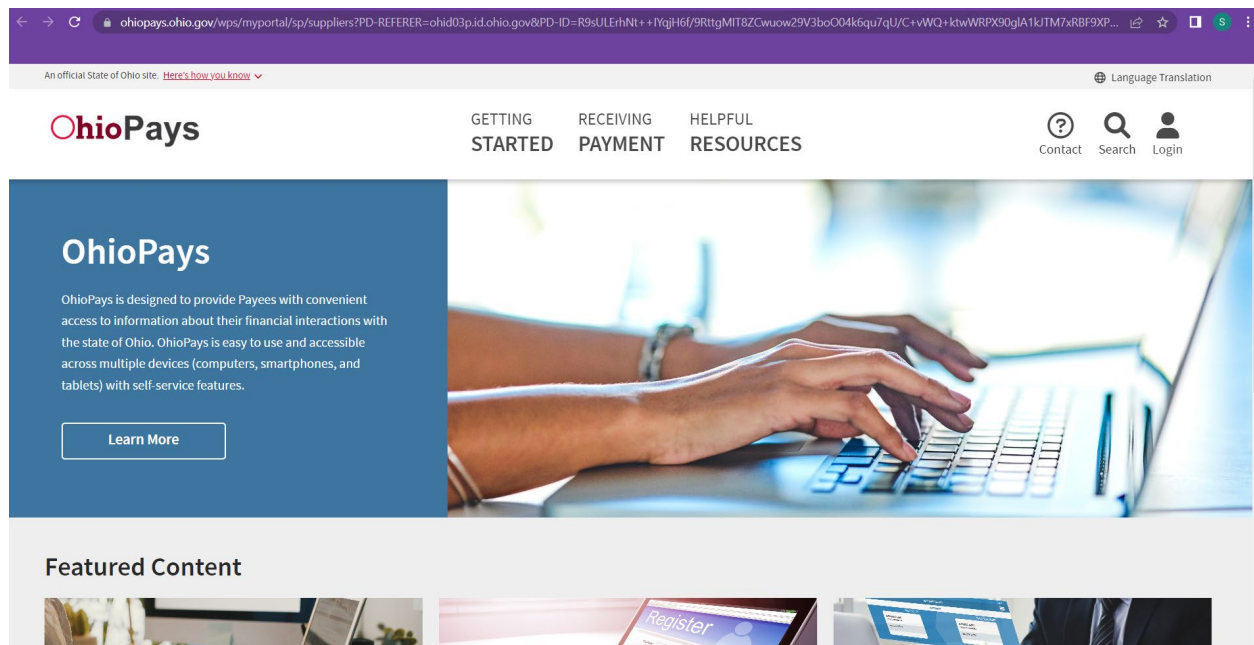


Setting Up a Supplier ID Number with Ohio Pays

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 OHIOPAYS

How to Register

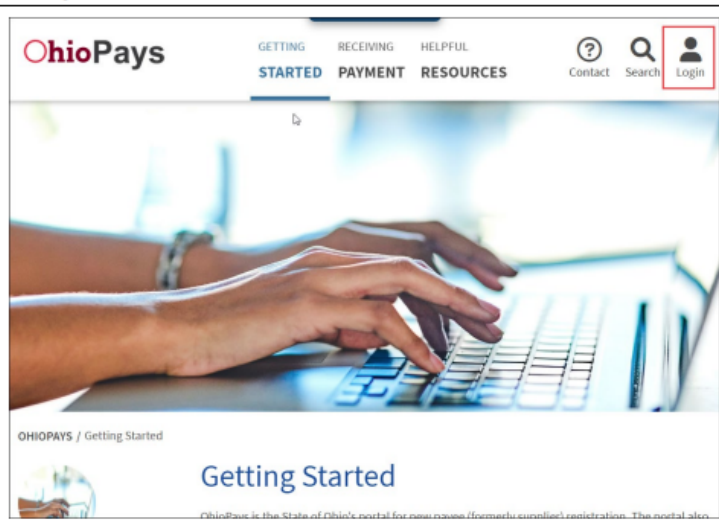
Companies, Individuals or Providers interested in doing business with the State of Ohio can register their business in the OhioPays Portal. As financial transactions occur, you can view information about the associated invoices, purchase orders, and payments for these transactions in the OhioPays Portal.



Before you begin registering, make sure you have:

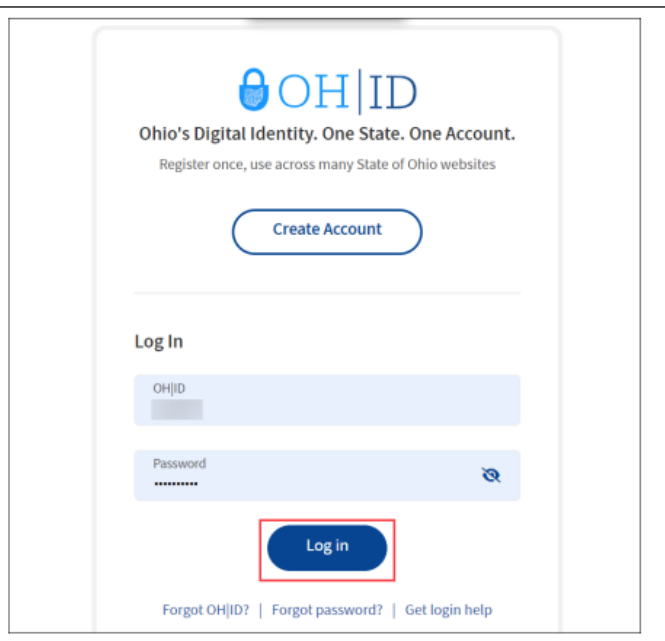
- Tax ID Number (TIN), Social Security Number (SSN), or Employee Identification Number (EIN) and Name of the Business or Person.
- The primary address information provided must match the address on the banking record with your financial institution and W9. It must match to complete registration.
- Banking 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.

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

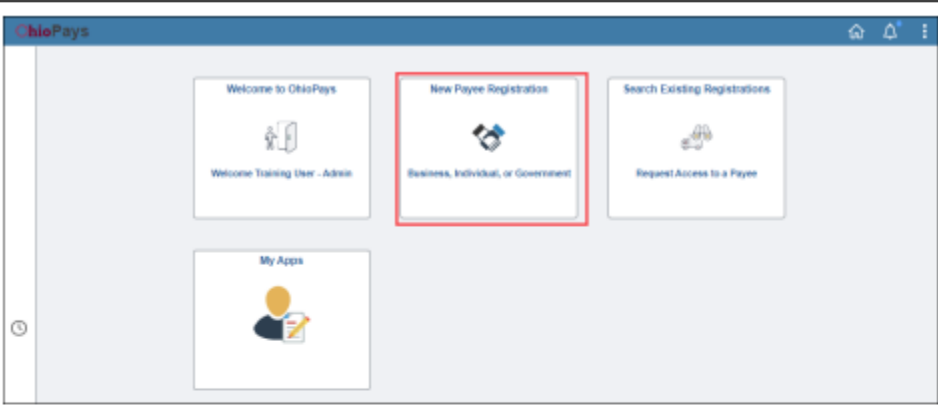
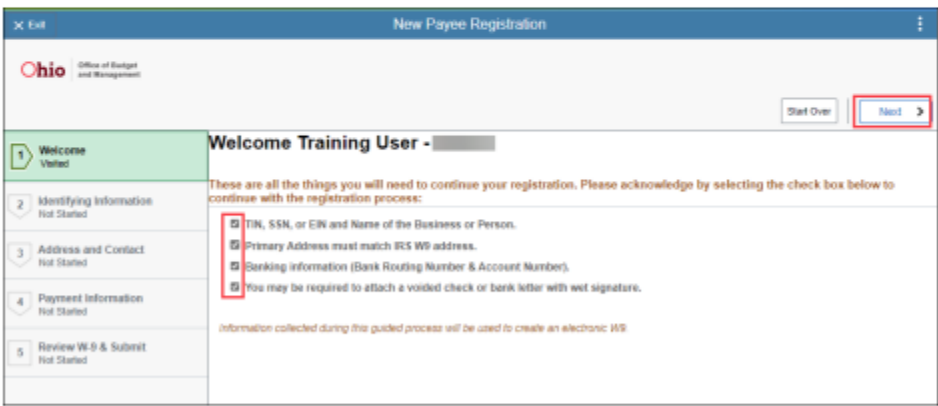


REGISTER IN OHIOPAYS

3. Enter your User ID, Password, and click **Log in**



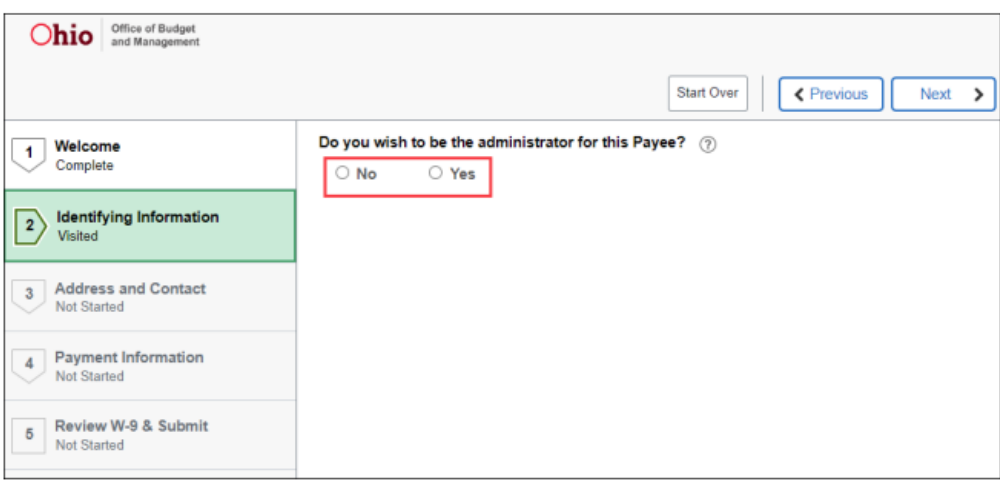
Use your OH|ID username and password

4. Click New Payee Registration	 The screenshot shows the OhioPays home screen. The 'New Payee Registration' button is highlighted with a red box. Other buttons include 'Welcome Training User - Admin', 'Search Existing Registrations', and 'My Apps'.
5. Select the four checkboxes to acknowledge you have the required information to proceed	 The screenshot shows the 'New Payee Registration' screen, Step 1: Welcome. A sidebar on the left lists steps: 1. Welcome (Visited), 2. Identifying Information (Not Started), 3. Address and Contact (Not Started), 4. Payment Information (Not Started), 5. Review W-9 & Submit (Not Started). The main content area has a 'Next' button highlighted with a red box. Below the button, there are four checkboxes to be selected: ☐ TIN, SSN, or EIN and Name of the Business or Person. ☐ Primary Address must match IRS W9 address. ☐ Banking information (Bank Routing Number & Account Number). ☐ You may be required to attach a voided check or bank letter with wet signature.

~ 3 ~

Revised: 11/14/2022

REGISTER IN OHIO PAYS

6. Select Yes or No to be the administrator for the Payee	 The screenshot shows the 'New Payee Registration' screen, Step 2: Identifying Information. The sidebar on the left shows: 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). The main content area asks: 'Do you wish to be the administrator for this Payee?' with radio buttons for 'No' and 'Yes'. The 'Yes' button is highlighted with a red box.
--	---

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

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**

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

Office of Budget and Management

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**

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 ⓘ

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.

5

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

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) ►

☐ Other (see instructions) ►

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.

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)

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.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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**

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@gox

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	222222222

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 modal dialog is displayed over the form with the following 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." There is a checkbox with a red square around it, and a "Continue" button with a red border.

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 above. A modal dialog titled "Terms & Conditions" is displayed. It contains the text: "Make sure you read terms of agreement fully before submitting your registration" and "By submitting this Payee self-registration, the Payee (hereafter, you) certify and warrant that you are authorized to: (i) register as a Payee for the State of Ohio; (ii) file all of the information requested in this registration process; and (iii) enter into this Terms of Agreement with the State of Ohio. Unless agreed to in writing elsewhere between the parties, by submitting this Payee self-registration, you agree to the following." Below this is a section for "Account Information" and a checkbox with a red square around it, labeled "Click here to accept the Terms of Agreement". A "Continue" button with a red border is also visible.

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 as above. A modal dialog titled "Informational" is displayed. It contains the text: "Your Registration is submitted and has been auto approved." and "You can find your Payee ID on the Find My Business tile." Below this is an "OK" button with a red border.

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