

Updating Information with Shared Services

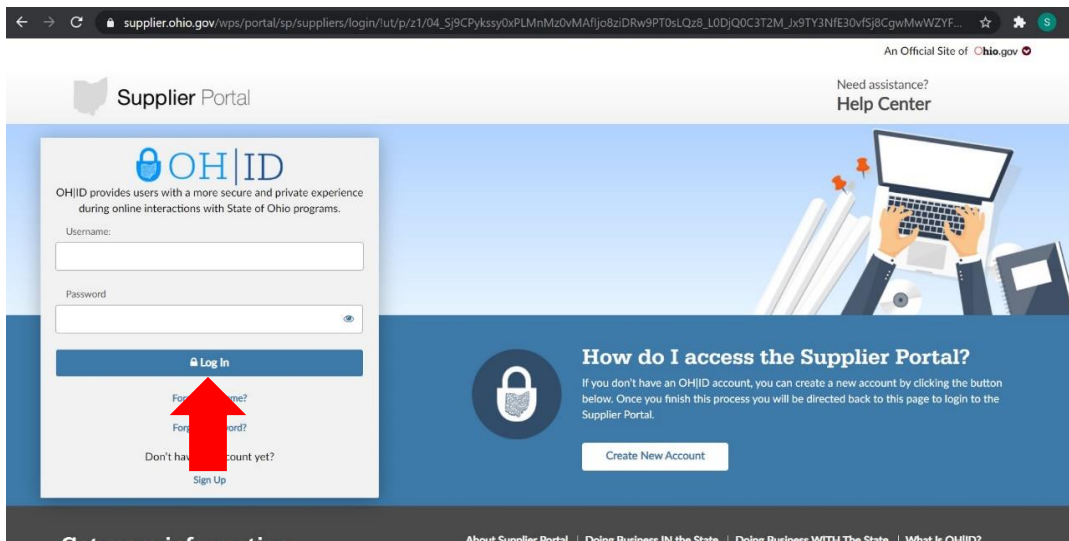
The Shared Services Portal can be used to update demographic information as well as add/modify Direct Deposit Information
Be sure to update your information with Shared Services **AND** DODD

1. Access the Shared Services website

Go to <http://supplier.ohio.gov>

2. Type in your username and password, then click Log In

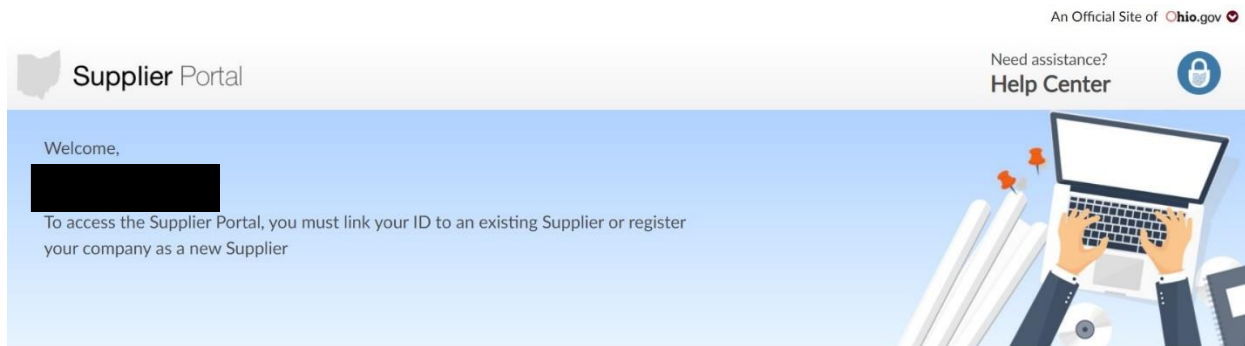
This is the same username/password used for DODD



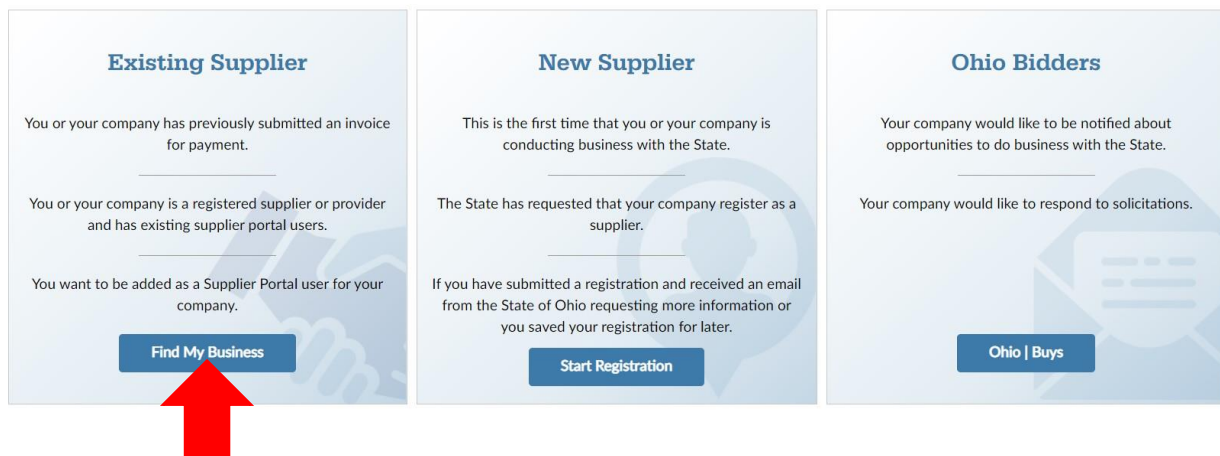
The screenshot shows the Supplier Portal login page. The browser address bar displays the URL supplier.ohio.gov. The page header includes the text "Supplier Portal" and "An Official Site of Ohio.gov". A "Need assistance? Help Center" link is visible. The main content area features a login form with the "OH|ID" logo and the text "OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs." The form includes fields for "Username:" and "Password:" with a "Log In" button below them. A red arrow points to the "Log In" button. Below the "Log In" button are links for "Forgot Username?", "Forgot Password?", and "Don't have an account yet? Sign Up". To the right of the login form is a banner for "OH|ID" and a section titled "How do I access the Supplier Portal?" with a "Create New Account" button. The footer contains links for "About Supplier Portal", "Doing Business IN the State", "Doing Business WITH the State", and "What is OH|ID?".

Once logged in, if you have never used the Shared Services portal before, you will need to link your username to your Shared Services Supplier account. If you already have access, skip to step 6

3. From the welcome screen, under Existing Supplier click on Find My Business

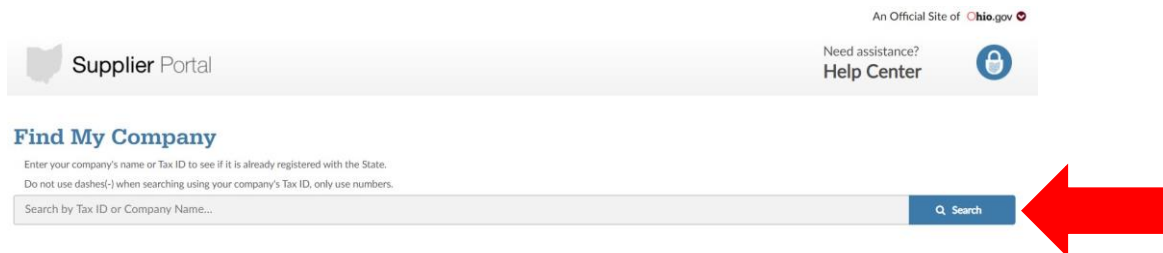


Thank you for creating an account with OH|ID. To continue, please choose one of the options below.



4. To find your company, search by Tax ID or company name

Independent Provider- your company name is your name. Tax ID is your Social Security Number.



5. When the search results appear, find the correct Company Name, and click on Request Access

Follow any remaining prompts / instructions to access your Supplier Account

The screenshot shows the 'Supplier Portal' header with the Ohio state logo. Below the header is a 'Find My Company' section with a search bar and a 'Search' button. The search results show 'Showing 1 of 1 Results'. A red arrow points to the 'Request Access' button next to the search result.

START HERE IF YOU ALREADY HAVE ACCESS TO YOUR SUPPLIER ACCOUNT

6. Once logged in, from the Supplier Home Page, click on Forms

The screenshot shows the 'Supplier Portal' dashboard. The top navigation bar includes links for Dashboard, Invoices, Purchase Orders, Payments, Bid Center, Supplier Actions, and Forms. A red arrow points to the 'Forms' link. The main content area shows 'Supplier information for' with tabs for Pending Invoices, POs w/ Remaining Balance, and Pending Payments. There are also sections for 'Supplier Portal News' and 'Agencies by Activity'.

7. The forms page will appear.

The information that is being updated / changed will determine what form is needed.

Click on the appropriate form, print it and fill out, then upload the form back into the appropriate area.

Supplier Portal

An Official Site of [Ohio.gov](#)

Need assistance?

Help Center

Dashboard

Invoices

Purchase Orders

Payments

Bid Center

Supplier Actions

Forms

Supplier Forms

If you have an existing supplier record, you only need to fill out the "Supplier Administrator Form" to have your OHID associated with your existing record. You do not need to fill out the other forms unless you would like to make changes to your existing record.

PDF Forms - Help and Information

There are known compatibility issues when using fillable forms with the PDF viewers built into web browsers.

Instructions for completing a PDF form:

- Save the form to your computer and fill it out using Adobe Reader, then save it, and return to this page to upload it.
- For additional help and information on working with these forms, download the help guide

Change EFT

Change EFT

To change/update direct deposit information

EFT_PaymentAuthorization_OBM-4310_9 2019.pdf | 156 KB

Download

Submit your documents here. Max file size is 5MB.

Upload

NOTES:

- Bank information changes may take up to 30 days, due to bank processing time in verifying information.
- The bank letter must be on bank letterhead and signed by a bank representative. It must include the name on the account, type of account, routing number, and account number. Exceptions will be made for Prepaid Cards.

Change Supplier Name or Tax ID

Change Supplier Name or Tax ID

To Update / Change your name or Tax ID

Supplier-Change_Name_or_TIN_OBM-5657B_5-22-19 (1).pdf | 285 KB

Download

Submit your documents here. Max file size is 5MB.

Upload

Use this form to request a change to your business name or tax ID.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Federal W-9 Form

Federal W-9 Form

To Update / Change your W9

fw9.pdf | 129 KB

Download

Submit your documents here. Max file size is 5MB.

Upload

This form is required for the supplier registration process.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Manage Contacts

Manage Contacts

To Update / Change Contact Information

Manage Contacts_OBM-0818_5-22-19.pdf | 240 KB

Download

Submit your documents here. Max file size is 5MB.

Upload

Complete and submit this form when requesting changes to individual contact information such as name, email or phone number.

Manage Addresses

Manage Addresses

To Update / Change Address

AdditionalAddress_ChangeAddress_OBM-5657C_1-23-2020.pdf | 251 KB

Download

Submit your documents here. Max file size is 5MB.

Upload

Use this form to request a change to your business address or to add more addresses to your account.

You will receive an email notification when your form has been processed - completion of your request may take up to three days.

Update Doing Business As (DBA)

Supplier Portal Administrator