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).
How to Reset Your Password

There are two ways to reset your password in the Supplier Portal:

1) *When you know your current password* – log in and change your password in your profile information
2) *When you do NOT know your current password* – use self-service password reset, accessed via the ‘Forgot username/password?’ link on the Supplier Portal login page.
   - The email address entered must be the address associated with the OH|ID account.

Note: you can only reset your password if you already have an OH|ID account. If you think you have an OH|ID account, but do not know your username, you can follow the instructions for “When you do NOT know your current password” to retrieve your password using the email associated with your account. If you do not yet have an OH|ID account and/or the username lookup does not find an account associated with your email, please follow the “How to create an OH|ID Account” instructions on page 3.

When You Know Your Current Password

1. Log in to the [Supplier Portal](https://supplier.ohio.gov/) using your OH|ID and current password.
2. Click on the lock icon to open the profile menu and then select ‘Change Password.’

3. This will bring up the ‘Change Password’ screen, where you will be prompted to enter your current password and a new password that follows the password strength rules shown on screen. Click Save Changes to finalize the password change.

Change My Password

OH|ID has opened a new tab within your browser. When you’re finished, you can close this tab to go back.

Please fill out the fields to set up a new password. You will use it next time you login to OH|ID.

Current Password

New Password

Confirm New Password

Save Changes
RESETTING YOUR OH|ID PASSWORD

When You Do NOT Know Your Current Password

1. Go to the [Supplier Portal](https://supplier.ohio.gov/) login page and click ‘Forgot User ID or Forgot Password’?

2. If you clicked Forgot User ID you will be prompted to enter your Email and answer a question. Click Submit when completed.
3. Click **Continue** to return to the Login. You will receive an email with your User ID.

4. If you click **Forgot Password** you will be prompted to enter your User ID and answer a question. Click **Next** when completed.
5. Select one of the options and click ‘Next.’ You will then either be asked to answer security questions or input the PIN sent to your phone or email.

Note: Only security options that you have set up for your account will display on this screen. You can update your security options on the ‘Ohio lock’ profile icon in the upper right corner of the Supplier Portal site after you log in.

6. Upon entering the PIN you received or answering security questions, you will be prompted to enter and confirm a new password that follows the password strength rules shown on screen.