

Setting up Supplier ID Number

You need access to a printer/scanner as well as a W9 and your bank information (bank name, account & routing number)

1. Go <http://www.supplier.obm.ohio.gov/>
2. On the log in screen, use the DODD username and password you established to log in.
3. On the next screen after logging in click Start Registration.
4. Follow the instructions and fill out each portion of requested information. To being, click Start Registration.
5. On the fist page, fill out all required information, then click Next
 - a) Tax ID number is **your Social Security number**
 - b) Legal Business **Name is your Name**
 - c) Federal Tax Classification is Social Security
 - d) Name and Contact information of person completing the request is you.
6. Fill out your address and email address (*means required) then click Next.
7. For the supplier Administrator Section, Enter your information again, then click Next (*is required).
8. Enter your banking information (ensure it is correct) then click Next.
9. The next page just click Next to skip.
10. On the review page, ensure all the information is correct, then hit submit.

Once everything has processed, you will receive your Supplier ID number via email. You will need a copy of the email to scan and upload into your DODD application.