

REGISTER IN OHIOPAYS

[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.
 - 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 registering your business.

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.

REGISTER IN OHIOPAYS

How to Register

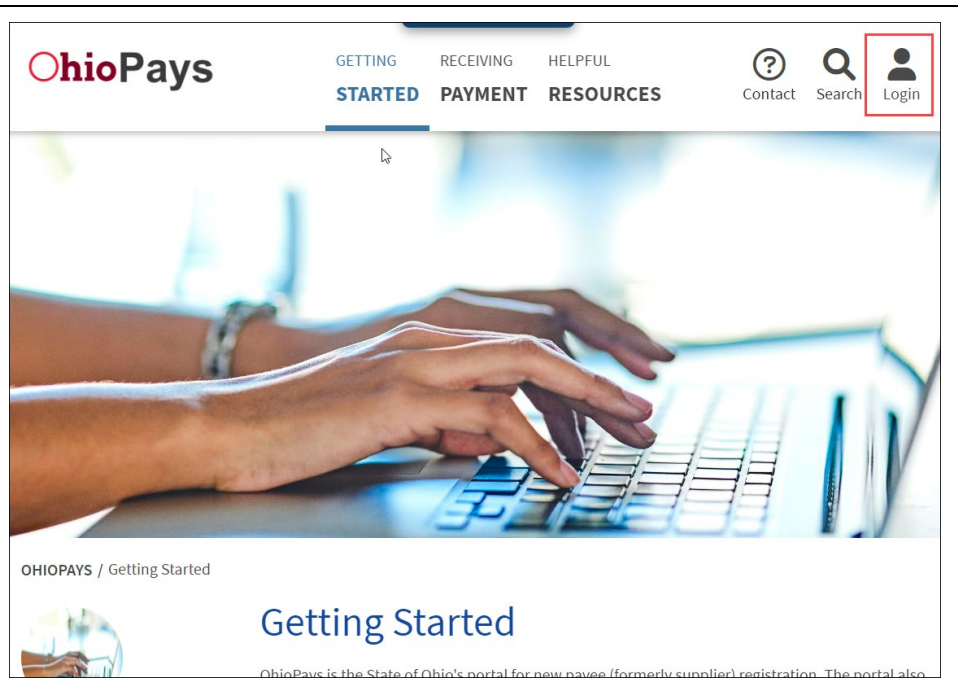
Companies, Individuals or Providers interested in doing business with the State of Ohio can register their business in the OhioPays Portal. As financial transactions occur, you can view information about the associated invoices, purchase orders, and payments for these transactions in the OhioPays Portal.

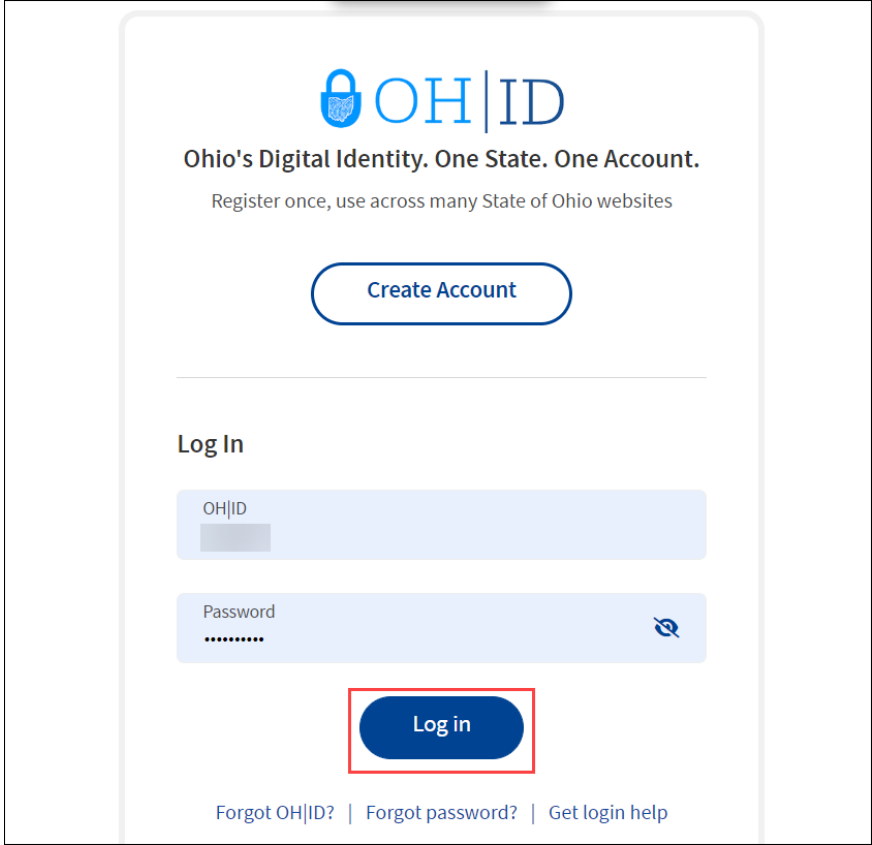
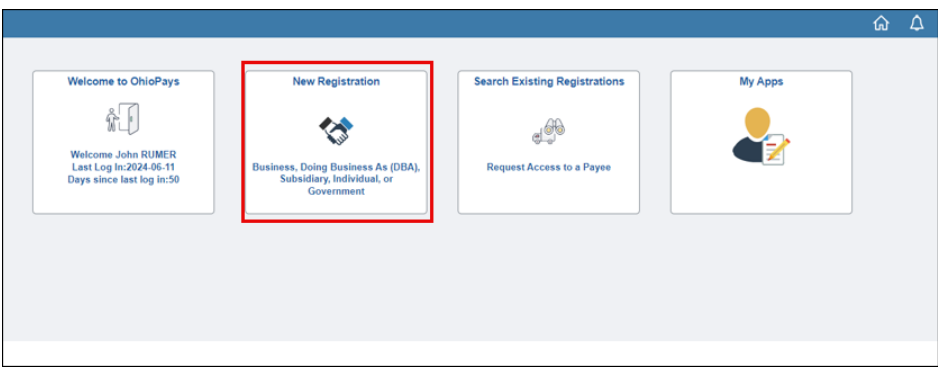
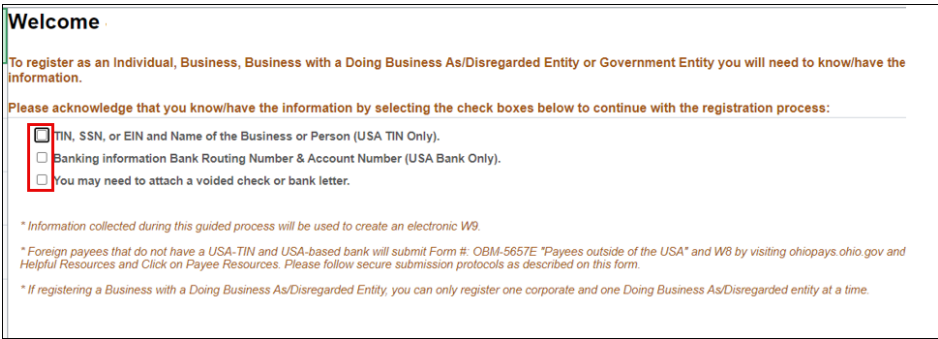


Before you begin registering, make sure you have:

- Tax ID Number (TIN), Social Security Number (SSN), or Employee Identification Number (EIN), and Account Name.
- The primary address information provided must match the address on the banking record with your financial institution to complete registration.
- Banking information (Bank Routing Number & Account Number).
- You may be required to attach a current voided check or a bank letter on the bank's letterhead confirming your banking account information.

1. Navigate to ohiopays.ohio.gov.
2. Click on **Login**.



<p>3. Enter your User ID, Password, and click Log in.</p>	
<p>4. Click New Registration.</p>	
<p>5. Select the three checkboxes to acknowledge you have the required information to continue. 6. Click Next.</p>	

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7. Select **Yes** or **No** to be the administrator for the Payee. The administrator handles controlling access to the Payees.

The screenshot shows the Ohio PAYS registration interface. At the top left is the Ohio logo and 'Office of Budget and Management'. On the right are buttons for 'Start Over', '< Previous', and 'Next >'. A progress bar on the left lists five steps: 1. Welcome (Complete), 2. Identifying Information (Visited), 3. Address and Contact (Not Started), 4. Payment Information (Not Started), and 5. Review W-9 & Submit (Not Started). Step 2 is highlighted in green. The main content area contains the question: 'An administrator will be responsible for controlling access to the Payee. Do you wish to be the administrator for this Payee?' Below the question are two radio buttons: 'No' and 'Yes'. The 'No' radio button is selected and highlighted with a red box.

[Follow these steps if you don't want to be the administrator.](#)

[Follow these steps if you do want to be the administrator.](#)

Selecting No to be the Administrator

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- a. If you select **No**, enter the administrator's email, and click **Verify Email**.

NOTE: The email entered must be associated with an active OH|ID for the person who will be the administrator.

- b. Select the type of Payee to register.

- c. Select the Tax Classification.

- d. Enter the Payee information.

NOTE: The Taxpayer ID and Name must match the IRS records.

REGISTER IN OHIO PAYS

1

Welcome

Complete

2

Identifying Information

Visited

3

Address and Contact

Not Started

4

Payment Information

Not Started

5

Review W-9 & Submit

Not Started

Ohio

Office of Budget and Management

Start Over

< Previous

Next >

Do you wish to be the administrator for this Payee? [?]

☒ No ☐ Yes

Do you have the administrator's email address? [?]

☐ No ☒ Yes

Please provide the administrator's email address

Verify Email

What type of Payee would you like to register?

[?]

Tax Classification

[?]

Taxpayer Identification Number

[?]

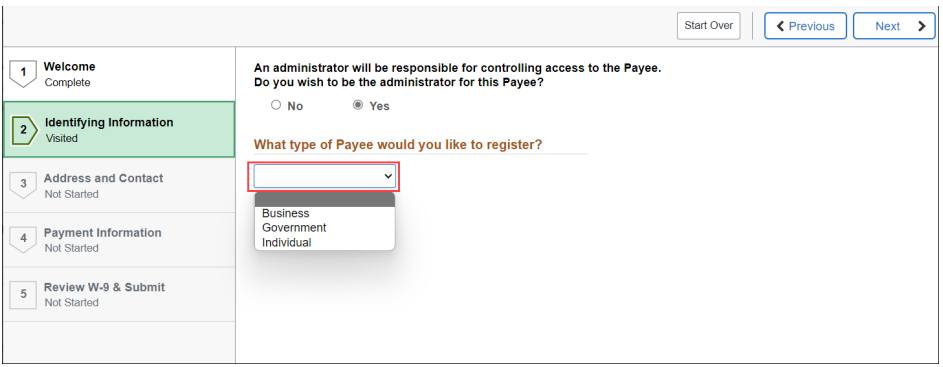
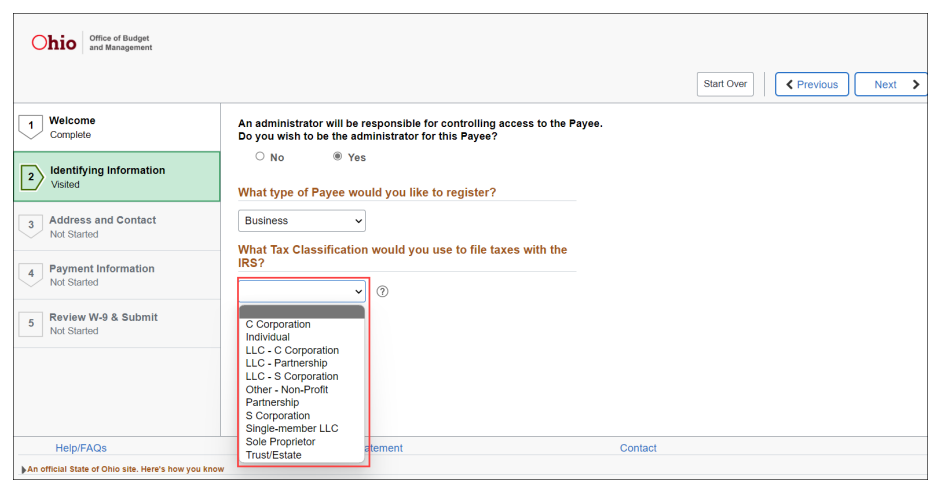
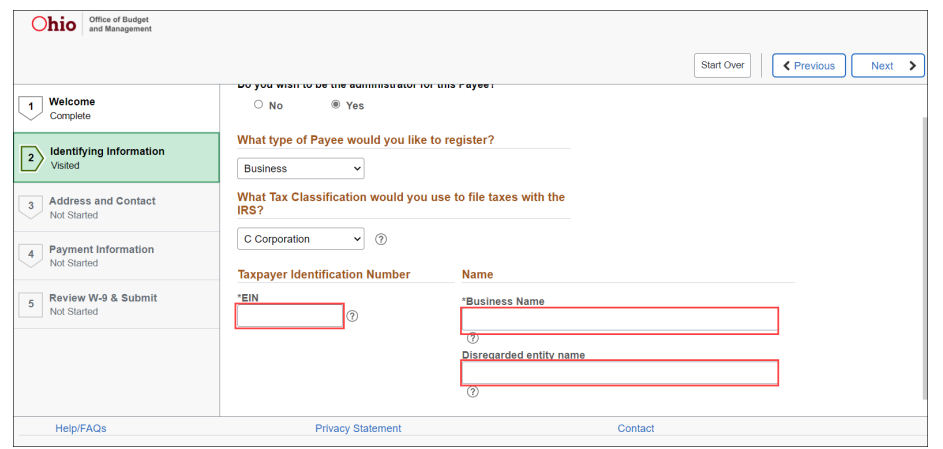
Name

*Business Name

[?]

e. Click **Next**.

Selecting Yes to be the Administrator

<p>a. Select the type of Payee to register.</p>	
<p>b. Select the Tax Classification.</p>	
<p>c. Enter what is requested based upon the Tax Classification selected.</p> <p>NOTE: The Taxpayer ID and Name must match the IRS records.</p>	

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d. Click **Next**.

8. Enter the Address and Contact information then click **Next**.

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9. Enter the Payment information then click **Next**. The Bank Name will display once you click **Next**.

Ohio Office of Budget and Management

Start Over | < Previous | **Next** >

1 Welcome Complete

2 Identifying Information Complete

3 Address and Contact Complete

4 **Payment Information** Visited

5 Review W-9 & Submit Not Started

*Country United States ?

*Account Type Checking ?

*Bank Account Number 11111111

*Re-Enter Bank Account Number 11111111

*Routing / ABA Number 2222222222

*Re-Enter Routing / ABA Number 2222222222

*Bank Name

10. Review the W-9 information.

Ohio Office of Budget and Management

Start Over | < Previous | **Submit**

1 Welcome Complete

2 Identifying Information Complete

3 Address and Contact Complete

4 Payment Information Complete

5 **Review W-9 & Submit** Visited

Review Expand All Collapse All

▼ Identifying Information

Tax Classification	Social Security Number	First Name	Last Name
Individual	111-11-2222	jeff	smith

▼ Address

123 main st
columbus, OH 43119
USA
(County: Franklin)

Remit Email ID:
richard@gov

▼ Contact

First Name	Last Name	Title	Telephone	Fax Number	Email ID
richard	bell		614/111-1111		rich@yahoo.com

▼ Payment Information

Country	Bank Name	Account Type	Account Number	Routing / ABA Number
USA	JP MORGAN CHASE	Checking Account	11111111	2222222222

11. Click **Create W-9** to create a W-9 with the information you provided.

12. Review and Save the W-9 to your computer then close this window.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JEFF SMITH

2 Business name/disregarded entity name, if different from above
JEFF SMITH

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ☐ _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ☐ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
123 MAIN ST

6 City, state, and ZIP code
COLUMBUS, OH 43119

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
1 1 1 - 1 1 - 2 2 2 2
or
Employer identification number
- - - - -

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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13. Click **Submit**.

Ohio Office of Budget and Management

Start Over Previous **Submit**

1 Welcome Complete

2 Identifying Information Complete

3 Address and Contact Complete

4 Payment Information Complete

5 Review W-9 & Submit Visited

Review Expand All Collapse All

▼ Identifying Information

Tax Classification	Social Security Number	First Name	Last Name
Individual	111-11-2222	jeff	smith

▼ Address

123 main st
columbus, OH 43119
USA
(County: Franklin)

Remit Email ID:
richard@gov

▼ Contact

First Name	Last Name	Title	Telephone	Fax Number	Email ID
richard	bell		614/111-1111		rich@yahoo.com

▼ Payment Information

Country	Bank Name	Account Type	Account Number	Routing / ABA Number
USA	JP MORGAN CHASE	Checking Account	11111111	22222222

14. Select the checkbox and click **Continue** to affirm the W-9 was completed correctly.

1 Welcome Complete

2 Identifying Information Complete

3 Address and Contact Complete

4 Payment Information Complete

5 Review W-9 & Submit Visited

▼ Identifying Information

Tax Classification	Social Security Number	First Name	Last Name
Individual	111-11-2222	jeff	smith

▼ Address

123 main st
columbus, OH 43119
USA
(County: Franklin)

Remit Email ID:
richard@gov

▼ Contact

First Name	Last Name	Title	Telephone	Fax Number	Email ID
richard	bell		614/111-1111		rich@yahoo.com

▼ Payment Information

Country	Bank Name	Account Type	Account Number	Routing / ABA Number
USA	JP MORGAN CHASE	Checking Account	11111111	22222222

☒ Click here to affirm that the attached W-9 has been completed in accordance with the General instructions on the IRS Form W-9.

Cancel **Continue**

15. Read the Terms & Conditions.
16. Select the checkbox and click **Continue** to accept the Terms of Agreement.

- NOTE: If you are zoomed in to the Terms and Conditions you will need to zoom out to see the Continue button.

The screenshot shows the OhioPays registration interface. On the left, a progress bar indicates five steps: 1. Welcome (Complete), 2. Identifying Information (Complete), 3. Address and Contact (Complete), 4. Payment Information (Complete), and 5. Review W-9 & Submit (Visited). The main form area displays personal information: Tax Classification (Individual), Social Security Number (111-11-2222), First Name (jeff), and Last Name (smith). A 'Terms & Conditions' dialog box is open in the center, containing the text: 'Make sure you read terms of agreement fully before submitting your registration'. Below this, a scrollable area contains the terms of agreement. At the bottom of the dialog, there is a checkbox labeled 'Click here to accept the Terms of Agreement' which is checked, and two buttons: 'Cancel' and 'Continue' (highlighted with a red box).

17. Click **OK** to complete registering your business.

NOTE: Some registrations will require additional review and processing by the state. If the registration was not automatically approved, you will be notified by email within 7-10 business days of approval or if further action is required.

The screenshot shows the OhioPays registration interface after the Terms & Conditions step. The progress bar shows steps 1 through 4 as 'Complete' and step 5 as 'Visited'. The main form area displays the 'Address' section with the address: 123 main st, columbus, OH 43119, USA. Below this, the 'Payment Information' section is visible, showing a table with columns: Country, Bank Name, Account Type, Account Number, and Routing / ABA Number. The table contains one row: USA, JP MORGAN CHASE, Checking Account, 11111111, 22222222. An 'Informational' dialog box is open in the center, containing the text: 'Your Registration is submitted and has been auto approved. You can find your Payee ID on the Manage My Profile tile.' At the bottom of the dialog, there is an 'OK' button highlighted with a red box.