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).
CREATING AN OH|ID ACCOUNT

How to Create an OH|ID Account

1. Navigate to the Supplier Portal (https://supplier.ohio.gov/) and click “Create New Account.”

2. Read the message in the pop-up window and click “Continue.”
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.

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.

5. Enter the Verification Code into the PIN field and click 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. We recommend setting up all three to give you maximum flexibility in resetting your password. homepage to login using your new account.

6. Read the ‘Terms and Conditions,’ click ‘I Agree’.

7. Answer the Verification Question.

8. Click ‘Create Account’.
9. Click the **Continue** button on the Success popup.

10. You will need to add an additional Security Option. The 2 choices are Text Message and Security Questions.

11. Choose which option you would like to use and click on that option. An Edit button will appear under the option you choose.

12. Click the **Edit** button under your option.
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<th>Step</th>
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<td>13.</td>
<td>If you choose <strong>Edit</strong> under Text Message a popup will appear Click the <strong>Edit Mobile Number</strong> button.</td>
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<td>14.</td>
<td>Enter your mobile number and click <strong>Save Changes</strong>.</td>
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<tr>
<td>15.</td>
<td>You will receive a PIN on the mobile device that you provided a number for. Enter the number in the PIN field and click <strong>Verify</strong>.</td>
</tr>
<tr>
<td>16.</td>
<td>If you choose <strong>Edit</strong> under Security Question complete the 4 security questions and click <strong>Save Changes</strong>.</td>
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17. Once you have added an additional Security Option click the **Continue** button.

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.