

DBA Registrations

OhioPays provides state of Ohio payees with the ability to manage their business and make updates to addresses, contacts, and payment information. In addition, the payee has the ability to request to register a DBA (Doing Business As) under an existing parent organization, change their Tax Identification Number (TIN), and change their Business Name.

Requests to register a DBA will always route to the OSS Supplier Operations team for additional validation and/or processing; however, there are two paths a Payee may take to register the DBA:

- If the Parent Organization is already set up in Ohio Pays, the Payee Administrator will use the self-service features and register the DBA. These registrations will route to the Supplier Operations Team via the **Self Service Approvals**.
- If the DBA Organization attempts to register via the Ohio Pays **Register New Business** function, Ohio Pays will identify the Organization as a DBA when line 2 is populated on the IRS Form W-9. These registrations will route to the Supplier Operations Team via the **Manage Request Approval** page.
 - Follow the instruction in the [Payee Registrations](#) topic.

Follow the steps below to process the DBA requests that are routed to the Supplier Operations Team via the **Self Service Approvals** page.

Processing Self Service Approvals

- <https://ohid.ohio.gov/wps/myportal/gov/myohio/> > Financials > Self Service Tile

Financial Operations | Self Service | New Window | Help | Personalize Page

User Preferences

- Delegate Alternate Approver
- Delegate Entry Authority
- Employee Profile
- Define Values
- Travel Authorization
- Expense Reports
- Manager Tasks
- Procurement
- Tree Viewer
- Approvals**

General Profile Information

Password

Change password
Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English
My preferred language for reports and email is: English

Currency Code: [Search]
Default Mobile Page: [Search]

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID: [Search]

1. Click on **Approvals**.
- The **Pending Approvals** page displays,

Self Service | Pending Approvals

View By: Type

All (21)

Administrator Request (5)
Change Of Name (6)
Change Of TIN (5)
Doing Business As (5)

Date Routed ↓

Request Type	Request ID / User	Status	Date Routed
Change Of Name	CN0000000010 / CN Michael Jordan	Routed	09/15/2022
LEE CONCRETE CONSTRUCTION LLC 0000258490			
Change Of TIN	CT0000000009 / CT Michael Jordan	Routed	09/15/2022
LEE CONCRETE CONSTRUCTION LLC 0000258490			
Doing Business As	DB0000000010 / DB Michael Jordan	Routed	09/15/2022
LEE CONCRETE CONSTRUCTION LLC 0000258490			
Change Of Name	CN0000000009 / CN Peter Griffin	Routed	09/15/2022
BALL BOUNCE AND SPORT INC 0000199129			
Change Of TIN	CT0000000008 / CT Peter Griffin	Routed	09/15/2022
BALL BOUNCE AND SPORT INC 0000199129			
Doing Business As	DB0000000009 / DB Peter Griffin	Routed	09/15/2022
BALL BOUNCE AND SPORT INC 0000199129			
Change Of Name	CN0000000008 / CN Jack Brown	Routed	

2. Select **Doing Business As**.

Self Service Pending Approvals

View By Type

All 21

Administrator Request 5

Change Of Name 6

Change Of TIN 5

Doing Business As 5

Doing Business As

Request ID	Business Name	Requested By	Status	Date Routed
DB0000000010	LEE CONCRETE CONSTRUCTION LLC 0000258490	Michael Jordan	Routed	09/15/2022
DB0000000009	BALL BOUNCE AND SPORT INC 0000199129	Peter Griffin	Routed	09/15/2022
DB0000000008	TEXAS A&M TRANSPORTATION INSTITUTE 0000079930	Jack Brown	Routed	09/14/2022
DB0000000007	STONEYS FURNITURE INC 0000199665	MYTEST WILLIAMS	Routed	09/13/2022
DB0000000006	GUIDESOFT INC 0000082438	Johnny LaRue	Routed	09/09/2022

3. Select a record to change.

Pending Approvals Doing Business As

Approve Deny

Doing Business As

Request ID DB0000000010 Doing Business As LEE BROWN CONSTRUCTION LLC

Business Name LEE CONCRETE CONSTRUCTION LLC

Requested By Michael Jordan

[Doing Business As Details](#)

Attachments

View Attachments (1)

Approver Comments

Approval Chain

4. Click the **Doing Business As Details** hyperlink.

- The **Doing Business As Details** page appears,

Pending Approvals Doing Business As

Doing Business As

Identification

*Business Name LEE CONCRETE CONSTRUCTION LLC
*Payee ID 0000258490
*Business Name ,Trade name , Doing Business As LEE BROWN CONSTRUCTION LLC

Remit to Address

*Address 1 123 HEAVY
Address 2
*City COLUMBUS
*Postal Code 43230
*State Ohio
*County Franklin

Payee Admin

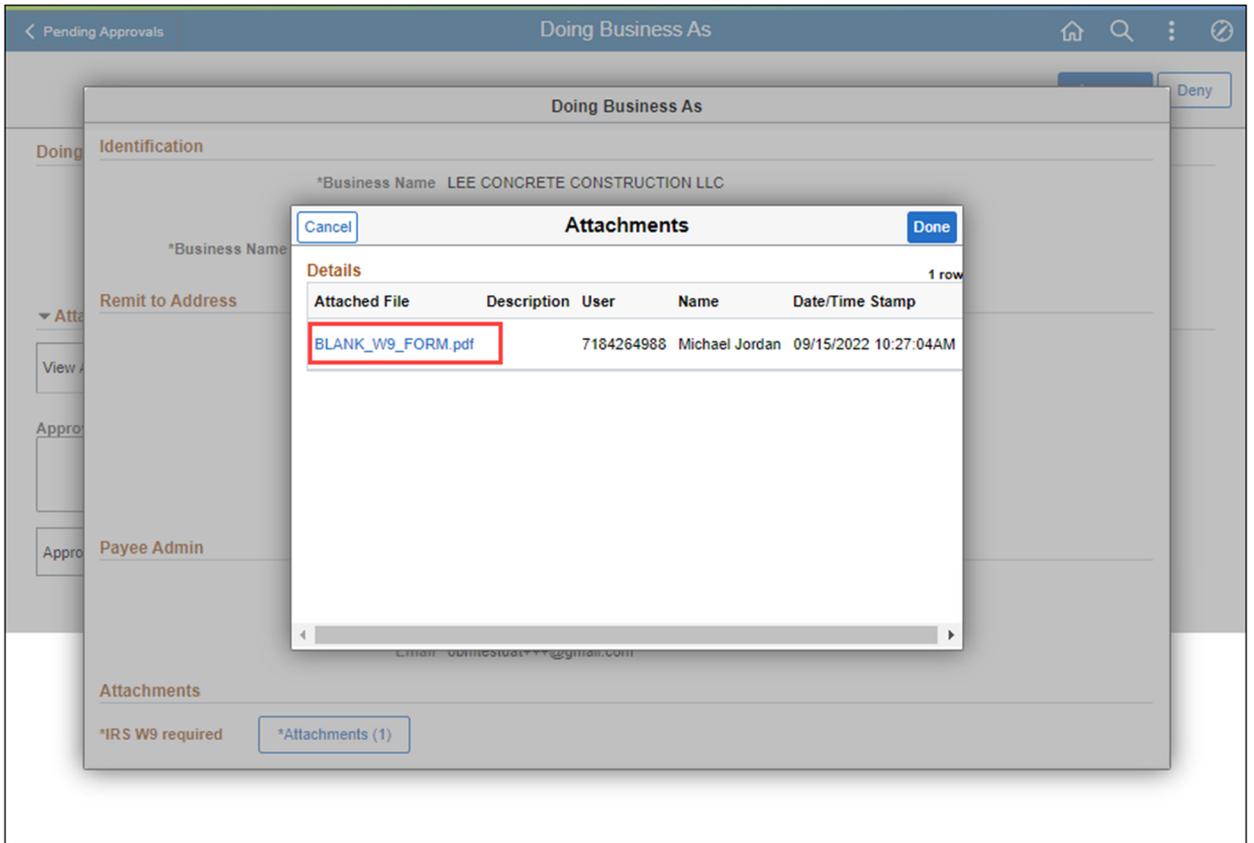
*Name Michael Jordan
*OHJID 7184264988
*Email obmtestuat+++@gmail.com

Attachments

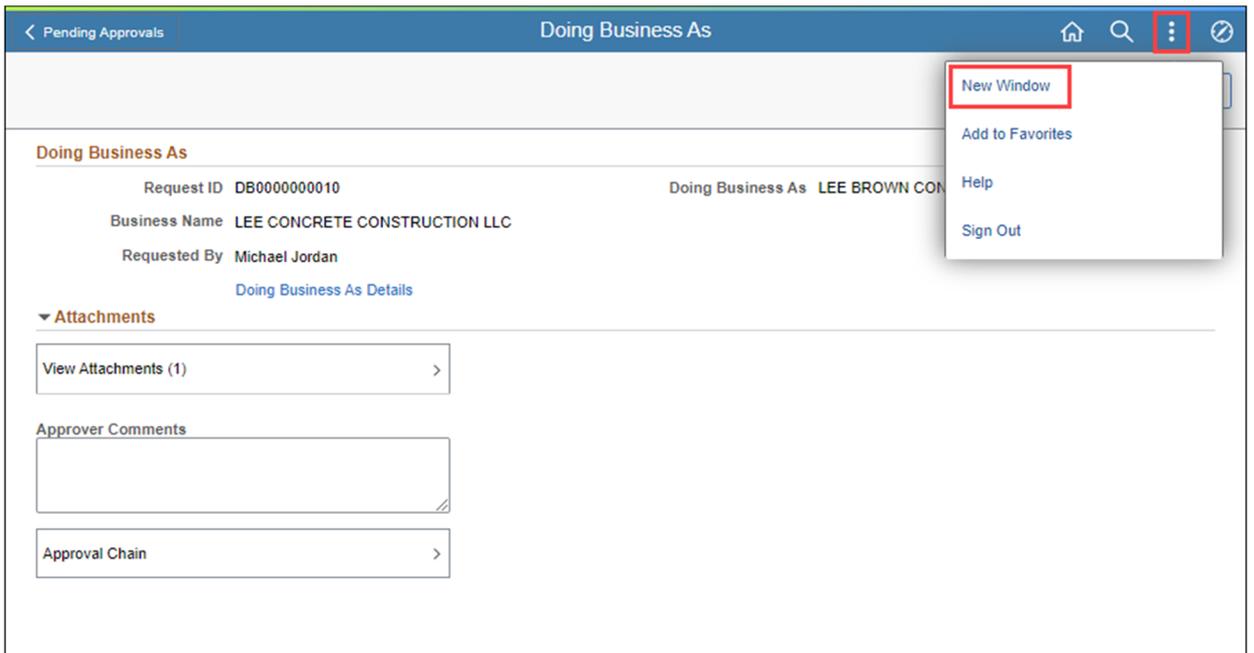
*IRS W9 required [*Attachments \(1\)](#)

Deny

5. Review the information and click the **Attachments** button.
- The **Attachments** page appears.



6. Click the attached file hyperlink to view the W9.



7. Click the "**Actions**" icons (3 dots) in the top right corner of the window.

8. Click **New Window**.
9. Refer to the [Adding a New Supplier](#) for Instructions on updating the payee record.
10. Close the new window and return to the **Pending Approvals** page, once the payee information is updated.

The screenshot shows a web interface for 'Pending Approvals' under the 'Doing Business As' section. The page header includes a back arrow, the text 'Pending Approvals', the title 'Doing Business As', and navigation icons (home, search, menu, refresh). In the top right corner, there are two buttons: 'Approve' (highlighted with a red box) and 'Deny'. The main content area displays the following information:

- Doing Business As**
- Request ID: DB000000010
- Doing Business As: LEE BROWN CONSTRUCTION LLC
- Business Name: LEE CONCRETE CONSTRUCTION LLC
- Requested By: Michael Jordan
- [Doing Business As Details](#)
- Attachments** (with a dropdown arrow):
 - [View Attachments \(1\)](#) (with a right arrow)
- Approver Comments** (with a text input field)
- [Approval Chain](#) (with a right arrow)

11. Select **Approve** if the new DBA record was set up or **Deny** if the record cannot be set up.
- Once Approve or Deny is selected, the Payee Administrator will receive the applicable email notification.