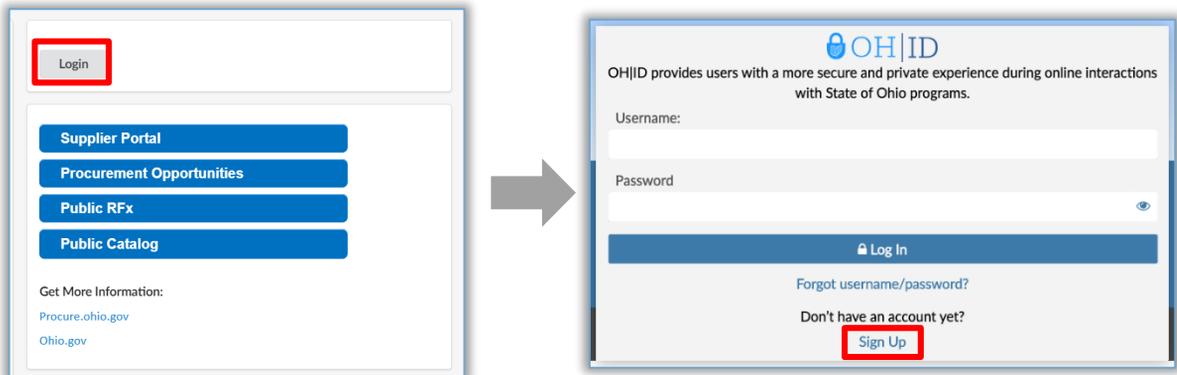


Step-by-Step Instructions for Logging in as an Agency / Requisite Program Supplier

- ▲ Agency Suppliers are internal agency suppliers for the State of Ohio who supply goods and/or services to other agencies (e.g., DPS). Requisite Program Suppliers are Requisite Procurement Program Agencies that supply goods and/or services to agencies (e.g., OPI).
- ▲ To log in as an agency supplier or requisite supplier in Ohio Buys, you must create a supplier OH|ID at the Supplier Portal Log In Registration Page.

To begin this process, navigate to supplier-emarketplace.ohio.gov and click **Login** and then click **Sign Up**.

1



Click **Continue** and then enter your profile information, including your **First Name, Last Name, Work Phone Number, Date of Birth, and Verification Question**. Note that all fields marked with an asterisk are required.

- ▲ For your email please enter your OH|ID email address in the following format: employeeid#@id.ohio.gov (e.g., 31327590@id.ohio.gov)

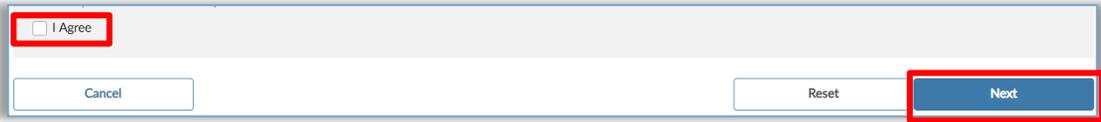
2

The image shows a screenshot of the 'Create Your OH|ID Account' form. The 'OH|ID Profile Information' section is highlighted with a red box. The form includes the following fields:

- First Name *
- Middle Initial
- Last Name *
- Suffix
- Email *
- Email Confirmation *
- Work Phone Number *
- Mobile Number
- Date of Birth * (mm/dd/yyyy)
- Last 4 of SSN
- Verification Question: * (What is forty six thousand and fifty eight as a number?)

Step-by-Step Instructions for Logging in as an Agency / Requisite Program Supplier

3 Agree to the Terms and Conditions by clicking the **I Agree** checkbox and then click **Next**.



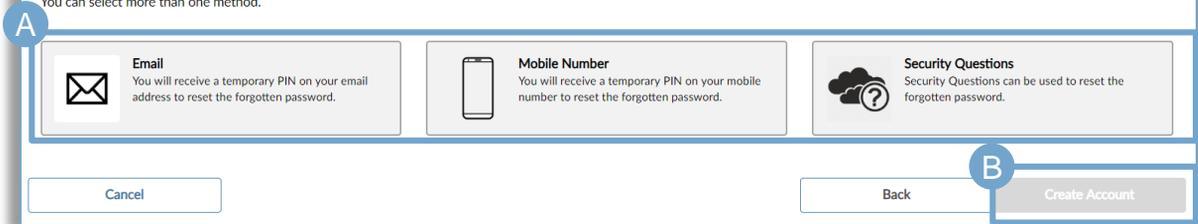
The screenshot shows a registration form with three buttons: 'Cancel', 'Reset', and 'Next'. The 'I Agree' checkbox is highlighted with a red box, and the 'Next' button is also highlighted with a red box.

4 Enter your desired **Username** and **Password** for your Agency Supplier or Requisite Program Supplier account.

- ▲ Your **Username** must be unique and must have at least 2 and no more than 64 characters in length. It can contain upper and lower case letters, numbers and the following special characters: . _ - @
- ▲ Your **Password** must have at least 12 and no more than 30 characters in length and contain an upper case letter, a lower case letter, a number, and a special character. Your **Password** cannot include your first name, last name, username, or OH|ID

Choose Password Recovery Methods

You can select more than one method.



The screenshot shows three options for password recovery: Email, Mobile Number, and Security Questions. Each option has a brief description of how it works. The 'Create Account' button is highlighted with a blue box labeled 'B'.

- 5
- Choose your **Password Recovery Methods**. We recommend setting up at least two methods to give you flexibility in resetting your own password.
 - Click **Create Account** to finish creating your OH|ID.

- ▲ You will receive a confirmation email once your OH|ID has been created.
- ▲ You can now use these login credentials to access Ohio|Buys as an Agency Supplier or Requisite Program Supplier to view and acknowledge orders. Please note, all emails from Ohio|Buys for your Supplier role AND State role will go to your same state email box.
- ▲ As an Agency Supplier or Requisite Program Supplier, it is recommend you use two different internet browsers (e.g., Chrome and Internet Explorer) to access Ohio|Buys. One internet browser should be used to access your State agency account and the other should be used to access your Agency Supplier or Requisite Program Supplier account.

6 Navigate to supplier-emarketplace.ohio.gov and click **Login**. Now, enter your new Agency Supplier or Requisite Program Supplier OH|ID credentials and click **Sign In**.