CREATING AN OH|ID ACCOUNT

The State of Ohio Supplier Portal is accessed at https://supplier.ohio.gov/ or https://ohid.ohio.gov/wps/portal/gov/ohid/login/

The Supplier Portal is designed to provide you, a supplier or provider that is conducting business with the State of Ohio, with convenient access to information about your business's financial interactions with the state.

FIRST STEP FOR USING THE PORTAL

To begin using the Portal, State of Ohio Supplier Users will log into the site using their OH|ID. OH|ID provides an 8-digit user ID that can be used 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 business).** 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 the Supplier Portal with your OH|ID account, you can either:
- Register your business (or yourself if you're a Provider) to conduct business with the state.
- OR associate your personal OH|ID with one (or many) business(es) that are already in the state's accounting system to conduct business with the state
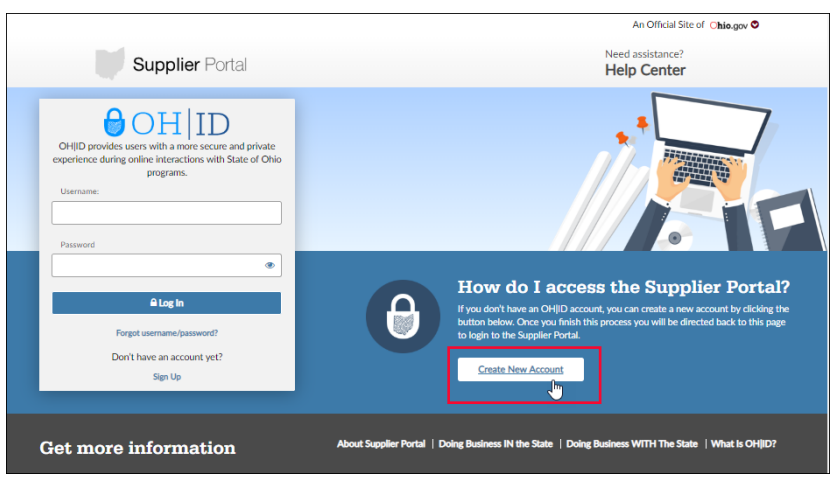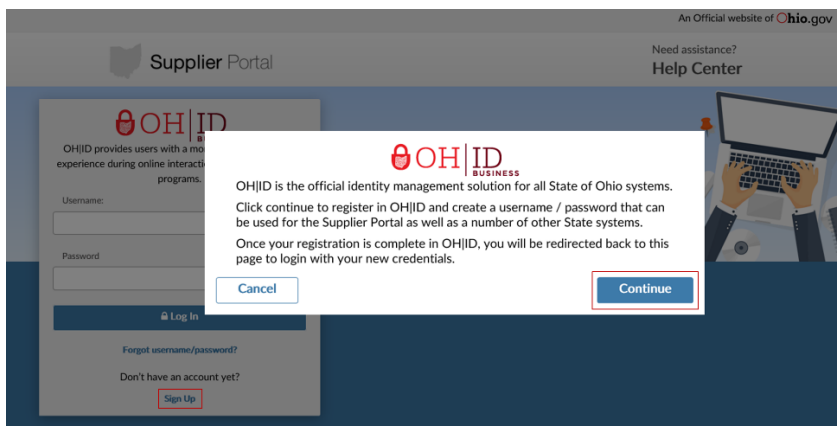
USING THE PORTAL

The Supplier Portal is meant to be explored, so make yourself at home. We encourage you to sign up for an OH|ID, log in, add your business to your account (either as a new or existing supplier), and begin clicking around. Most information you need (such as invoices, purchase orders, payments – and the financial details in them) is only a few clicks away – and can be found through the top menu bar options and/or by searching for specific items on the applicable pages.

If you run into challenges, don't hesitate to reach out by email (ohiosharedservices@ohio.gov) or phone (877-644-6771).

Ohio | Office of Budget and Management

Ohio | Department of Administrative Services

How to Create an OH|ID Account

1. Navigate to the [Supplier Portal (https://supplier.ohio.gov/](https://supplier.ohio.gov/)) and click "**Create New Account**."	
2. Read the message in the pop-up window and click "**Continue.**"	

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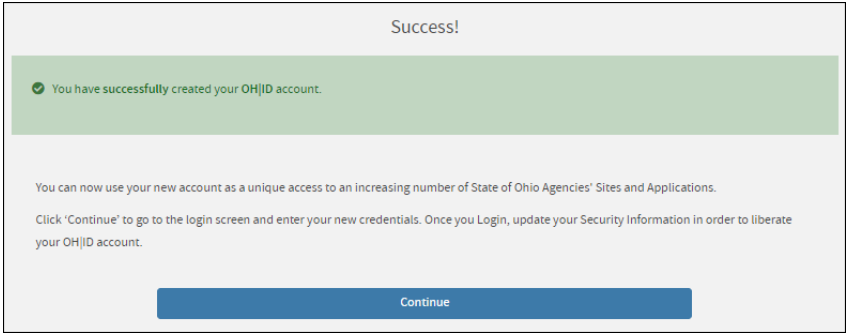|	
3. Complete your personal profile information on the next page. Note that all fields marked with an asterisk are required. • If you have an OH|ID as an employee, contractor or provider, you must use a different email address for this Business OH|ID.	**Create OH|ID Account** Already have an OH|ID? [Log in] **Personal Information** All fields are required unless labeled (optional). First Name Middle Initial (optional) Last Name Suffix (optional) Work Phone Number (optional) Mobile Number (optional) Date of Birth Last 4 digits of SSN (optional) MM/dd/yyyy **Email Verification** We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below. Email Please re-type your email ✉ **Email Validation** We will email you a temporary PIN. ☐
4. Enter your email into the Email Verification section. Click the checkbox on the **Email Validation** section. An email with a Verification Code will be sent to the email you provided.	**Email Verification** We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below. Email Please re-type your email ✉ **Email Validation** We will email you a temporary PIN. ☐
5. Enter the Verification Code into the PIN field and click **Verify**.	614-377-6384 🔒 OH|ID An email with your PIN has been sent to your email address **PIN** Are you having trouble? SEND NEW PIN **Verify**
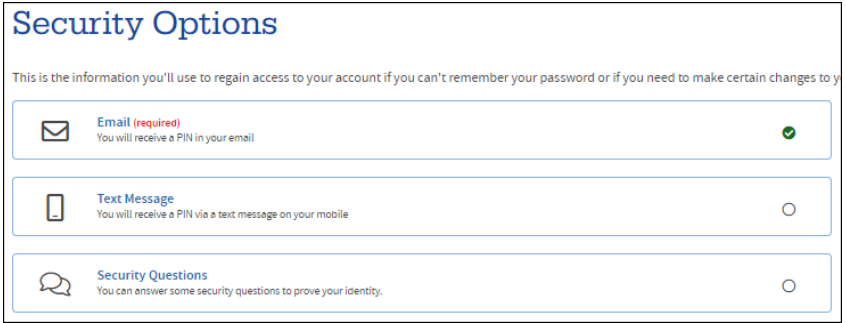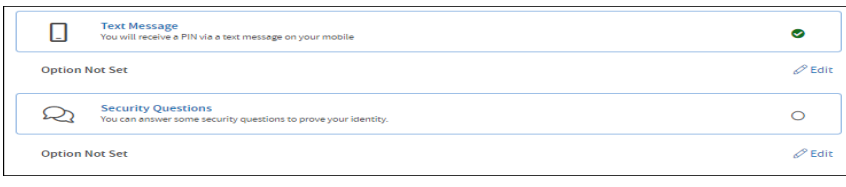
Following the username and password guidelines on the page, type in your chosen username and a password. You must input at least one password recover method. <u>We recommend setting up all three to give you maximum flexibility in resetting your password.</u> homepage to login using your new account.	**Profile Information**
	
	Username Guidelines:
	• Must have at least 6 and no more than 64 characters in length
	• Username cannot start or end in a special character
	• Username cannot contain only numbers
	• The following are valid characters that can be used in an OH|ID username:
	  • Upper case letters (A-Z)
	  • Lower case letter (a-z)
	  • Numbers (0-9)
	  • Select special characters (. _ - @) Note: No other special characters are permitted
	
	Pick a User ID
	[ ]
	
	Password Guidelines:
	• Must have at least 8 and no more than 30 characters in length
	• Must contain 1 character from each of the following categories:
	  ○ Upper case letters (A-Z)
	  ○ Lower case letter (a-z)
	  ○ Numbers (0-9)
	  ○ Special characters (!$#.,%@~^&*_-+=><(){}[]%'";:\/?')
	• Cannot include your first name, last name, username, or OH|ID
	  ○ Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"
	
	Password　　　　　　　**Confirm Password**
	[ ]👁　　　[ ]👁

6. Read the 'Terms and Conditions,' click '**I Agree**'.	**Terms and Conditions** In order to proceed with this request, you must agree to the following terms and conditions. By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form. If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions. ☐ I agree to the terms and conditions
7. Answer the **Verification Question**.	☐ I agree to the terms and conditions **Verification Question** Bee, chin, ankle, leg and dog: how many body parts in the list? [ ]
8. Click '**Create Account**'.	☐ I agree to the terms and conditions **Verification Question** What is forty six thousand and fifty eight as a number? [ ] [Cancel]　　　　　　　[**Create Account**]

9. Click the **Continue** button on the Success popup.	**Success!** ✔ You have **successfully** created your **OH|ID** account. You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications. Click 'Continue' to go to the login screen and enter your new credentials. Once you Login, update your Security Information in order to liberate your OH|ID account. **Continue**
10. You will need to add an additional Security Option. The 2 choices are Text Message and Security Questions.	**Security Options** This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to y ✉ **Email** (required) You will receive a PIN in your email ✔ 📱 **Text Message** You will receive a PIN via a text message on your mobile ○ 💬 **Security Questions** You can answer some security questions to prove your identity. ○
11. Choose which option you would like to use and click on that option. An Edit button will appear under the option you choose.	📱 **Text Message** You will receive a PIN via a text message on your mobile ✔ Option Not Set ✎ Edit 💬 **Security Questions** You can answer some security questions to prove your identity. ○ Option Not Set ✎ Edit
12. Click the **Edit** button under your option.	✎ Edit ○ ✎ Edit

13. If you choose **Edit** under Text Message a popup will appear Click the **Edit Mobile Number** button.	Are you sure you want to edit your Mobile Number? If you change your mobile number, your current registered number will be replaced with the new one. Make sure you have access to the new mobile number before making any changes. Cancel Edit Mobile Number
14. Enter your mobile number and click **Save Changes**.	Type a new Mobile Phone Number 614-377-6384 Cancel Save Changes
15. You will receive a PIN on the mobile device that you provided a number for. Enter the number in the PIN field and click **Verify**.	OH|ID An SMS with your PIN has been sent to your phone number PIN Are you having trouble? SEND NEW PIN Verify
16. If you choose **Edit** under Security Question complete the 4 security questions and click **Save Changes.**	Security Question 4* Please Select a Security Question Cancel Save Changes Continue

17. Once you have added an additional Security Option click the **Continue** button.	**Security Options** This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to y... ✉ **Email** (required) You will receive a PIN in your email ✓ ▢ **Text Message** You will receive a PIN via a text message on your mobile ✓ 💬 **Security Questions** You can answer some security questions to prove your identity. ✓ **Continue**

Hello!
richard campbell

Security Level ⓘ   Basic Intermediate Advanced

👤 **richard campbell**
   EDIT NAME

🔒 **rich4811**
   CHANGE PASSWORD

✉ **rich4811@yahoo.com**
   EDIT EMAIL

⚙ ACCOUNT SETTINGS

Your favorite OH|ID sites and applications   VIEW ALL APPS

Once you add an OH|ID application to your Favorites, you will see it here. To browse all available sites and applications, select the Sites & Applications tab or access the catalog here.

Once your OH|ID account is requested, you will receive a confirmation message advising that your account has been successfully updated. You can now log into the Supplier Portal with the OH|ID Username and Password you created.

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Office of Budget
and Management

Department of
Administrative Services