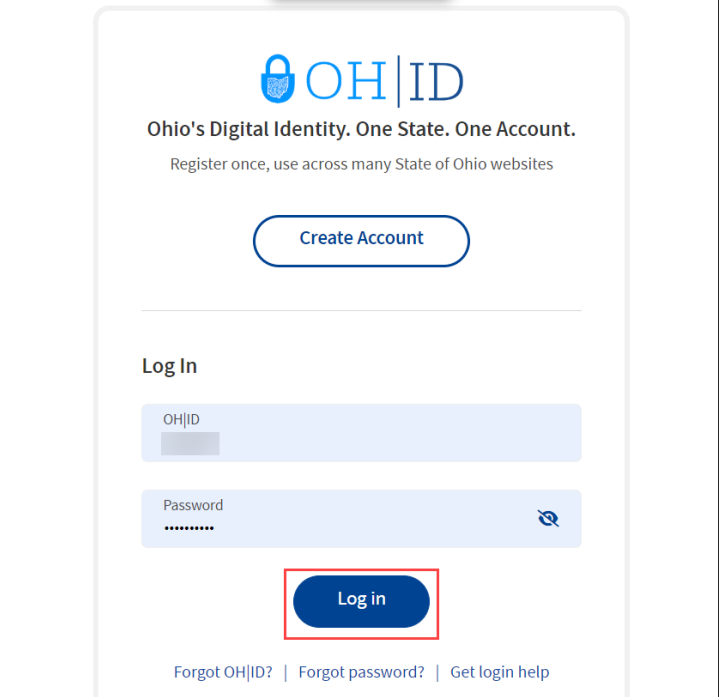
Follow the steps below to Lookup a Payee who is currently or has previously done business with the State of Ohio to link it to your OH|ID account.

Note: If a Payee already has an administrator associated, that administrator will have to review and approve your request for access to the Payee account in OhioPays.

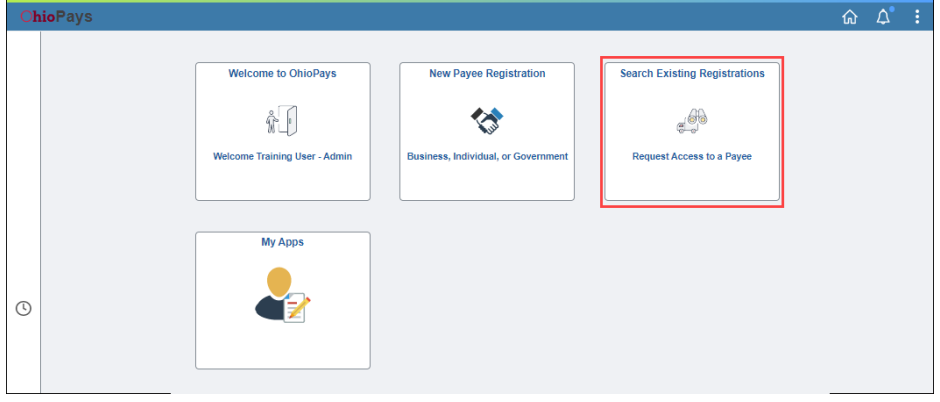
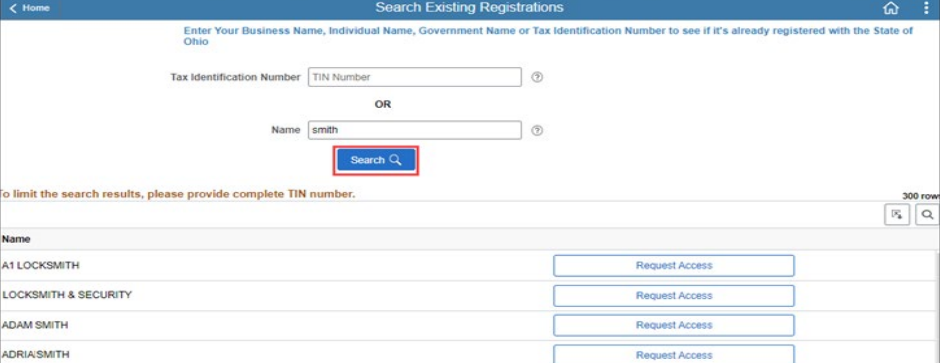
How to Look Up an Existing Payee

Existing Payees are those that were previously registered in the state's accounting system.

Upon completing this process, an email is sent to the administrator for the selected Payee. This administrator will need to approve your access in order for you to view the Payee in the OhioPays Portal.

<ol style="list-style-type: none">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.	
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<p>5. Click Search Existing Registrations.</p>	 <p>The screenshot shows the OhioPays dashboard. The 'Search Existing Registrations' tile is highlighted with a red border. Other tiles include 'Welcome to OhioPays', 'New Payee Registration', and 'My Apps'.</p>										
<p>6. Enter the TIN number then click Search. (Only search by Business Name if the TIN is not available.)</p>	 <p>The screenshot shows the 'Search Existing Registrations' form. The 'Search' button is highlighted with a red border. The form includes input fields for 'Tax Identification Number' and 'Name', and a 'Request Access' button for each search result.</p> <table border="1"><thead><tr><th>Name</th><th>Request Access</th></tr></thead><tbody><tr><td>A1 LOCKSMITH</td><td>Request Access</td></tr><tr><td>LOCKSMITH & SECURITY</td><td>Request Access</td></tr><tr><td>ADAM SMITH</td><td>Request Access</td></tr><tr><td>ADRIA/SMITH</td><td>Request Access</td></tr></tbody></table>	Name	Request Access	A1 LOCKSMITH	Request Access	LOCKSMITH & SECURITY	Request Access	ADAM SMITH	Request Access	ADRIA/SMITH	Request Access
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[Click here if no existing registration was found.](#)

[Click here to request access to a payee profile.](#)

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No Existing Registration Found

If no results are found when you search for a business, you have the option of completing a new registration.

Find My Business

Enter Your Business Name or Tax ID to see if it's already registered with the State

*Tax Identification Number ?

*Business Name ?

No Results Found.

If you would like to Register this Company please click on New Registration

Follow the instructions in the "[Registering in OhioPay](#)" help document.

Start Over

1 Welcome Visited	Welcome richard campbell
2 Identifying Information Not Started	Please acknowledge you have the required information to process your Payee Registration by selecting each check box below:
3 Address and Contact Not Started	<input checked="" type="checkbox"/> TIN, SSN, or EIN and Name of the Business or Person.
4 Payment Information Not Started	<input checked="" type="checkbox"/> Primary Address should match IRS W9 address.
5 Review W-9 & Submit Not Started	<input checked="" type="checkbox"/> Banking information (Bank Routing Number & Account Number).
	<input checked="" type="checkbox"/> You may be required to attach a voided check or bank letter with wet signature.

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Requesting Access to a Payee Profile

7. Select **Request Access** from the Search Results.

Request Access Search Existing Registrations

Enter Your Business Name, Individual Name, Government Name or Tax Identification Number to see if it's already registered with the State of Ohio

Tax Identification Number ⓘ

OR

Name ⓘ

Search

To limit the search results, please provide complete TIN number.

Name	Request Access
A1 VALLEY	<input type="button" value="Request Access"/>
ACCURATE	<input type="button" value="Request Access"/>
ALLIED	<input type="button" value="Request Access"/>
AMELIA	<input type="button" value="Request Access"/>
AMES	<input type="button" value="Request Access"/>

8. Enter the reason for your request (in other words, why do you need access to this Payee) in the **Message to Admin**.

9. Click **Confirm**.

Request Access

Request Access to

Name

OHID

Email

Reason for access

Message to Admin

If you do not receive a response from your administrator, please contact OBM Shared Services.

You will receive a message that your request has been submitted. The Payee Administrator on record will receive the request via email. If the request is approved, they will either assign you an Administrator role or an Associate role (read only).

10. Click **OK** and you will return to the Home screen.

Informational

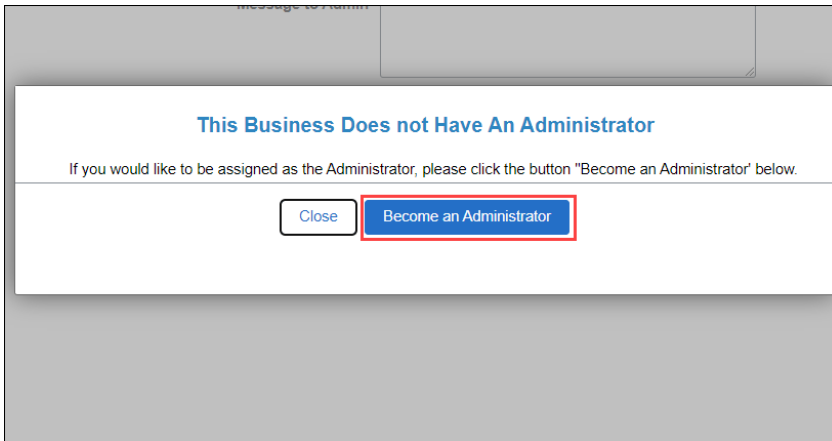
Your request has been submitted to the administrator for this Payee Record.

If you do not get a response within 10 business days please contact OBM Ohio Shared Services.

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No Administrator

If the Payee record does not have an Administrator, it will ask if you would like to become the Administrator.



Enter all the **Identification** and **Current Address** (in other words, the address currently on the Payee record with the State of Ohio) information.

Request Access Administrator Request

Identification

*Business Name A1 \ [redacted]

*Employee Identification Number (EIN) or Social Security Number (SSN) [no dashes or spaces]

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

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

Current Address

*Address 1 []

Address 2 []

*City []

*Postal Code []

*State []

*Phone Number []

New Admin Details

*Name [redacted]

*Payee ID [redacted]

*OH|ID [redacted]

*Email [redacted]

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Enter "NA" into the **Name** and **Reason for Change** if the Administrator is unknown.

Attachments are not necessary.

Click **Submit**.

New Admin Details	
*Name	<input type="text"/>
*Payee ID	<input type="text"/>
*OH ID	<input type="text"/>
*Email	<input type="text"/>
Previous Admin	
*Name OR OH ID	<input type="text" value="Enter 'NA' if unknown"/>
*Reason for Change	<input type="text" value="Enter 'NA' if unknown"/>
Attachments	
<input type="button" value="Attachments (0)"/>	
<input type="button" value="Submit"/>	