

REGISTERING YOUR BUSINESS IN THE SUPPLIER PORTAL

Register in OH|ID (<https://ohid.ohio.gov>) by creating an account with a username/password that can be used for the Supplier Portal. Click on Create OH|ID Account to set up an account in OH|ID. For assistance with creating an OH|ID, click [here](#).



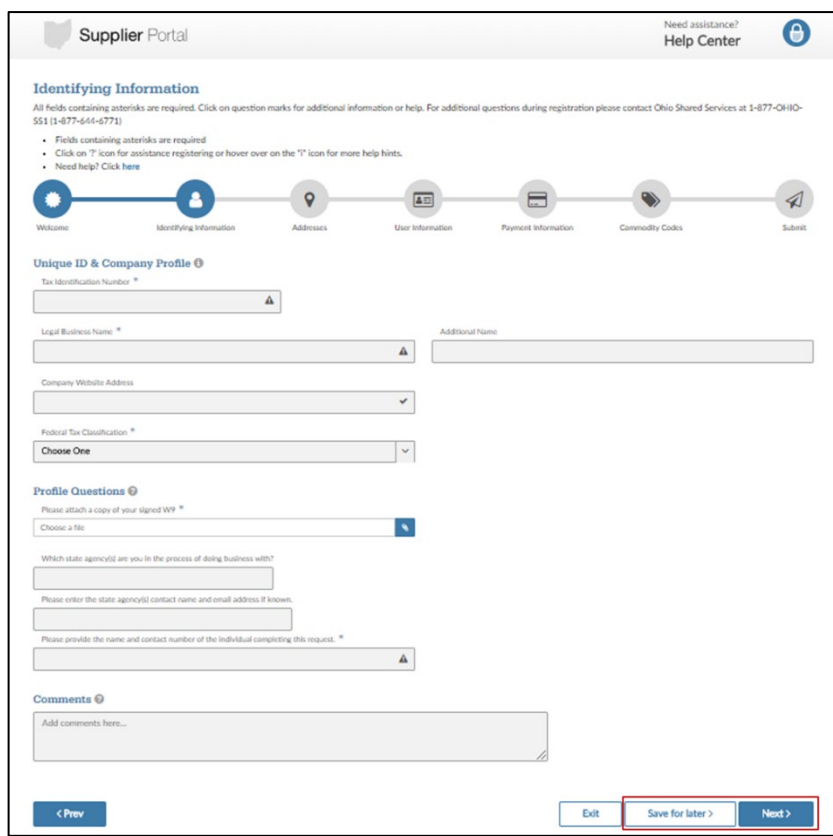
How to Register for a Supplier ID

All payees that will receive funds from the state of Ohio should follow these instructions to register as a state of Ohio Supplier. Upon completing the registration, you will receive an email confirming your submission and your temporary Registration ID. The state will review your registration within 10 business days. Upon approval of your registration, you will receive a follow-up email with your permanent Supplier ID. Please keep the Supplier ID for your records.



Prior to beginning the registration process, make sure you have:

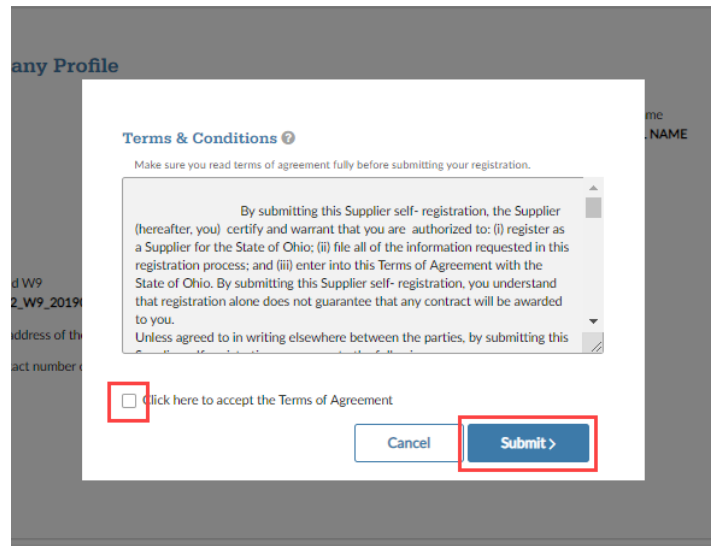
- A properly completed W9 form
- Banking information (bank name, routing number, account number)
- Payment address on file with the awarding/paying agency

<p>1. Select 'Start Registration.'</p> <p>Note: If you don't see this screen, refer to the "If you need to register additional Supplier Records" section below.</p>	
<p>2. Complete the information on each of the subsequent screens.</p> <ul style="list-style-type: none">• Note that all fields with asterisks (*) are required and some fields may display an error message if the input is not formatted correctly. Click 'Submit' when you reach the final screen. <p> Legal Business Name and Tax ID Number (TIN) must match what is on file with the IRS. If you are registering as an Individual/Sole-Proprietor, your Legal Name used to file your annual income taxes should be entered into the Legal Business Name field. If the information entered does not match IRS records, an error message will display when you click Next, requiring you to provide corrected information that matches IRS records.</p>	

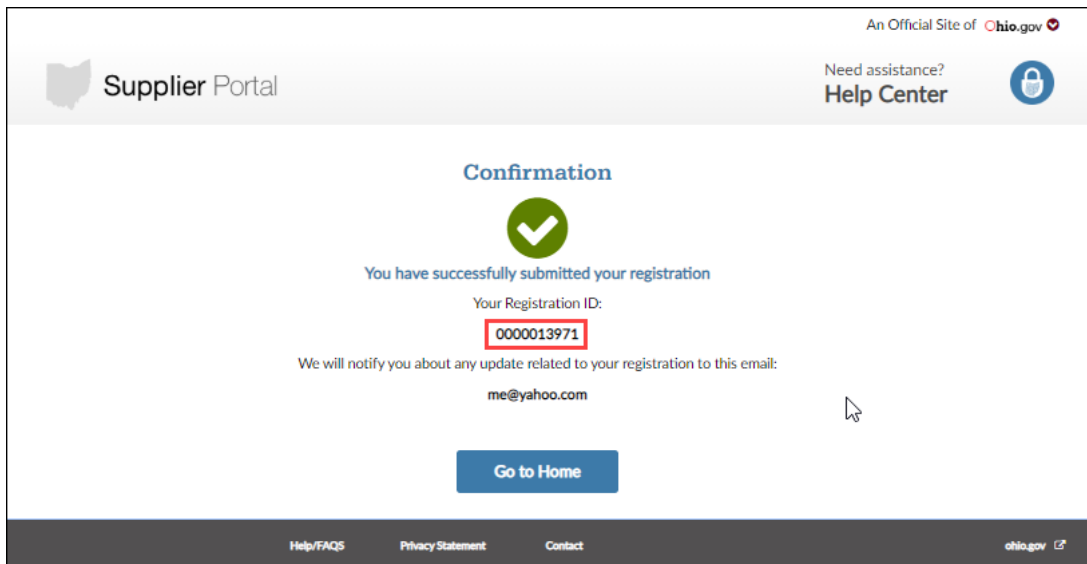
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You can also click **'Save for later'** to save the information entered so far and return to the registration later to complete it.

3. Click **Next** as each section is completed.
4. Read the Terms & Conditions, click the button to accept the Terms of Agreement, and click **Submit**.



Upon clicking **Submit**, a Confirmation message displays. It is recommended that you take note of your Registration ID.

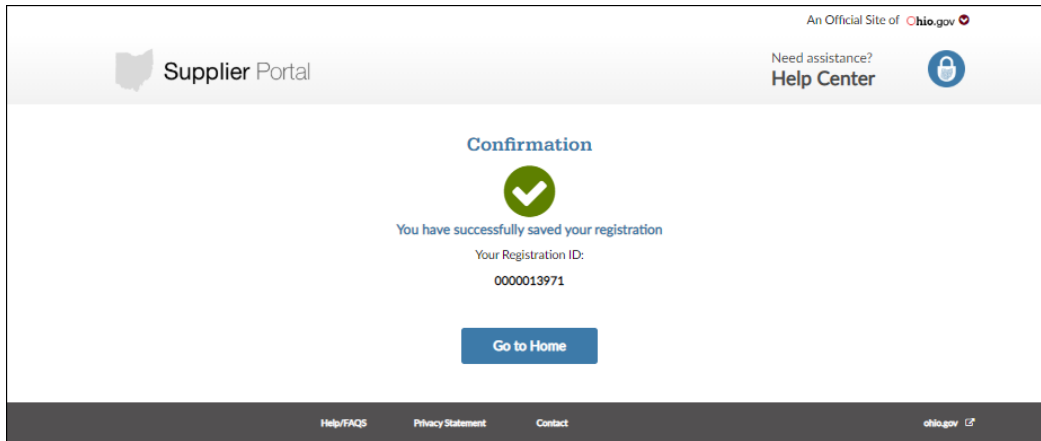


Your registration information will be reviewed by the state to ensure all required information has been submitted. Once reviewed, if additional information is needed, you will receive an email (at the address listed on the Confirmation page) detailing additional required information. If approved, you will receive an email with your Supplier ID that has been created in the state of Ohio's accounting system.

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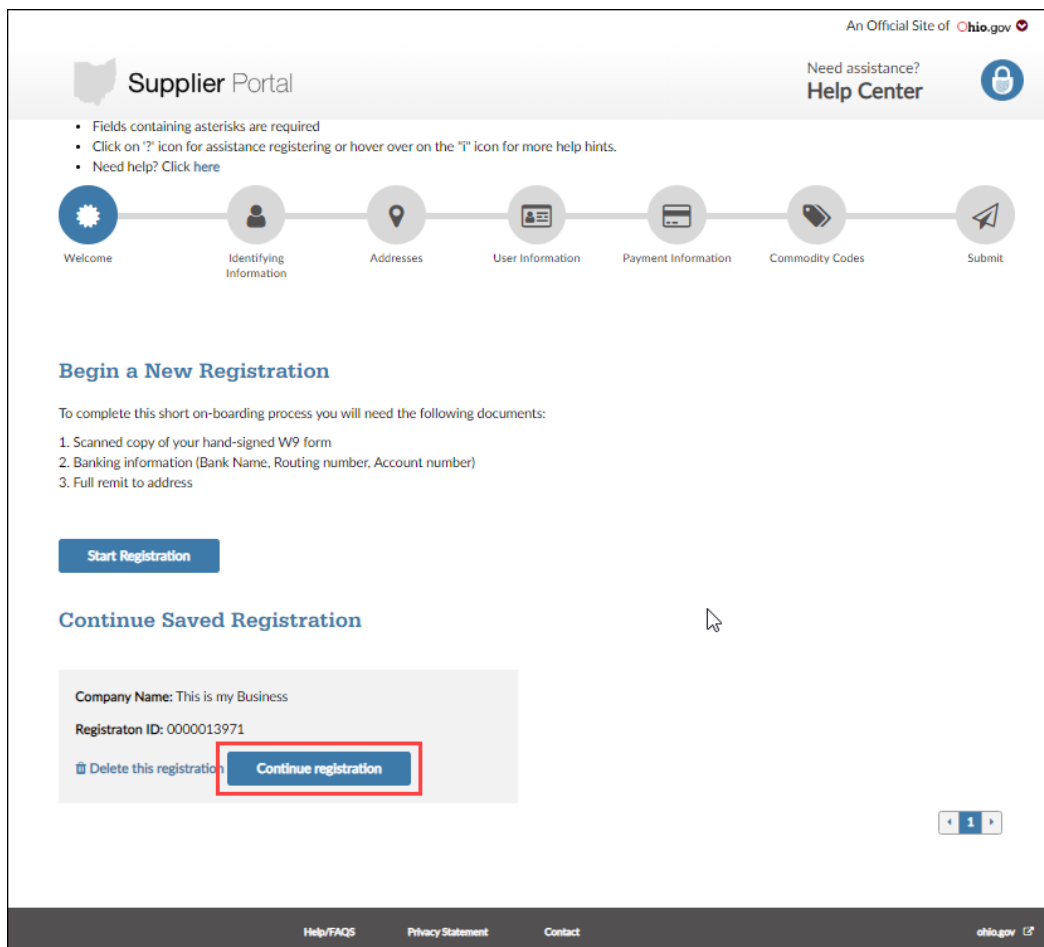
Pending Registrations

When the **Save for later** button is clicked, a Confirmation page will display with a Registration ID.



To continue the pending registration, log back into the Supplier Portal using your OH|ID and click **Start Registration**.

Click **Continue registration** on the pending registration.

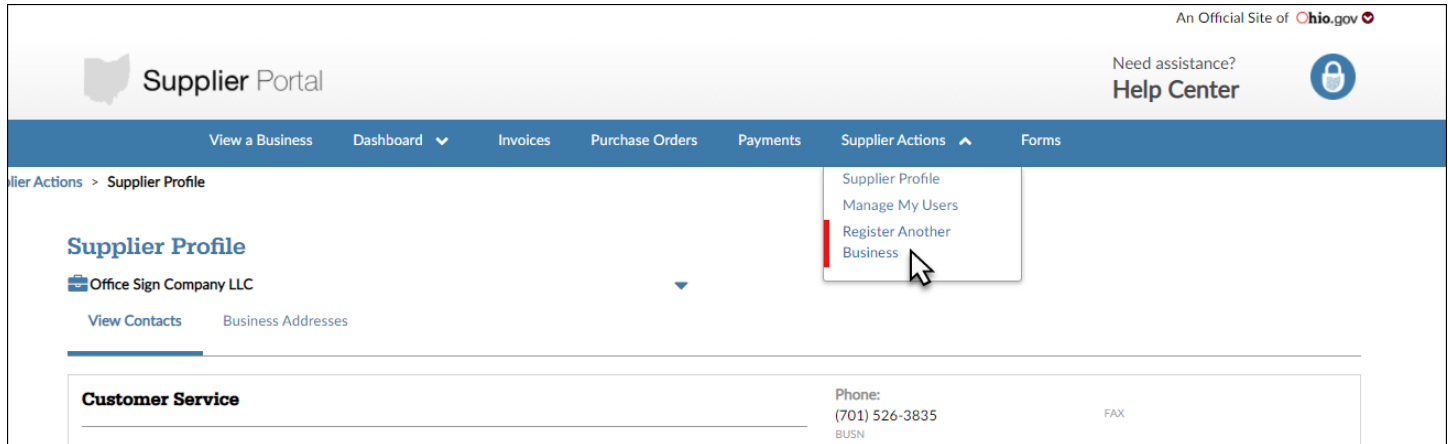


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If you need to register additional Supplier Records (business/individual):

Note: A Subsidiary business that has the same TIN cannot be registered in the Supplier Portal.

1. Click on **Supplier Actions**.
2. Click on Register Another Business.



3. Complete the registration.

Your registration information will be reviewed by the state to ensure all required information has been submitted. Once reviewed, if additional information is needed, you will receive an email (at the address listed on the Confirmation page) detailing additional required information. If approved, you will receive an email with your Supplier ID that has been created in the state of Ohio's accounting system.

Resources

- DODD Provider Support: 1- 800-617-6733
- MCD Provider Support: 1-800-686-1516
- Ohio Business Gateway: <https://gateway.ohio.gov>
- State of Ohio Procurement: <https://procure.ohio.gov>
- Ohio Grant Funding Opportunity Resources: <https://grants.ohio.gov/fundingopportunities.aspx>
- Ohio Checkbook: <https://checkbook.ohio.gov/>
- IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>
- State of Ohio Agency Directory: <https://ohio.gov/wps/portal/gov/site/help-center/state-directory>
- [Video walkthrough of the Registration Process](#)