

CHANGE OF ADDRESS

[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.

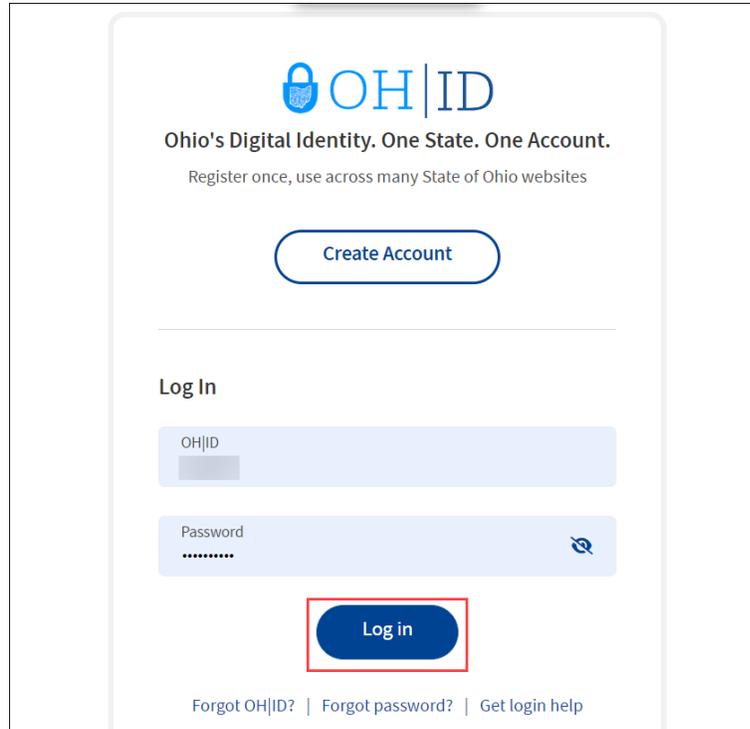
Follow the steps below for guidance on adding, editing, or removing an address from your Payee profile.

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

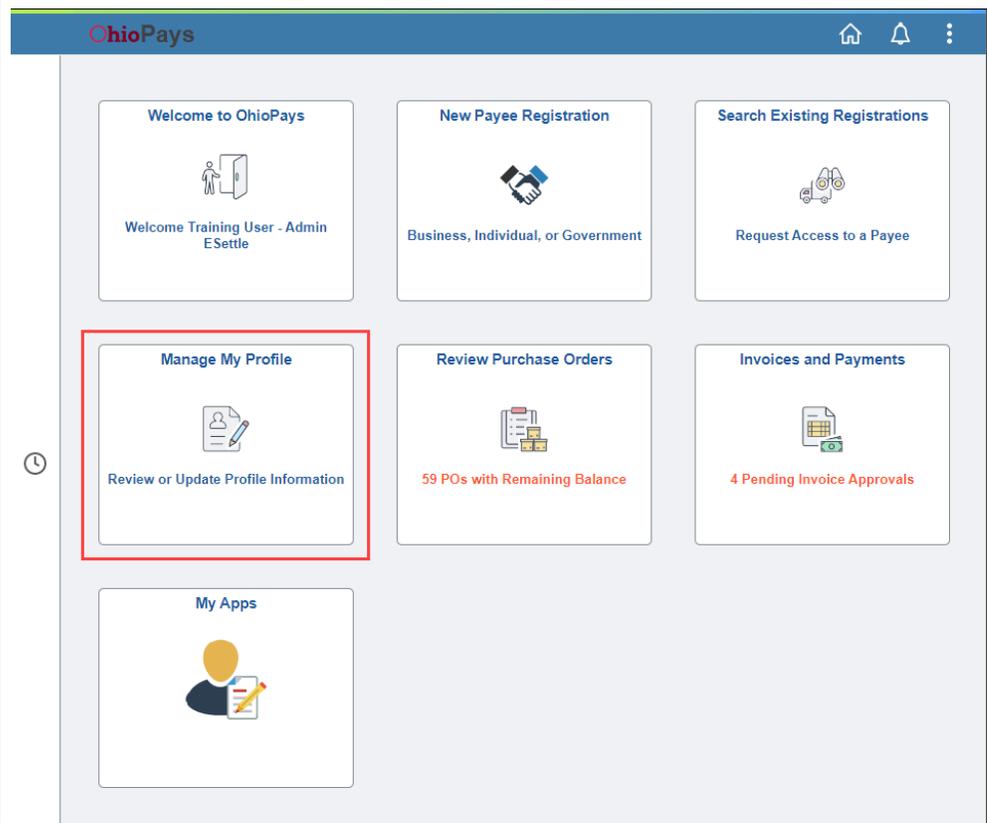
¹ A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements from the State of Ohio (other than state income taxes), and state fair participants/entertainers.

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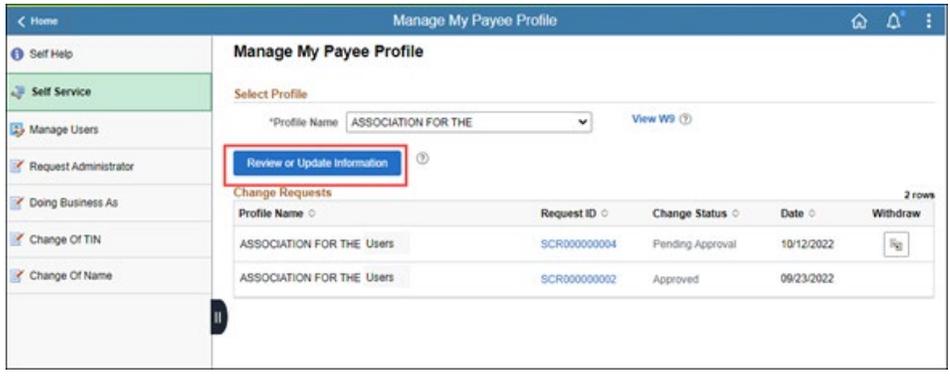
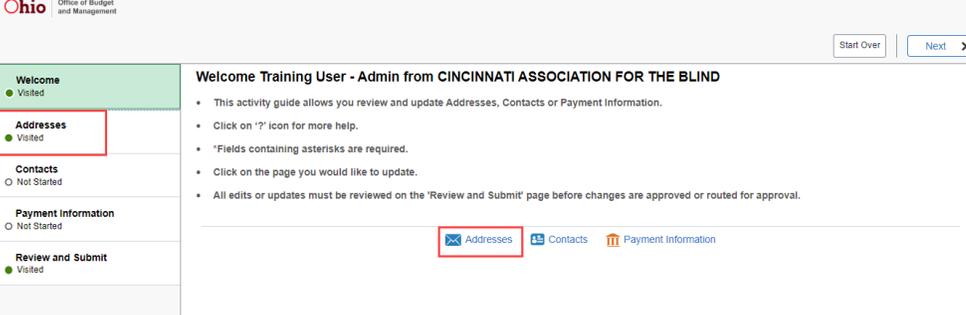
1. Navigate to ohiopays.ohio.gov.
2. Click on **Login** on the top right corner of the website.
3. Enter your User ID and Password.
4. Click **Log in**.



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



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<p>6. Click Self Service from the left menu.</p> <ul style="list-style-type: none"> If you have multiple businesses, select the business you wish to update from the drop-down. <p>7. Click Review or Update Information.</p>	 <table border="1"> <caption>Change Requests</caption> <thead> <tr> <th>Profile Name</th> <th>Request ID</th> <th>Change Status</th> <th>Date</th> <th>Withdraw</th> </tr> </thead> <tbody> <tr> <td>ASSOCIATION FOR THE Users</td> <td>SCR000000004</td> <td>Pending Approval</td> <td>10/12/2022</td> <td></td> </tr> <tr> <td>ASSOCIATION FOR THE Users</td> <td>SCR000000002</td> <td>Approved</td> <td>09/23/2022</td> <td></td> </tr> </tbody> </table>	Profile Name	Request ID	Change Status	Date	Withdraw	ASSOCIATION FOR THE Users	SCR000000004	Pending Approval	10/12/2022		ASSOCIATION FOR THE Users	SCR000000002	Approved	09/23/2022	
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<p>8. Click Addresses from the left menu.</p>	 <p>Welcome Training User - Admin from CINCINNATI ASSOCIATION FOR THE BLIND</p> <ul style="list-style-type: none"> 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. <p>Navigation links: Addresses Contacts Payment Information</p>															

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

- You will have the option for the new address to take effect the next business day from the approval date or a future date.

Ohio Office of Budget and Management

Start Over | < Previous | Next >

Welcome
● Visited

Addresses
● Visited

Contacts
○ Not Started

Payment Information
○ Not Started

Review and Submit
○ Not Started

Addresses for CINCINNATI

Review Changes

Address Information

+ Add Address ?

ID	As of Date	Address Line 1	Address Line 2	City	Primary Address	Edit	View
1	11/03/2016	2045 ██████████ AVE		CINCINNATI	<input checked="" type="checkbox"/>		
2	11/19/2018	1022 ██████████ ST		CINCINNATI	<input type="checkbox"/>		

Contacts | Payment Information

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

- A new W-9 is required for changes to a primary address.

Cancel OK

Add New Address Information

*Address ID 3 ?

*Country United States

*Address 1

Address 2

*City galloway

*Postal Code 43119

*State Ohio

*County Franklin

*Email ID ?

Primary Address ?

Approved Changes Take Effect : ?

Next business day from approval date

Future Date

CHANGE OF ADDRESS

11. To change an address click on the **Edit** icon next to the desired address.

- You will have the option for the change to take effect the next business day from the approval date or a future date.

Ohio Office of Budget and Management

Start Over | < Previous | Next >

Welcome
● Visited

Addresses
● Visited

Contacts
○ Not Started

Payment Information
○ Not Started

Review and Submit
○ Not Started

Addresses for CINCINNATI

Review Changes

Address Information

2 rows

+ Add Address ?

ID	As of Date	Address Line 1	Address Line 2	City	Primary Address	Edit	View
1	11/03/2016	2045 [redacted] AVE		CINCINNATI	<input checked="" type="checkbox"/>		
2	11/19/2018	1022 [redacted] ST		CINCINNATI	<input type="checkbox"/>		

Contacts | Payment Information

12. Enter the changes to address and click the **Attach W-9** link.

13. Attach the W-9 from your computer.

14. Click **OK** when you are finished and continue to the [Review and Submit](#) section below.

Cancel | Edit Address Information | OK

Remove Address

*Address ID 1

*Country United States

*Address 1 2045 [redacted]

Address 2

*City CINCINNATI

*Postal Code 45202

*State Ohio

*County Hamilton

*Email ID [redacted]@CIN IN

Primary Address [*Attach W9\(0\)](#)

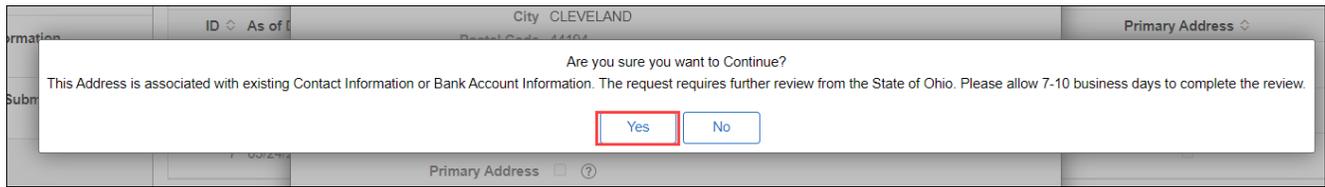
Approved Changes Take Effect :

Next business day from approval date

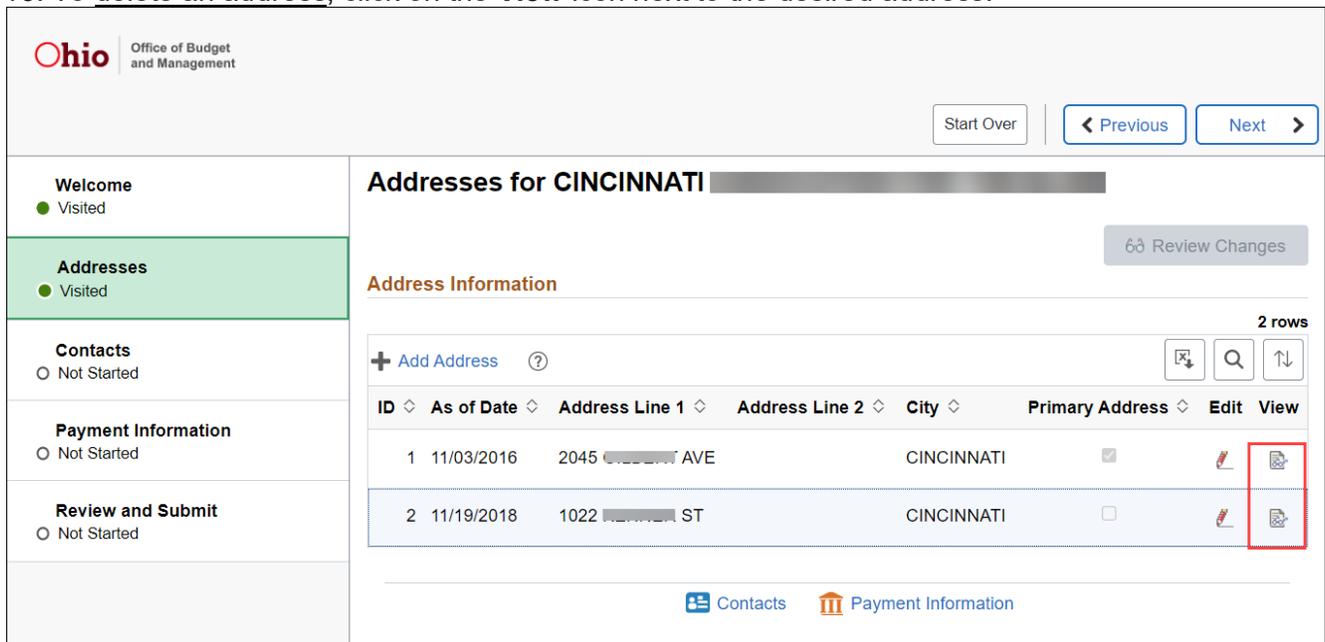
Future Date

CHANGE OF ADDRESS

15. A message will appear if you are removing an address tied to contacts or banking information. Click **Yes** to continue.



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



17. Click the checkbox to remove the address.

18. Click **Return** when you are finished and continue to the [Review and Submit](#) section below.

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View Address Information x

Remove Address

*Address ID 2

Country United States

Address 1 1000 KENNER ST

Address 2

City CINCINNATI

Postal Code 45214

State Ohio

County Hamilton

Email ID [REDACTED]@[REDACTED].ORG

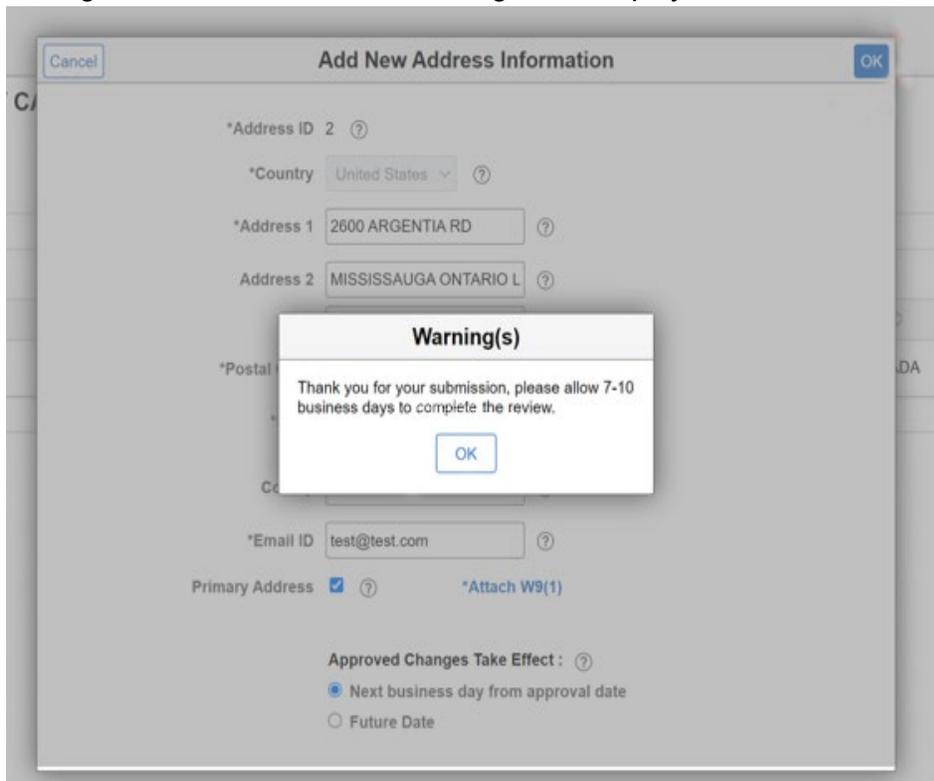
Primary Address

[Return](#)

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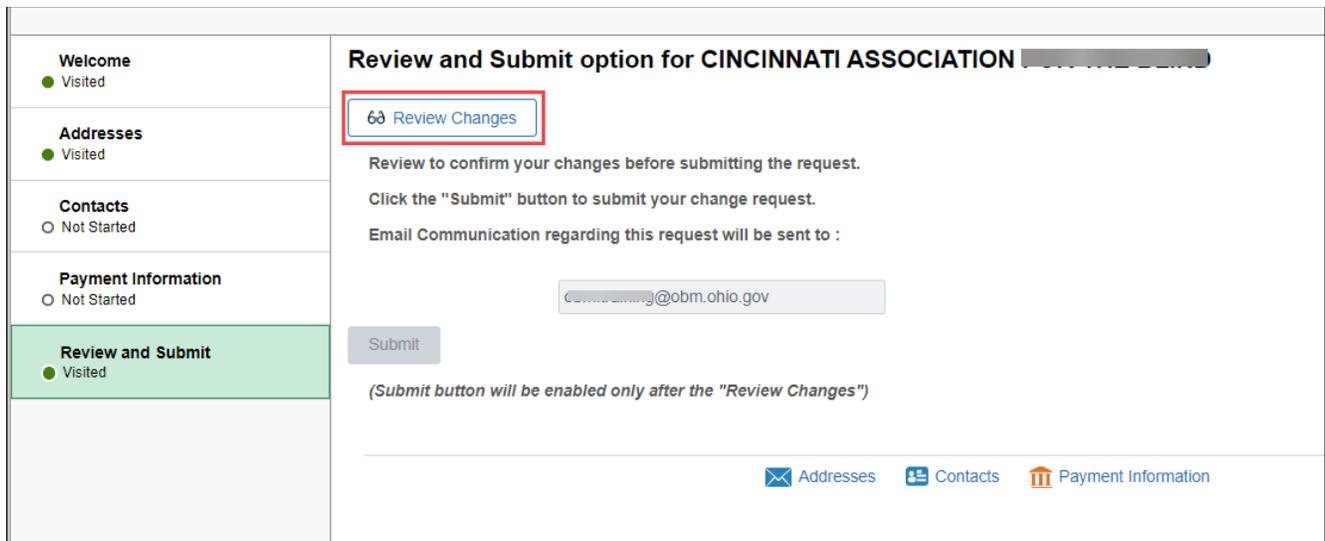
Review and Submit

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.



20. Click the **Review and Submit** from the left menu.

21. Click on **Review Changes**.



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

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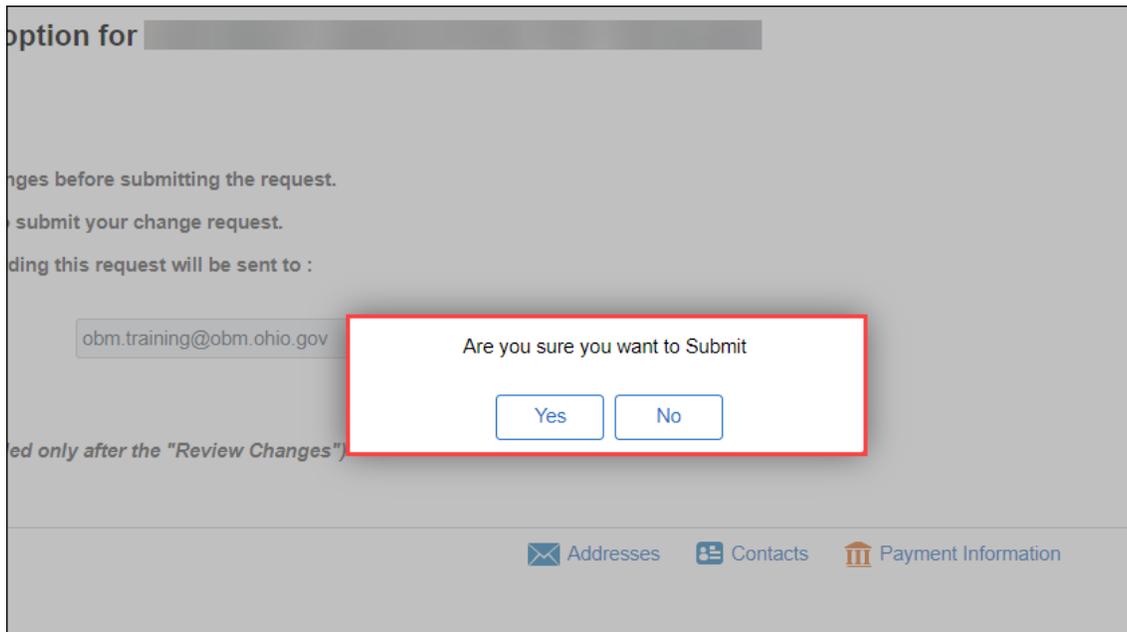
Review Changes for ██████████	
Address Information	
Request Type Add	
Current	Proposed
*Address ID	3
*Country	United States
*Address 1	██████████
Address 2	
City	galloway
Postal Code	43119
County	Franklin
State	Ohio
Email ID	obm.training+2@gmail.com
Primary Address <input type="checkbox"/>	<input type="checkbox"/>
	Return

23. Click **Submit**.

Welcome ● Visited	Review and Submit option for CINCINNATI ASSOCIATION ██████████
Addresses ● Visited	↶ Review Changes
Contacts ○ Not Started	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 :
Payment Information ○ Not Started	<input type="text" value="obm.training+2@gmail.com"/>
Review and Submit ● Visited	Submit <i>(Submit button will be enabled only after the "Review Changes")</i>
	✉ Addresses 👤 Contacts 🏛️ Payment Information

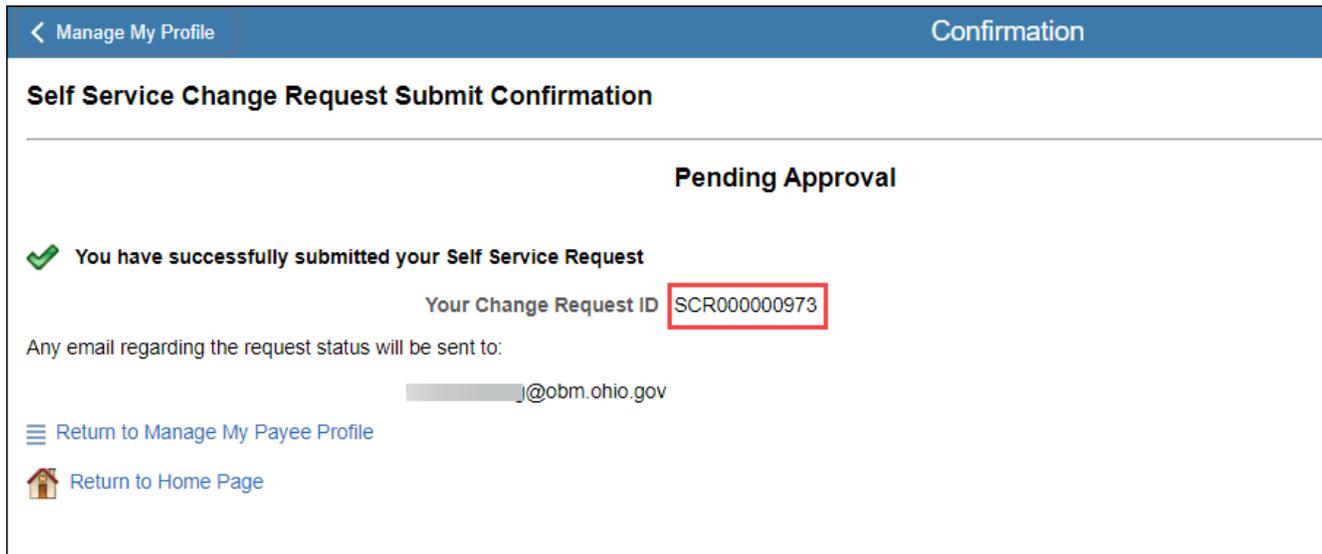
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24. Click **Yes** to Submit the change.



The screenshot shows a web interface for submitting a change request. A modal dialog box is centered on the screen, asking "Are you sure you want to Submit" with "Yes" and "No" buttons. The background is dimmed, showing a form with a text input field containing "obm.training@obm.ohio.gov" and a "Submit" button. The dialog box is highlighted with a red border.

You will receive a confirmation message about the request.



The screenshot shows a confirmation message titled "Self Service Change Request Submit Confirmation". The message states "Pending Approval" and "You have successfully submitted your Self Service Request". It includes the "Your Change Request ID" as "SCR000000973", which is highlighted with a red box. The message also indicates that an email regarding the request status will be sent to the user's email address, which is partially obscured by a grey box. There are two links at the bottom: "Return to Manage My Payee Profile" and "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.