

# MANAGE YOUR PAYEE PROFILE

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[Ohiopays.ohio.gov](https://ohiopays.ohio.gov) is designed to provide you, a Payee<sup>1</sup>, 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.
  - For banking changes, have bank verification and W-9 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 registering your business.

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

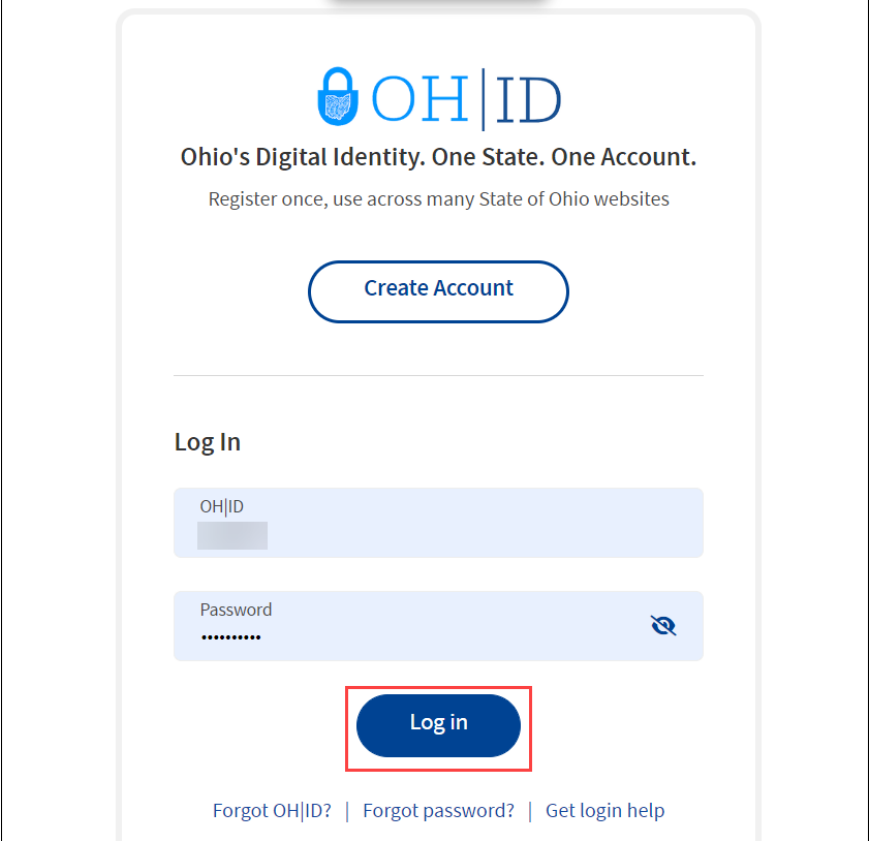
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<sup>1</sup> A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements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

# MANAGE YOUR PAYEE PROFILE

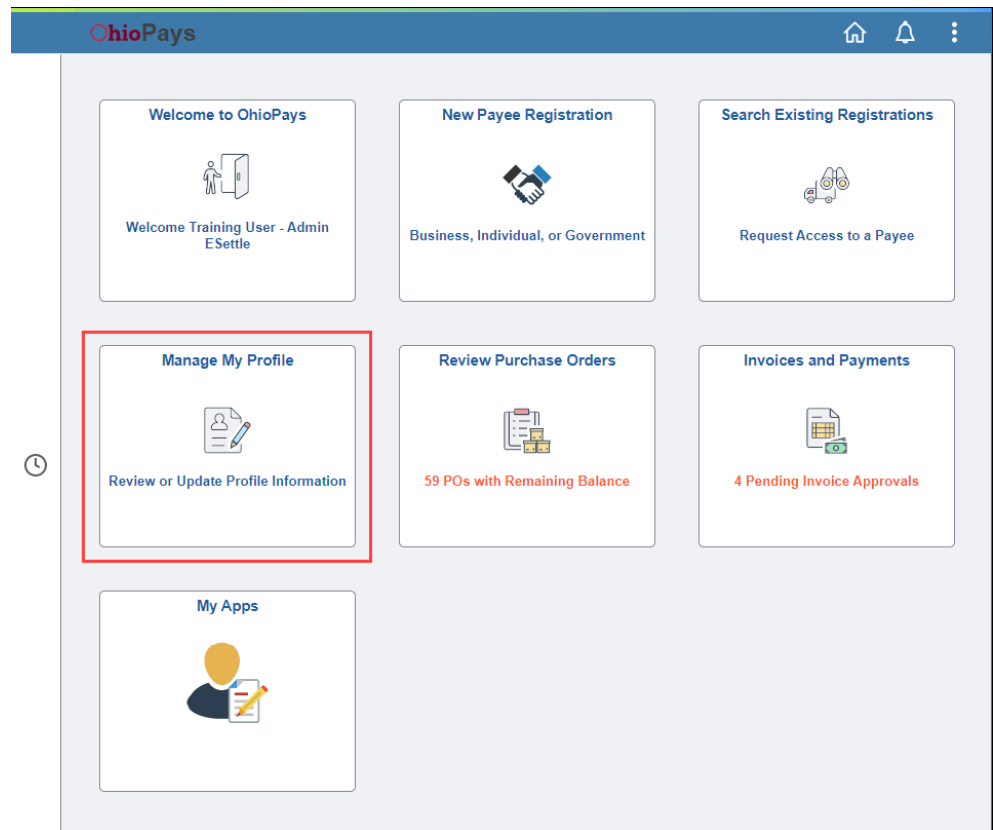
## Manage My PAYEE PROFILE

As an administrator you have access to manage the account profile for your Payee record in OhioPays. This allows you to manage the users who have access to your Payee record and update the record through self-service features.

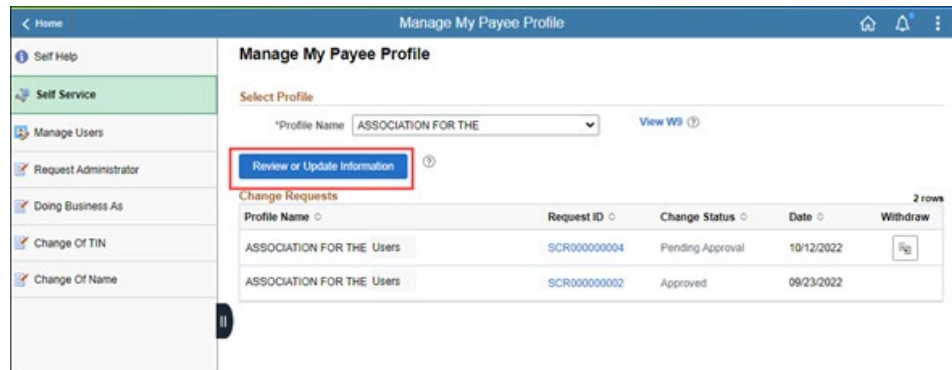
<ol style="list-style-type: none"><li>1. Navigate to <a href="https://ohiopays.ohio.gov">ohiopays.ohio.gov</a></li><li>2. Click on <b>Login</b></li><li>3. Enter your User ID, Password, and click <b>Log in</b></li></ol>	
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# MANAGE YOUR PAYEE PROFILE

4. Click **Manage My Business Profile**



5. The Self Service section will allow you to review or update information for your business (or businesses). If you have multiple business select the business you wish to update from the drop-down box then click **Review or Update Information**



# MANAGE YOUR PAYEE PROFILE

The Self Service section will allow you to make updates to addresses, contacts, and payment information. There are multiple ways to navigate to the information you need to change.

The screenshot shows the Ohio Self Service portal interface. At the top left is the Ohio logo and 'Office of Budget and Management'. At the top right are 'Start Over' and 'Next >' buttons. A left-hand navigation menu lists: 'Welcome' (Visited), 'Addresses' (Visited, highlighted with a red box), 'Contacts' (Not Started), 'Payment Information' (Not Started), and 'Review and Submit' (Visited). The main content area is titled 'Welcome Training User - Admin from CINCINNATI ASSOCIATION FOR THE BLIND' and contains a list of instructions: '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.', and 'All edits or updates must be reviewed on the "Review and Submit" page before changes are approved or routed for approval.' Below the instructions are three buttons: 'Addresses' (highlighted with a red box), 'Contacts', and 'Payment Information'.

# MANAGE YOUR PAYEE PROFILE

## Address Change

The **Addresses** section allows you to view, edit, and add addresses.

**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](#)

If you add an address, you will have the option for the change to take effect the next business day from the approval date or a future date. Click **OK** to add the address.

# MANAGE YOUR PAYEE PROFILE

Cancel
**Add New Address Information**
OK

\*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

To change an address click on the **Edit** icon.

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 ██████████ AVE		CINCINNATI	<input checked="" type="checkbox"/>		
2	11/19/2018	1022 ██████████ ST		CINCINNATI	<input type="checkbox"/>		

Contacts
 Payment Information

~ 6 ~

Revised: 04/17/2023

Office of Budget and Management

Department of Administrative Services

# MANAGE YOUR PAYEE PROFILE

Enter the changes to address and click the **Attach W-9** link. Click **OK** when the changes are entered and the W-9 is attached.

**Edit Address Information**

Remove Address  ?

\*Address ID 1 ?

\*Country United States ▾

\*Address 1 2045

Address 2

\*City CINCINNATI

\*Postal Code 45202

\*State Ohio ▾

\*County Hamilton ▾

\*Email ID 3@CIN IN ?

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

Approved Changes Take Effect : ?

Next business day from approval date

Future Date

To delete an address click on the **View** icon.

# MANAGE YOUR PAYEE PROFILE

**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 ██████████ AVE		CINCINNATI	<input checked="" type="checkbox"/>		
2	11/19/2018	1022 ██████████ ST		CINCINNATI	<input type="checkbox"/>		

Contacts | Payment Information

Click the checkbox to remove the address. You also have the option to make an address a primary address. Click **Return** when you are finished.

### View Address Information

Remove Address

\*Address ID 2

Country United States

Address 1 1022 KENNER ST

Address 2

City CINCINNATI

Postal Code 45214

State Ohio

County Hamilton

Email ID ██████████@██████████.ORG

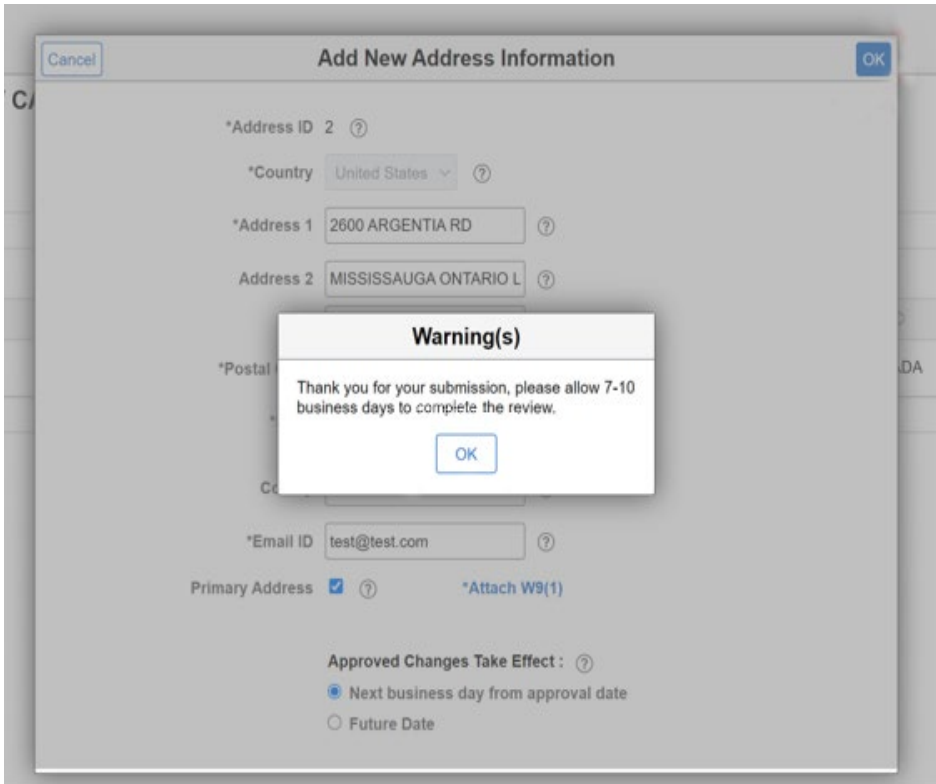
Primary Address

Return

You may receive a warning(s) message with information about your request.

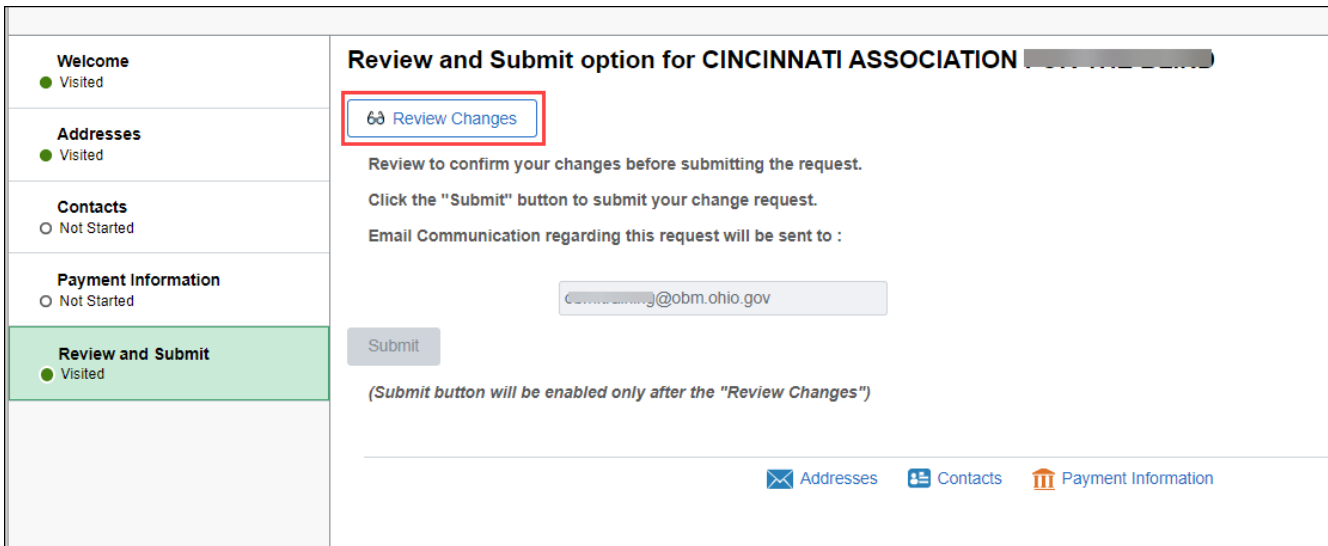


# MANAGE YOUR PAYEE PROFILE



The **Review and Submit** section needs to be completed for changes to be submitted.

Click on **Review Changes**.



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

# MANAGE YOUR PAYEE PROFILE

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](#)

Click **Submit**.

**Welcome**  
● Visited

**Addresses**  
● Visited

**Contacts**  
○ Not Started

**Payment Information**  
○ Not Started

**Review and Submit**  
● Visited

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**Review and Submit option for CINCINNATI ASSOCIATION ██████████**

[↶ Review Changes](#)

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 :

██████████@obm.ohio.gov

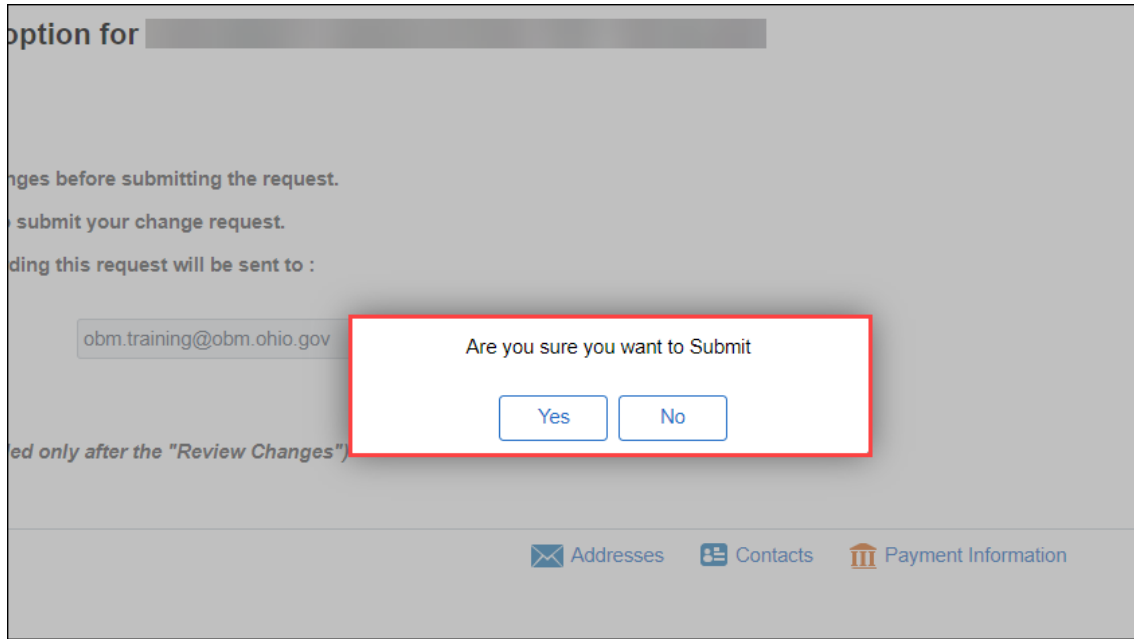
[Submit](#)

*(Submit button will be enabled only after the "Review Changes")*

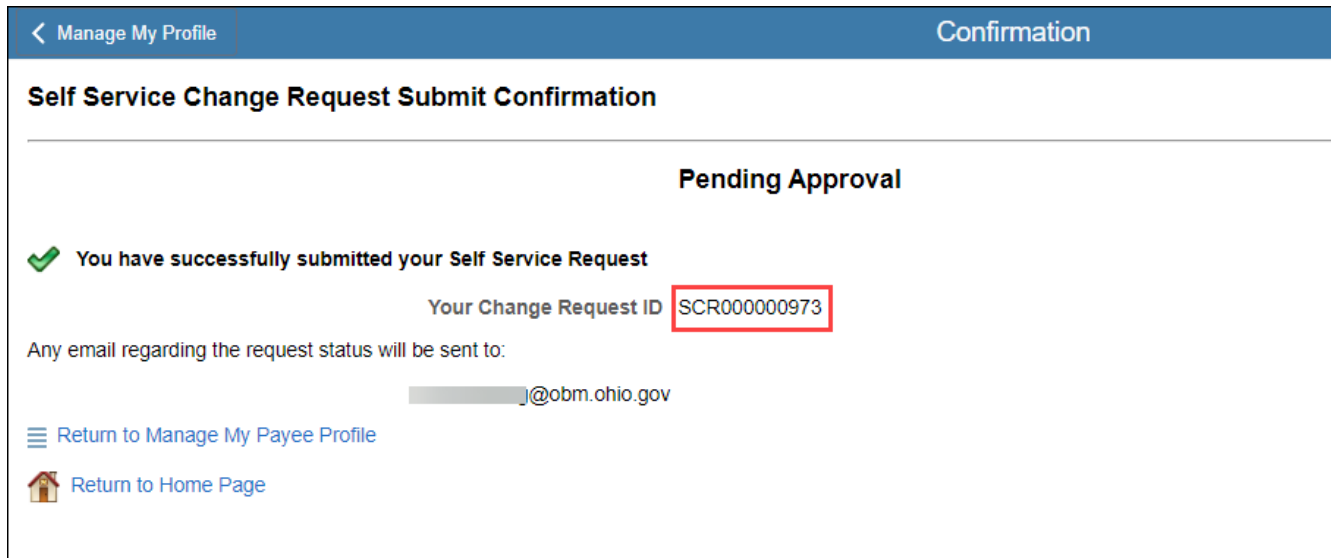
[✉ Addresses](#)   [👤 Contacts](#)   [🏛️ Payment Information](#)

Click **Yes** to Submit the change.

# MANAGE YOUR PAYEE PROFILE



You will receive a confirmation message about the request.



Make note of the Request ID for future use. The payment information change may be approved and applied or routed for manual processing and an email notification will be received once completed.

## Contacts Change

The **Contacts** section allows you to view, edit, and add contacts. Changes will take effect immediately upon saving.

# MANAGE YOUR PAYEE PROFILE

Self Service

Ohio Office of Budget and Management

Start Over Previous Next

Welcome Visited

Addresses Not Started

Contacts Visited

Payment Information Not Started

Review and Submit Not Started

### Contacts for ASSOCIATION

63 Review Changes

Contact Information

+ Add Contact

Contact	Address Line 1	Name	Email ID	Edit	View
1	1 MAIN ST	BILL STONE	EsAPgDvPvDxTOaOUcPa@fgold.oaks.ohio.gov		
2	1 MAIN ST	BILL STONE	ZXNmArYbCCeEwQvQcIV@fgold.oaks.ohio.gov		
3	1 MAIN ST	ROBANNAER	eOjhsBFshVhwWGIEJxj@fgold.oaks.ohio.gov		
4	1 MAIN ST	JEANNE FIRETON	ckRejhTzPwmdTzFIGTI@fgold.oaks.ohio.gov		
5	1 MAIN ST	JEANNE FIRETON	VNsIxONIUUVvdjasQnIQ@fgold.oaks.ohio.gov		
6	99 ANYWHERE RD	HANNA FIRES	tVBgZpmbvCKIRVsrdeyN@fgold.oaks.ohio.gov		
7	99 ANYWHERE RD	RACHEL MAN	rBLVWSKwPPJITNwAga@fgold.oaks.ohio.gov		

Help/FAQs Privacy Statement Contact

An official State of Ohio site. Here's how you know

The **Review and Submit** section needs to be completed for changes to be submitted.

Click on **Review Changes**.

Review and Submit option for CINCINNATI ASSOCIATION

63 Review Changes

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 :

\_\_\_\_\_@obm.ohio.gov

Submit

(Submit button will be enabled only after the "Review Changes")

Addresses Contacts Payment Information

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

# MANAGE YOUR PAYEE PROFILE

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](#)

Click **Submit**.

**Welcome**  
● Visited

**Addresses**  
● Visited

**Contacts**  
○ Not Started

**Payment Information**  
○ Not Started

**Review and Submit**  
● Visited

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**Review and Submit option for CINCINNATI ASSOCIATION** ██████████

[↶ Review Changes](#)

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 :

██████████@obm.ohio.gov

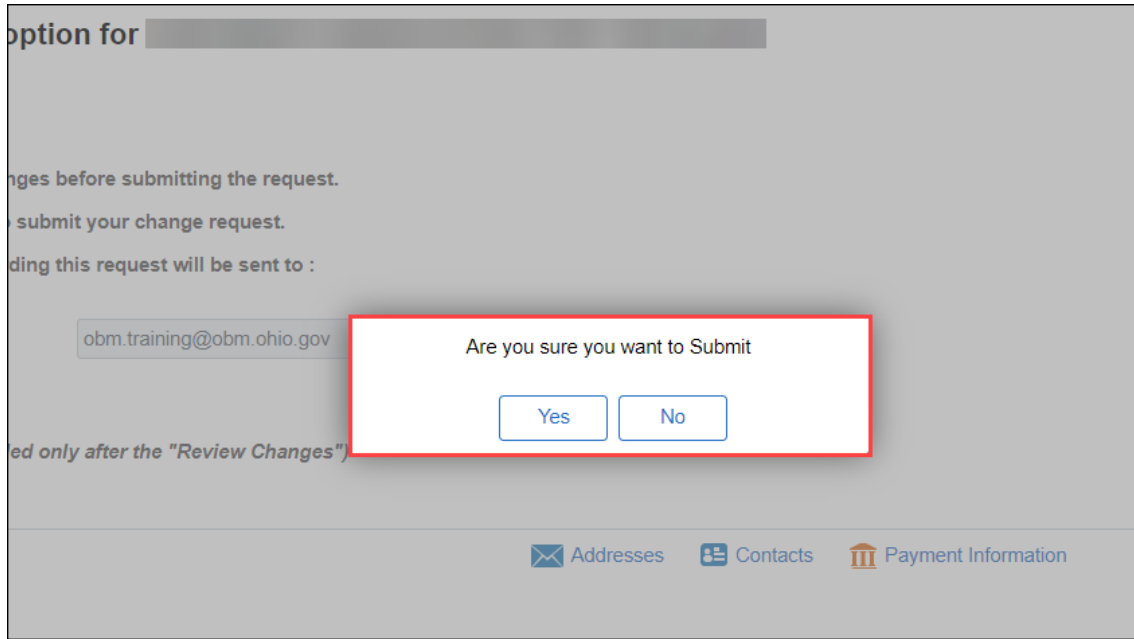
[Submit](#)

*(Submit button will be enabled only after the "Review Changes")*

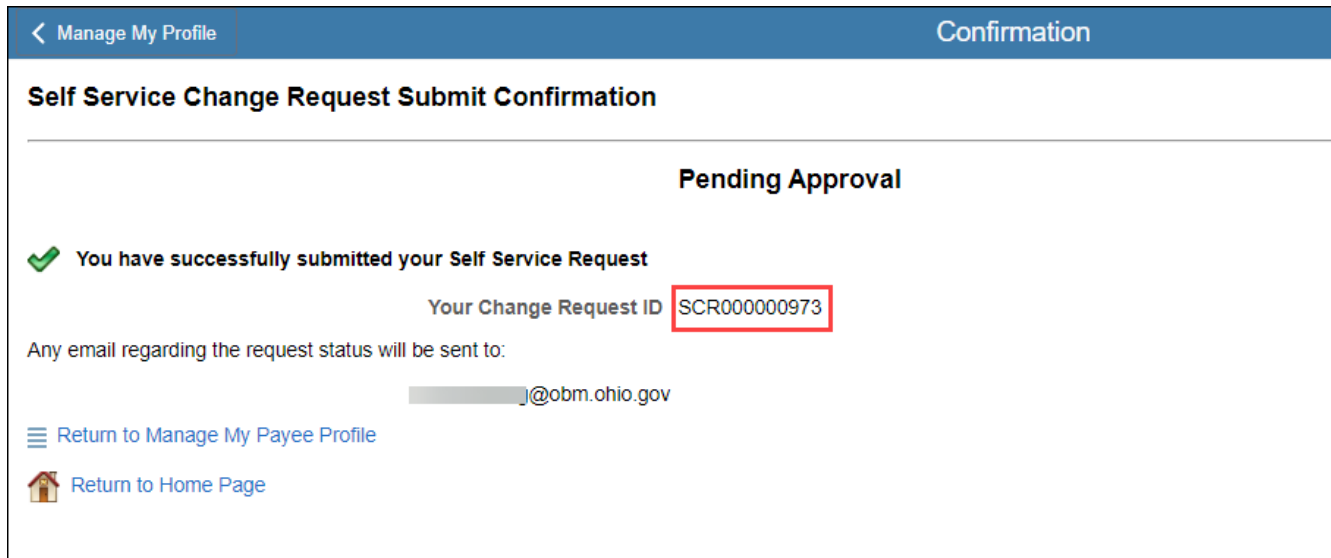
[✉ Addresses](#)   [👤 Contacts](#)   [🏛️ Payment Information](#)

Click **Yes** to Submit the change.

# MANAGE YOUR PAYEE PROFILE



You will receive a confirmation message about the request.



Make note of the Request ID for future use. The payment information change may be approved and applied or routed for manual processing and an email notification will be received once completed.

# MANAGE YOUR PAYEE PROFILE

## Payment Information Change

The **Payment information** section allows you to view, edit, and add payment methods.

The screenshot shows a web application interface titled 'Self-Service'. On the left is a navigation menu with options: 'Welcome' (Visited), 'Addresses' (Not Started), 'Contacts' (Visited), 'Payment Information' (Visited), and 'Review and Submit' (Not Started). The main content area is titled 'Payment Information for ASSOCIATION FOR THE'. It includes a 'Review Changes' button and a '+ Add Bank Account' button. Below this is a table with one row of payment information:

Remit Address 1	Description	As of Date	Edit	View
.1 MAIN ST	EFT-1 BANK ACCOUNT*****8521	05/02/2020	[Edit icon]	[View icon]

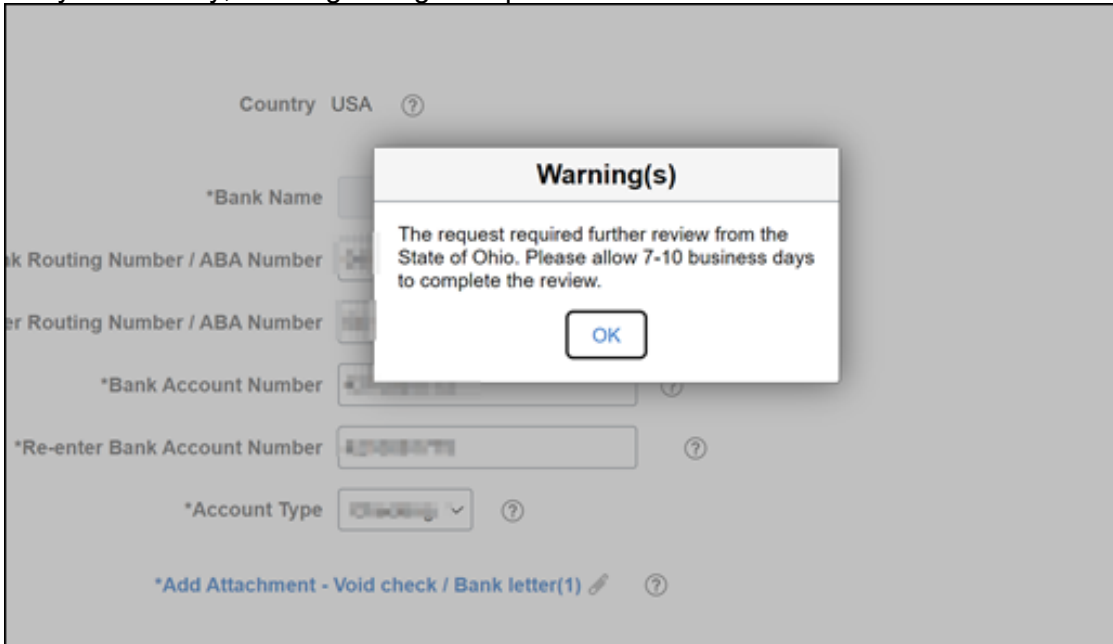
If you are adding a bank account, you will be required to attach a voided check or bank letter.

The 'Add New Bank Account Information' form contains the following fields and options:

- \*Remit Address ID: [Text input]
- \*Is Invoice address same as Remit Address?:  Yes
- Country: USA
- \*Bank Name: [Text input]
- \*Bank Routing Number / ABA Number: [Text input]
- \*Re-enter Routing Number / ABA Number: [Text input]
- \*Bank Account Number: [Text input]
- \*Re-enter Bank Account Number: [Text input]
- \*Account Type: [Dropdown menu]
- \*Add Attachment - Void check / Bank letter(0): [Link with edit icon]
- Approved Changes Take Effect :
  - Next business day from approval date
  - Future Date

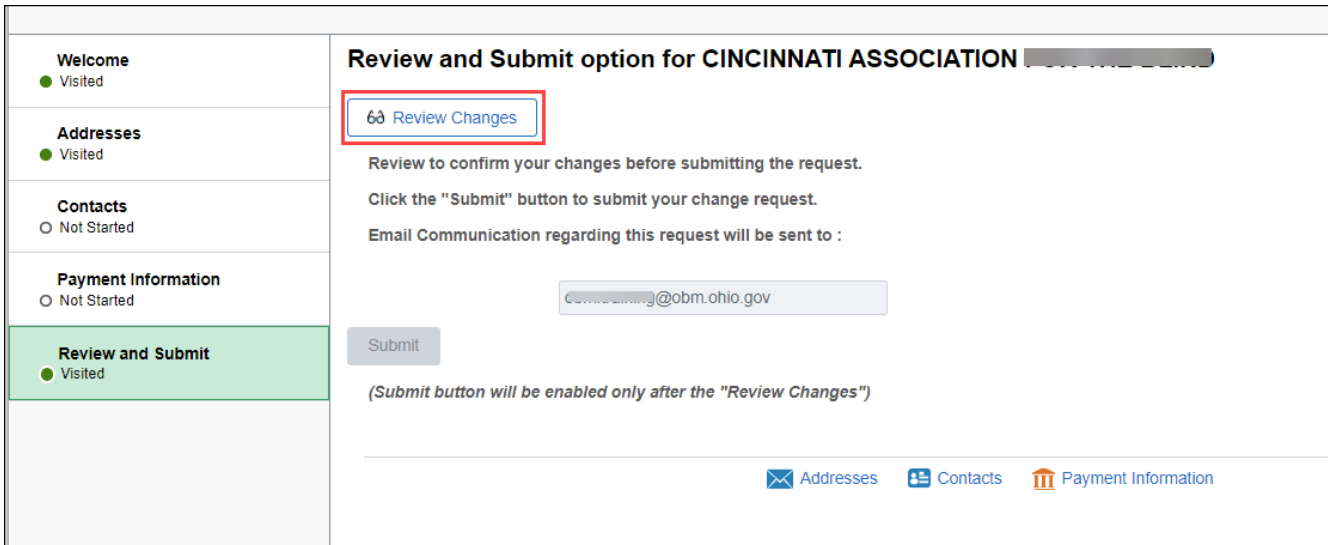
# MANAGE YOUR PAYEE PROFILE

For your security, banking changes require further review.



The **Review and Submit** section needs to be completed for changes to be submitted.

Click on **Review Changes**.



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



# MANAGE YOUR PAYEE PROFILE

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](#)

Click **Submit**.

**Welcome**  
● Visited

**Addresses**  
● Visited

**Contacts**  
○ Not Started

**Payment Information**  
○ Not Started

**Review and Submit**  
● Visited

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**Review and Submit option for CINCINNATI ASSOCIATION ██████████**

[↶ Review Changes](#)

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 :

██████████@obm.ohio.gov

[Submit](#)

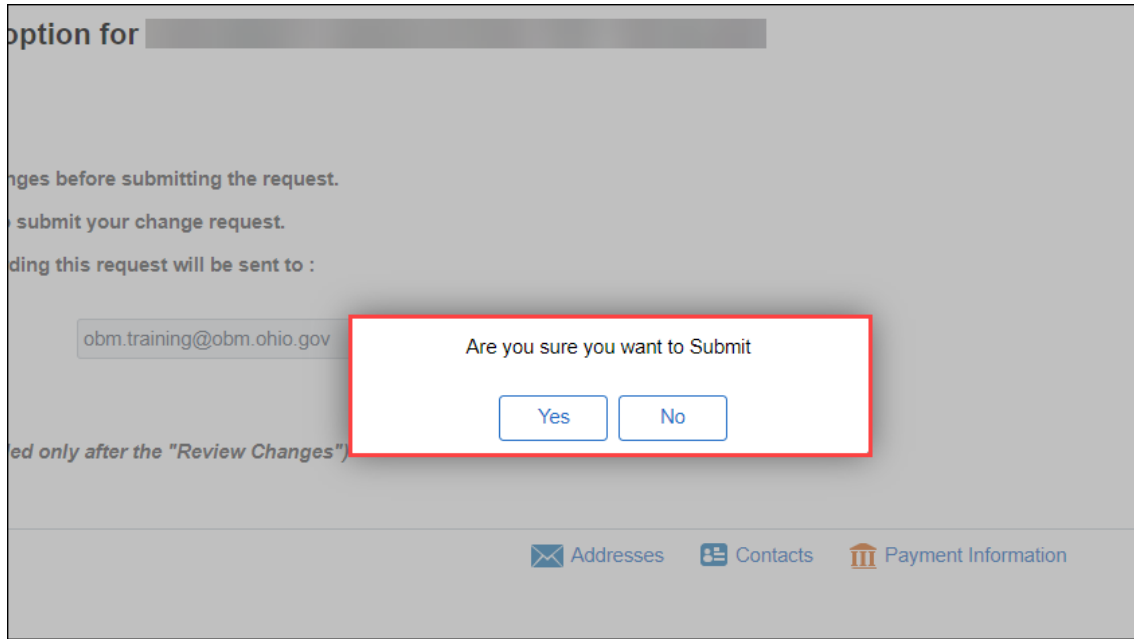
*(Submit button will be enabled only after the "Review Changes")*

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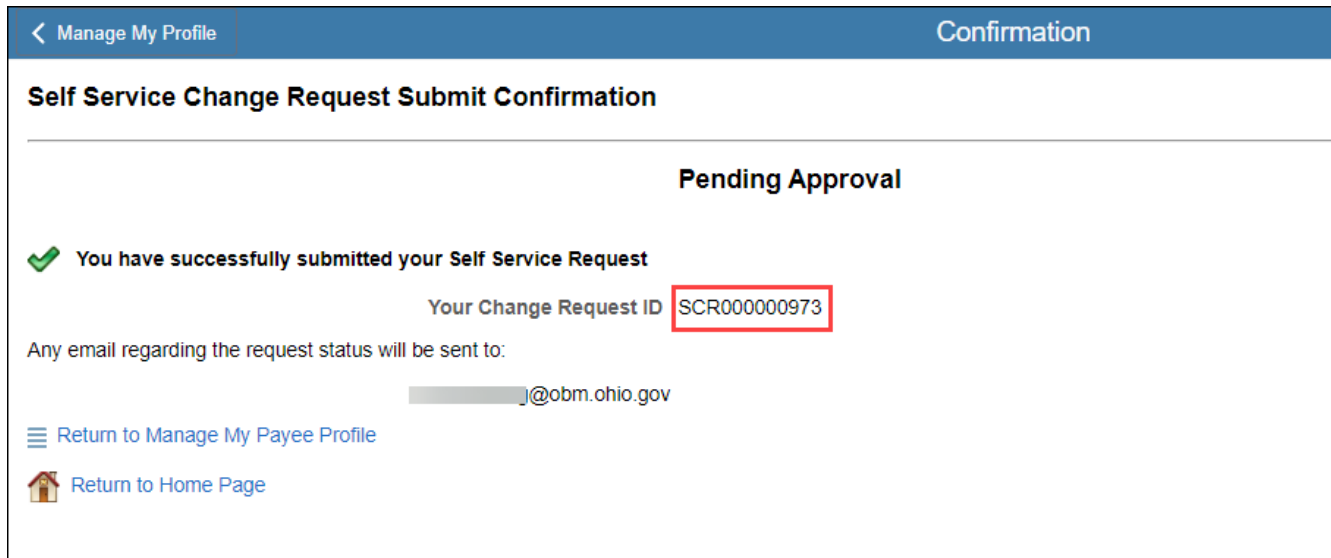
[✉ Addresses](#)   [👤 Contacts](#)   [🏛️ Payment Information](#)

Click **Yes** to Submit the change.

# MANAGE YOUR PAYEE PROFILE



You will receive a confirmation message about the request.



Make note of the Request ID for future use. The payment information change may be approved and applied or routed for manual processing and an email notification will be received once completed.

# MANAGE YOUR PAYEE PROFILE

## Manage Users

The Manage Users section allows you to view and add users to view your business.

The screenshot shows the 'Manage Users' section of a web application. On the left is a navigation menu with options: Self Help, Self Service, Manage Users (highlighted), Request Administrator, Doing Business As, Change Of TIN, and Change Of Name. The main area is titled 'Manage My Profile' and contains a 'Manage Users' section with a table of 9 rows. The first row is highlighted with a red border. The table has columns for User Status, User ID, and Name.

User Status	User ID	Name
Active	66299	Reynolds
Active	97461	Odon
Active	82369	Reed
Active	99090	White
Active	50211	p Ahn

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

- Lock the user's account
- Change their security role
- Add access to a business
- Change access to the business
- Remove access to a business

Click **Save** when updates are made.

The screenshot shows the 'Manage User Profile' form. At the top right are 'Cancel' and 'Save' buttons. The form is divided into sections: 'User Profile' with fields for \*User ID (66299), Name (Reynolds), and Email Address; a 'Lock Account' checkbox; 'User Roles' with a dropdown for 'Associate + eSettlement'; and 'Accessible Businesses' with a dropdown for 'CINCINNATI ASSOCIATION'. A red box highlights the 'Save' button, the 'Lock Account' checkbox, the 'Associate + eSettlement' dropdown, and the 'CINCINNATI ASSOCIATION' dropdown.

# MANAGE YOUR PAYEE PROFILE

## Doing Business As

If you have a business name, trade name, or DBA name that uses the same TIN that you have already registered. 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.

Enter the Business Name, Trade name, Doing Business As, and Address information.

Manage My Business | Doing Business As

### Identification

\*Business Name

\*Payee ID 00000448

\*Business Name , Trade name , Doing Business As

### Remit to Address

\*Address 1

Address 2

\*City

\*Postal Code

\*State

\*County

### Payee Admin

\*Name Training User

\*OH|ID OHTRNSUP

\*Email obm@ohio.gov

# MANAGE YOUR PAYEE PROFILE

Click the **Attachments** button to add the W-9.

Click **Submit** when the required information has been entered.

**Payee Admin**

\*Name ██████████ - Admin

\*OHID ██████████P002

\*Email ██████████@obm.ohio.gov

**Attachments**

\*IRS W9 required [\\*Attachments \(0\)](#)

[Submit](#)

## Change of TIN

The Change of TIN section allows you to submit a request to change the TIN associated with your Payee record. Click **New Request**

< Home Manage My Business

- Self Help
- Self Service
- Manage Users
- Request Administrator
- Doing Business As
- Change Of TIN**
- Change Of Name

[New Request](#)

There is no Form to display.

Update the New Employee Identification Number or Social Security Number.

Enter the **Reason for Change**.

Click the **Attachments** button to add the W-9.

Click **Submit** when all required fields are complete.

# MANAGE YOUR PAYEE PROFILE

<b>Identification</b>	
*Business Name	CINCINNATI ASSOCIATION <input type="text"/>
*Employee Identification Number (EIN) or Social Security Number (SSN)	310538511
<b>New TIN</b>	
*New Employee Identification Number (EIN) or Social Security Number (SSN)	<input type="text" value="no dashes or spaces"/>
<b>Payee Admin</b>	
*Name	Training User - Admin
*OHJID	OHTRNSUP002
*Email	obm.training@obm.ohio.gov
<b>Remit to Address</b>	
*Address 1	2045 <input type="text"/> AVE
Address 2	<input type="text"/>
*City	CINCINNATI
*Postal Code	45202
*State	Ohio <input type="text"/>
*County	Hamilton <input type="text"/>
*Phone Number	513/487- <input type="text"/>
*Reason For Change	<input type="text"/>
<b>Attachments</b>	
*IRS W9 required	<input type="text" value="Attachments (0)"/>
<input type="button" value="Submit"/>	

You will be issued a new Payee ID. You will receive an email that your new Payee ID has been established. Log into the system with the new ID and update your banking information.

## Change of Name

The Change of Name section allows you to change the business name. Click **New Request**.

# MANAGE YOUR PAYEE PROFILE

Manage User Profile		Manage My Profile	
<a href="#">Self Help</a>	<a href="#">New Request</a>	There are no existing Forms to display. Select New Request Button to submit a Form.	
<a href="#">Self Service</a>			
<a href="#">Manage Users</a>			
<a href="#">Request Administrator</a>			
<a href="#">Doing Business As</a>			
<a href="#">Change Of TIN</a>			
<a href="#">Change Of Name</a>			

Update the Business Name.

Manage My Business		Change Of TIN	
<b>Identification</b>			
*Business Name	<input type="text" value="CINCINNATI ASSOCIATION"/>		
*Employee Identification Number (EIN) or Social Security Number (SSN)	100449		
<b>New TIN</b>			
*New Employee Identification Number (EIN) or Social Security Number (SSN)	<input type="text" value="no dashes or spaces"/>		
<b>Payee Admin</b>			
*Name	Training User		
*OH ID	OHTRNSUP		
*Email	obm@ohio.gov		
<b>Remit to Address</b>			
*Address 1	<input type="text" value="20 BERT AVE"/>		
Address 2	<input type="text"/>		
*City	<input type="text" value="CINCINNATI"/>		
*Postal Code	<input type="text" value="45202"/>		
*State	<input type="text" value="Ohio"/>		
*County	<input type="text" value="Hamilton"/>		

# MANAGE YOUR PAYEE PROFILE

Click the **Attachments** button to attach the W-9.

Click the **Submit** button when you are done making updates.

[< Manage My Profile](#) Change Of Name

\*Business Name

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

**New Business Name**

\*New Legal Business or Individual Name

Business Name , Trade name , Doing Business As

**Payee Admin**

\*Name

\*OH|ID

\*Email

**Remit to Address**

\*Address 1

Address 2

\*City

\*Postal Code

\*State

\*County

\*Phone Number

\*Different TIN?

\*Reason For Change

**Attachments**

\*IRS W9 required