

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

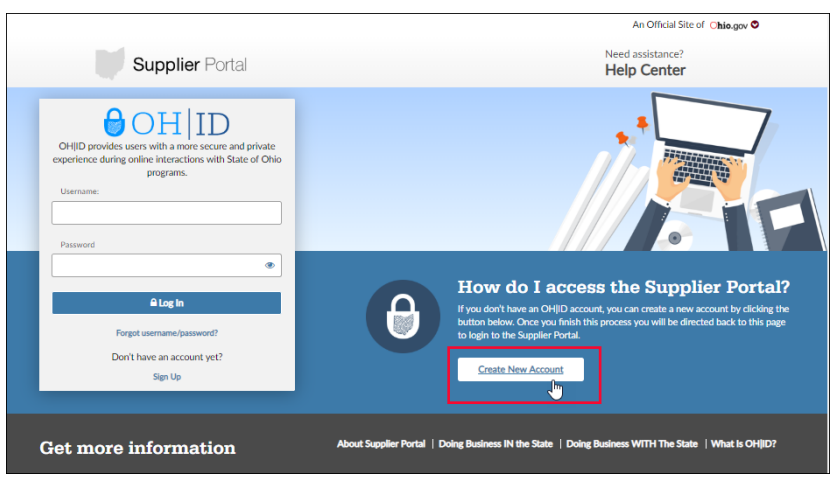
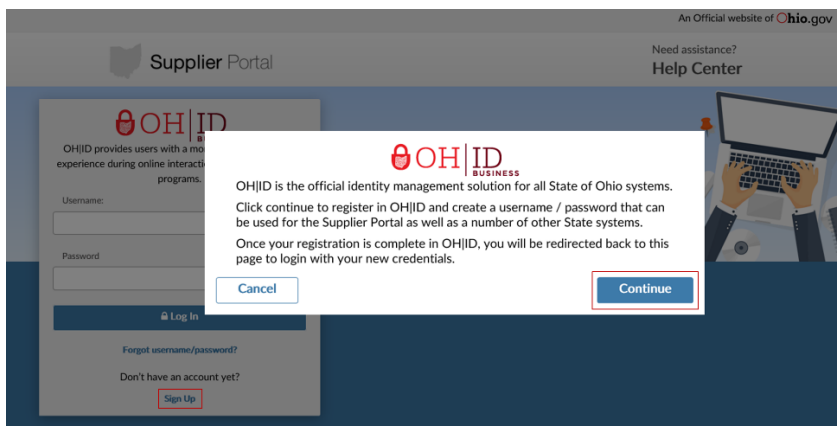
The Supplier Portal is meant to be explored, so make yourself at home. We encourage you to sign up for an OH|ID, log in, add your business to your account (either as a new or existing supplier), and begin clicking around. Most information you need (such as invoices, purchase orders, payments – and the 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).

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How to Create an OH|ID Account

<p>1. Navigate to the Supplier Portal (https://supplier.ohio.gov/) and click “Create New Account.”</p>	 <p>The screenshot shows the Supplier Portal login page. At the top right, it says 'An Official Site of Ohio.gov' and 'Need assistance? Help Center'. The main heading is 'Supplier Portal'. Below this is the OH ID logo and a brief description: 'OH ID provides users with a more secure and private experience during online interactions with State of Ohio programs.' There are input fields for 'Username:' and 'Password:' with a 'Log In' button. Below these are links for 'Forgot username/password?' and 'Don't have an account yet? Sign Up'. On the right side, there is a section titled 'How do I access the Supplier Portal?' with a sub-heading 'If you don't have an OH ID account, you can create a new account by clicking the button below. Once you finish this process you will be directed back to this page to login to the Supplier Portal.' A red box highlights the 'Create New Account' button.</p>
<p>2. Read the message in the pop-up window and click “Continue.”</p>	 <p>The screenshot shows the same Supplier Portal login page as above, but with a pop-up window in the center. The pop-up window has the OH ID BUSINESS logo and text: 'OH ID is the official identity management solution for all State of Ohio systems. Click continue to register in OH ID and create a username / password that can be used for the Supplier Portal as well as a number of other State systems. Once your registration is complete in OH ID, you will be redirected back to this page to login with your new credentials.' There are 'Cancel' and 'Continue' buttons in the pop-up. The 'Continue' button is highlighted with a red box.</p>

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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.

The screenshot shows the 'Create OH|ID Account' page. At the top right, there is a link 'Already have an OH|ID?' and a 'Log in' button. The main heading is 'Create OH|ID Account'. Below it is the 'Personal Information' section with the note 'All fields are required unless labeled (optional)'. The form includes fields for: First Name, Middle Initial (optional), Last Name, Suffix (optional), Work Phone Number (optional), Mobile Number (optional), Date of Birth (with a calendar icon), and Last 4 digits of SSN (optional).

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.

The screenshot shows the 'Email Verification' section. It includes the heading 'Email Verification' and the text 'We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.' There are two input fields: 'Email' and 'Please re-type your email'. Below these fields is a checkbox labeled 'Email Validation' with the text 'We will email you a temporary PIN.'.

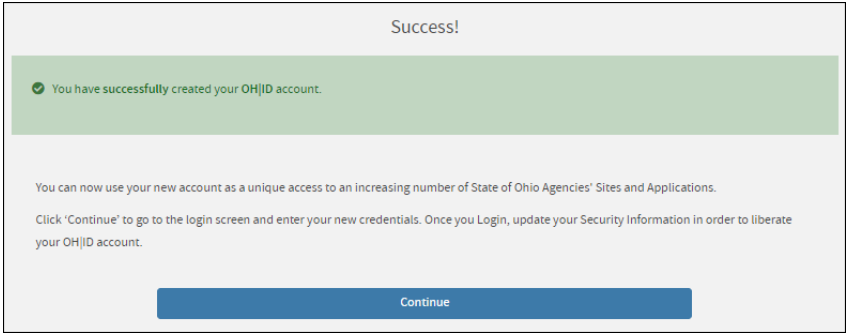
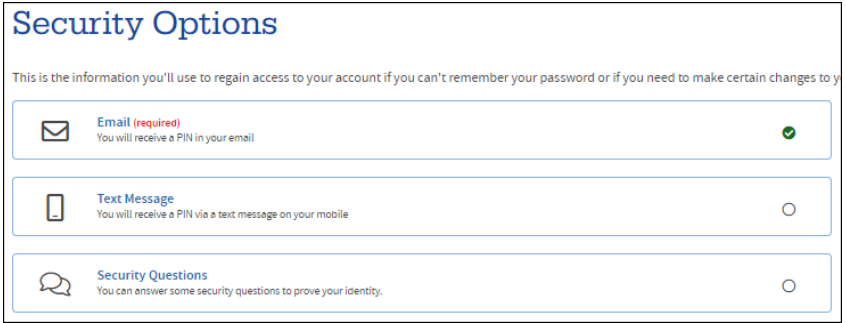
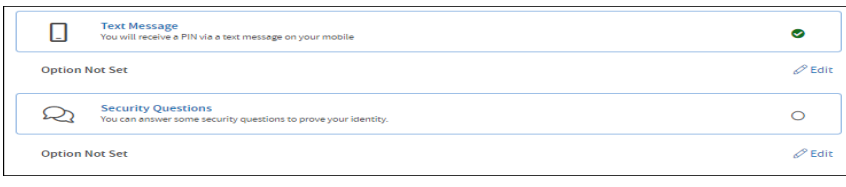

5. Enter the Verification Code into the PIN field and click **Verify**.

The screenshot shows a verification screen with the OH|ID logo at the top. Below the logo, it says 'An email with your PIN has been sent to your email address'. There is a 'PIN' label above a text input field. Below the input field, it says 'Are you having trouble? [SEND NEW PIN](#)'. At the bottom, there is a large blue button labeled 'Verify'.


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<p>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.</p>	<p>Profile Information</p> <p>Username Guidelines:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Upper case letters (A-Z) • Lower case letter (a-z) • Numbers (0-9) • Select special characters (. _ - @) Note: No other special characters are permitted <p>Pick a User ID</p> <input type="text"/> <p>Password Guidelines:</p> <ul style="list-style-type: none"> • Must have at least 8 and no more than 30 characters in length • Must contain 1 character from each of the following categories: <ul style="list-style-type: none"> ◦ 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 <ul style="list-style-type: none"> ◦ Example: If your name or username is John Smith, your password cannot contain "John" or "Smith" <p>Password <input type="password"/> Confirm Password <input type="password"/></p>
<p>6. Read the 'Terms and Conditions,' click 'I Agree'.</p>	<p>Terms and Conditions</p> <p>In order to proceed with this request, you must agree to the following terms and conditions.</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> I agree to the terms and conditions</p>
<p>7. Answer the Verification Question.</p>	<p><input type="checkbox"/> I agree to the terms and conditions</p> <p>Verification Question</p> <p>Bee, chin, ankle, leg and dog: how many body parts in the list?</p> <input type="text"/>
<p>8. Click 'Create Account'.</p>	<p><input type="checkbox"/> I agree to the terms and conditions</p> <p>Verification Question</p> <p>What is forty six thousand and fifty eight as a number?</p> <input type="text"/> <p>Cancel <input type="button" value="Create Account"/></p>

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<p>9. Click the Continue button on the Success popup.</p>	 <p>The screenshot shows a 'Success!' message at the top. Below it is a green bar with a checkmark icon and the text 'You have successfully created your OH ID account.' Underneath, there is explanatory text: '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.' At the bottom, there is a blue 'Continue' button.</p>
<p>10. You will need to add an additional Security Option. The 2 choices are Text Message and Security Questions.</p>	 <p>The screenshot is titled 'Security Options'. It includes the text: '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'. There are three options listed: 'Email (required)' with a checkmark, 'Text Message' with an unselected radio button, and 'Security Questions' with an unselected radio button. Each option has a brief description of how it works.</p>
<p>11. Choose which option you would like to use and click on that option. An Edit button will appear under the option you choose.</p>	 <p>The screenshot shows the 'Security Options' screen with 'Text Message' selected, indicated by a green checkmark. Below the 'Text Message' option is an 'Option Not Set' label and an 'Edit' button. The 'Security Questions' option is also visible with an 'Option Not Set' label and an 'Edit' button.</p>
<p>12. Click the Edit button under your option.</p>	 <p>The screenshot is a close-up of a single option card. It shows a blue 'Edit' button with a pencil icon at the top right. Below the button is a white rectangular area containing a radio button. At the bottom of the card, another blue 'Edit' button with a pencil icon is visible.</p>

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<p>13. If you choose Edit under Text Message a popup will appear Click the Edit Mobile Number button.</p>	<p>Are you sure you want to edit your Mobile Number?</p> <p>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.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Edit Mobile Number"/></p>
<p>14. Enter your mobile number and click Save Changes.</p>	<p>Type a new Mobile Phone Number</p> <p><input type="text" value="614-377-6384"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Save Changes"/></p>
<p>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.</p>	<p></p> <p>An SMS with your PIN has been sent to your phone number</p> <p>PIN</p> <p><input type="text"/></p> <p>Are you having trouble? SEND NEW PIN</p> <p><input type="button" value="Verify"/></p>
<p>16. If you choose Edit under Security Question complete the 4 security questions and click Save Changes.</p>	<p>Security Question 4*</p> <p><input type="text" value="Please Select a Security Question"/></p> <p><input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Save Changes"/></p> <p><input type="button" value="Continue"/></p>

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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 your account.

	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!
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Your favorite OH|ID sites and applications [VIEW ALL APPS](#)

Security Level  **Basic** Intermediate Advanced

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](#).

-  richard campbell
[EDIT NAME](#)
-  rich4811
[CHANGE PASSWORD](#)
-  rich4811@yahoo.com
[EDIT EMAIL](#)

 [ACCOUNT SETTINGS](#)

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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