

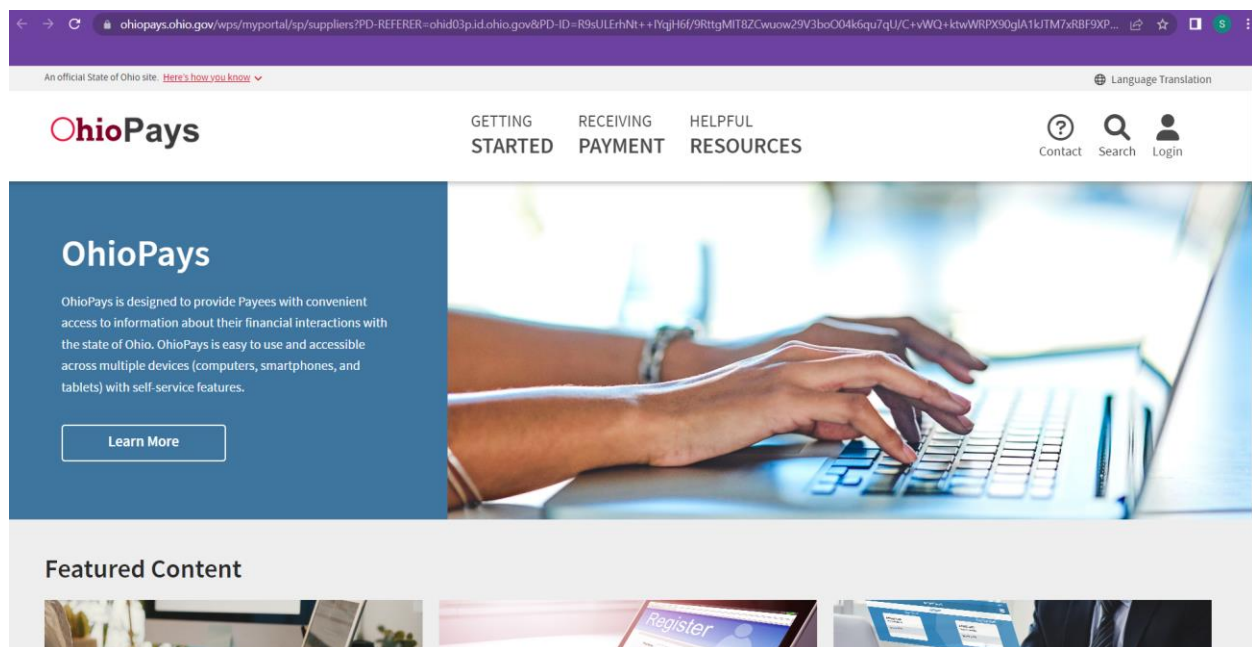


Setting Up a Supplier ID Number with Ohio Pays

Independent Provider

You need access to your bank information (bank name, account & routing number).

Go to <https://ohiopays.ohio.gov/>



This document will guide you step by step to complete the Payee Registration process. If you require other assistance with OhioPays (such as requesting access to a Payee Profile you already established) you can access the OhioPays Help Documents here:

<https://ohiopays.ohio.gov/helpful-resources/help-documents>

REGISTER IN OHIO PAYS

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:

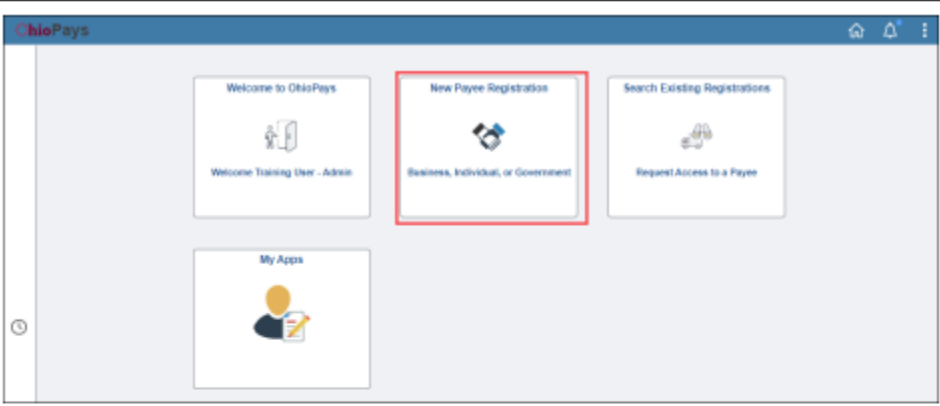

- Tax ID Number (TIN), Social Security Number (SSN), or Employee Identification Number (EIN) and Name of the Business or Person.
- The primary address information provided must match the address on the banking record with your financial institution and W9. It must match to complete registration.
- Banking information (Bank Routing Number & Account Number).
- You may be required to attach a current voided check or a bank letter on bank letterhead confirming your banking account information.

<p>1. Navigate to ohiopays.ohio.gov</p> <p>2. Click on Login</p>	 <p>The screenshot shows the OhioPays website interface. At the top, there is a navigation bar with the OhioPays logo and menu items: GETTING, RECEIVING, HELPFUL, STARTED, PAYMENT, and RESOURCES. On the right side of the navigation bar, there are icons for Contact, Search, and Login. The Login icon is highlighted with a red box. Below the navigation bar is a large image of hands typing on a laptop keyboard. Underneath the image, the text 'OHIO PAYS / Getting Started' is visible, followed by the heading 'Getting Started'.</p>
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REGISTER IN OHIO PAYS

<p>3. Enter your User ID, Password, and click Log in</p>	 <p>The screenshot shows the OH ID login page. At the top, there is the OH ID logo and the text 'Ohio's Digital Identity. One State. One Account.' Below this, it says 'Register once, use across many State of Ohio websites'. There is a 'Create Account' button. Below that is the 'Log In' section, which includes a text input field for 'OH ID', a password input field with a toggle icon, and a 'Log in' button. The 'Log in' button is highlighted with a red box. At the bottom, there are links for 'Forgot OH ID?', 'Forgot password?', and 'Get login help'.</p>
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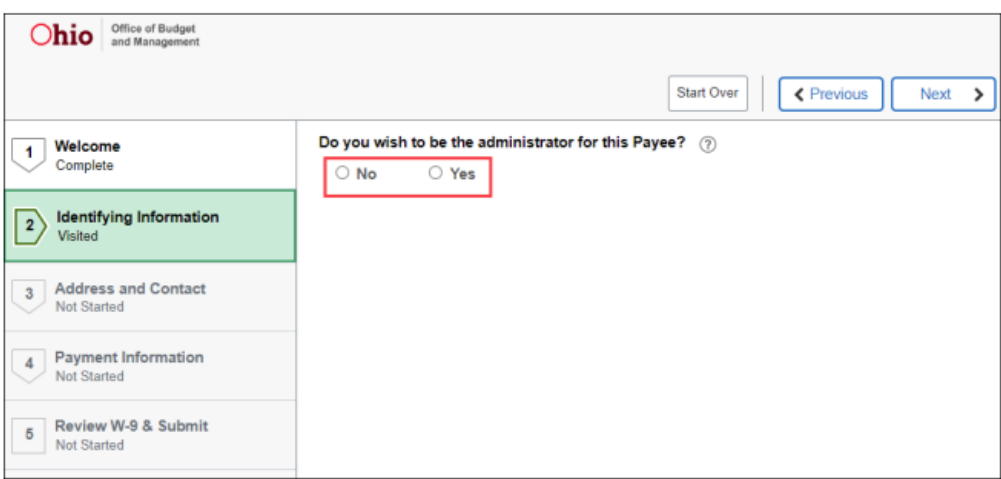
Use your OH|ID username and password

<p>4. Click New Payee Registration</p>	
<p>5. Select the four checkboxes to acknowledge you have the required information to proceed</p>	

~ 3 ~

Revised: 11/14/2022

REGISTER IN OHIO PAYS

<p>6. Select Yes or No to be the administrator for the Payee</p>	
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SELECT YES TO BE THE ADMINISTRATOR for the PAYEE

7. If you select Yes, enter the Payee information then click **Next**

Steps 8 and 9 are N/A for Independent Providers

Ohio Office of Budget and Management

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

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

Do you wish to be the administrator for this Payee? No Yes

What type of Payee would you like to register?
Individual

Tax Classification
Individual

Taxpayer Identification Number *SSN 111-11-1111

Name *First Name *Last Name
jeff smith

Choose Individual as Type of Payee

Choose Individual as Tax Classification

Enter your Social Security Number and First and Last Name

REGISTER IN OHIO PAYS

10. Click **Next**

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

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

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: rich@yahoo.com Verify Email

What type of Payee would you like to register?
Business

Tax Classification
LLC - S Corporation

Taxpayer Identification Number *EIN 11-111111

Name *Business Name
jeff smith

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

Start Over | < Previous | Next >

- 1 Welcome Complete
- 2 Identifying Information Complete
- 3 Address and Contact Visited
- 4 Payment Information Not Started
- 5 Review W-9 & Submit Not Started

Address

*Country United States ⓘ

*Address Line1 123 main st ⓘ

Address Line2 ⓘ

*City columbus ⓘ

*Postal Code 43119 ⓘ

*State Ohio ⓘ

*County Franklin ⓘ

*Remit Email ID richard@gov ⓘ

Contact Information

+
-

*First Name richard ⓘ

*Last Name bell

Title (optional) ⓘ

*Telephone 614/111-1111

Fax Number (optional) ⓘ

*Email ID rich@yahoo.com

Enter your Address and contact information. You must use the Email address associated with your OH|ID.

REGISTER IN OHIOPAYS

12. Enter the Payment information then click **Next**

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 ⓘ

You may not be able to enter your Bank Name. When you click next the system will automatically fill that in if you cannot input the information.

13. 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	22222222

Review the information and ensure everything has been entered correctly.

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

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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

Create W-9

15. 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

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.

Review the information and ensure everything has been entered correctly.

16. Click **Submit**

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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

Create W-9

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

The screenshot shows a registration form with 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). A dialog box is overlaid on the form, containing a checked checkbox and the text: "Click here to affirm that the attached W-9 has been completed in accordance with the General Instructions on the IRS Form W-9." Below the text are "Cancel" and "Continue" buttons. The "Continue" button is highlighted with a red box.

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

The screenshot shows the same registration form as in step 17. A dialog box titled "Terms & Conditions" is overlaid. It contains the text: "Make sure you read terms of agreement fully before submitting your registration" followed by a scrollable area with legal terms. Below the terms is a checked checkbox and the text: "Click here to accept the Terms of Agreement". "Cancel" and "Continue" buttons are at the bottom, with the "Continue" button highlighted by a red box.

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

NOTE: If the registration was not auto approved, it will be routed to the state for manual review and processing. You will be notified by email within 7-10 business days of approval or if further action is required

The screenshot shows the same registration form. An "Informational" dialog box is overlaid, displaying the message: "Your Registration is submitted and has been auto approved. You can find your Payee ID on the Find My Business tile." Below the message is an "OK" button, which is highlighted with a red box.

If you need assistance do not hesitate to reach out by email (obm.sharedservices@obm.ohio.gov) or phone (877-644-6771) or contact your County Board / COG Provider Support Department.