

**Electronic Funds Transfer (EFT):**

*EFT payment information can be found in both OhioPays and OBM EFT Remittance Lookup*

**Via OhioPays**

1. Go to OhioPays at <https://ohiopays.ohio.gov>
  - a. Login using your OhioPays credentials.
2. Click the Invoices and Payments tile.

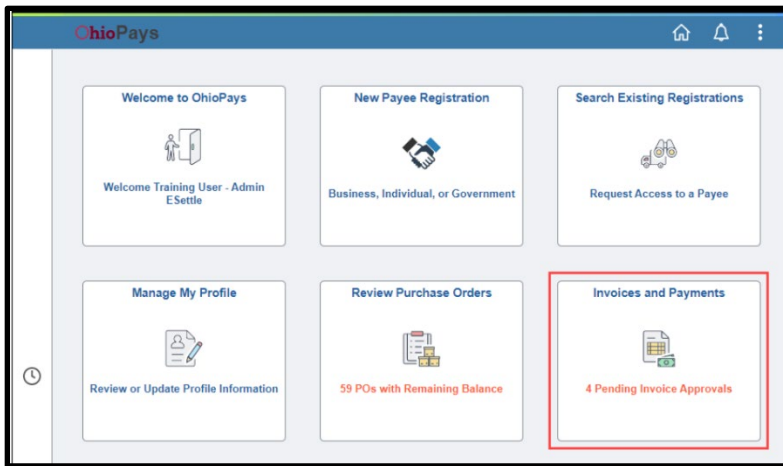


Figure 1: OhioPays Welcome screen

3. Click Payment Inquiry.
  - a. Select a payment from the list.
  - b. You should now be on the Payee Payment Details page.

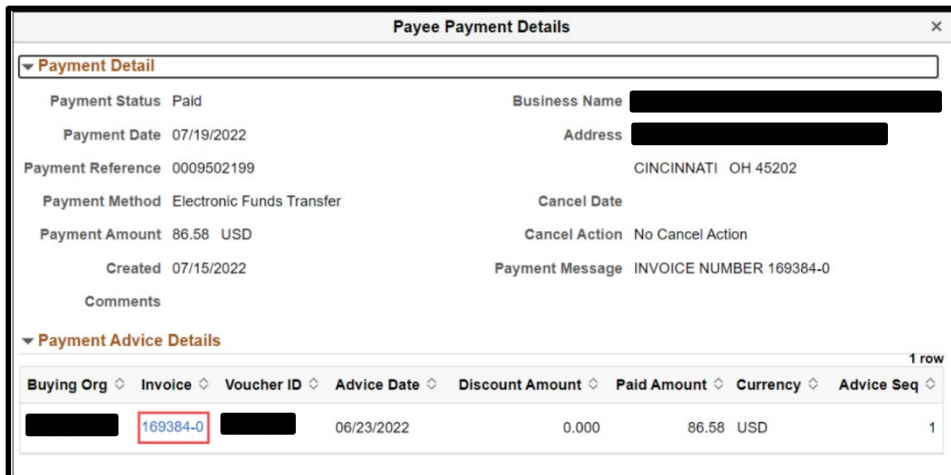


Figure 2: OhioPays Payee Payment Details

- c. Record the **Payment ID**(Payment Reference), **Payment Date** and **Invoice**. This information will be used to access remittance advice on OOD’s remittance website.

**Via OBM Remit lookup**

1. Go to the OAKS EFT remittance lookup site at <https://remitlookup.obm.ohio.gov/>

The screenshot shows the 'OAKS EFT Remittance Lookup' page. At the top, there is a header with the 'Ohio.gov' logo and a background image of trees. Below the header, the title 'OAKS EFT Remittance Lookup' is centered. The main content area is divided into two sections. The first section contains three input fields for 'Vendor ID:', 'Key#:', and 'Email ID:'. The second section contains two options: 'Date Range' and 'Remitting Agency'. The 'Date Range' option includes a date range selector (MM/DD/YYYY) and a 'Submit' button. The 'Remitting Agency' option includes a dropdown menu labeled '(Choose Agency)'. Below these options, there is a section labeled '- OR -' with four radio button options: 'Amount:', 'Invoice:', 'Voucher:', and 'PaymentID:'. Each option has an associated input field. At the bottom of the form, there is a 'Submit' button and a note: '\* - Required entry'. Below the form, there is a footer with contact information for Ohio Shared Services and the OAKS logo with the tagline 'Today - Tomorrow - Together'.

Figure 3: OAKS EFT Remittance Lookup

- a. In the first section, enter your **OAKS Vendor ID, your Key # (company zip code), and email address.**
  - i. When entering your Vendor ID, you must have 10 digits. Insert zeroes (0) to the beginning of your ID to access information.
  - ii. You may use any email address, as this is for record keeping only.

This screenshot shows the same 'OAKS EFT Remittance Lookup' page as Figure 3, but with sample data entered into the input fields. The 'Vendor ID' field contains '0000012345', the 'Key#' field contains '12345', and the 'Email ID' field contains 'anyemail@.com'. The rest of the page, including the headers, footers, and the second section of the form, remains the same as in Figure 3.

Figure 4: Input Vendor ID, Key #, and Email ID

- b. In the second section, enter the **date range, remitting agency, or use the amount of the check, invoice number, voucher number or the payment ID** for the information you would like to see.
  - i. If using date range, you will see information from all state agencies who have sent you EFT payments.
  - ii. If using the remitting agency, use **RSC01** for OOD.

- iii. If using amount range, invoice number, voucher number, or payment ID, the invoice number may not be your company invoice number. Use the invoice number listed in your payment correspondence.

Date Range:  to  (MM/DD/YYYY)  
 Remitting Agency: **RSC01** (Choose Agency)  
 - OR -  
 Amount:  to   
 Invoice:   
 Voucher:   
 PaymentID:   
  
 \* - Required entry.

Figure 5: Enter Date Range, Remitting Agency, Amount Range, Invoice Number, Voucher Number, or Payment ID

- c. After you enter the required information, the next screen provides the OAKS EFT information you requested.
  - i. You will need the **Payment Date, Invoice #, and Payment ID.**

Your query returned 5 results.  
 Number of records per page

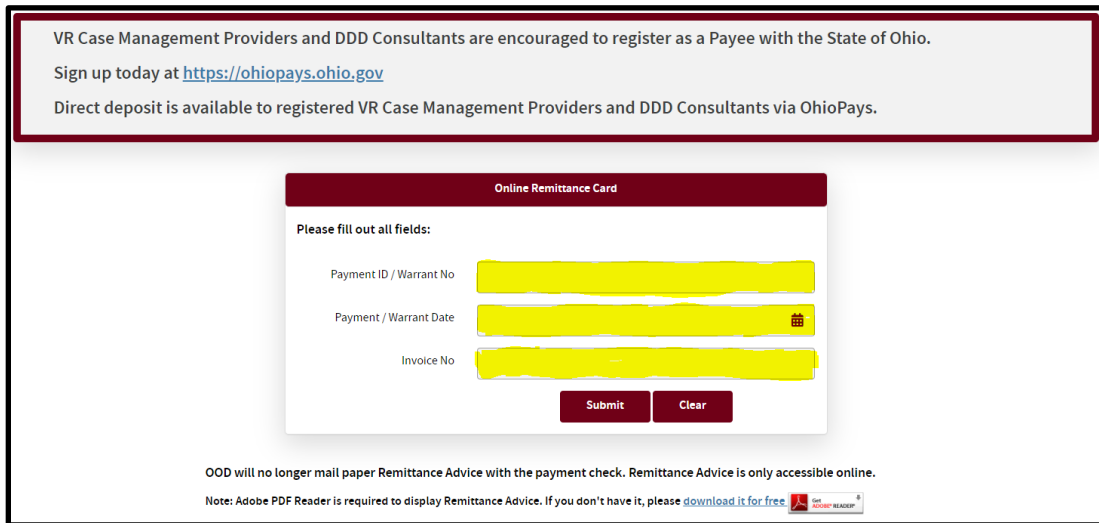
Vendor ID	Agency ID	Voucher	Payment Date	Amount	Invoice Number	Payment ID	PMT METH	Payment Message
12345	RSC01	02804211	Mar 13 2023	\$2,193.18	1887654	0011256974	EFT	
12345	RSC01	02804101	Mar 3 2023	\$912.00	1874654	0011246714	EFT	
12345	RSC01	02732812	Feb 25 2023	\$1,596.00	1854641	0011145621	EFT	
12345	RSC01	02714610	Feb 19 2023	\$1,079.20	1842646	0011132456	EFT	
12345	RSC01	02714208	Feb 12 2023	\$128.00	1841246	0011089643	EFT	

[First](#)   [Previous](#)   [Next](#)   [Last](#)  
[Search Again](#)   [Export to CSV](#)

Figure 6: OAKS EFT Lookup Results

### Viewing Remittance advice via OOD's Remittance site

1. To obtain further detail regarding your OOD EFT transaction, go to the OOD Remittance site at <https://remit.ood.ohio.gov/webremit>.



VR Case Management Providers and DDD Consultants are encouraged to register as a Payee with the State of Ohio.  
Sign up today at <https://ohiopays.ohio.gov>  
Direct deposit is available to registered VR Case Management Providers and DDD Consultants via OhioPays.

**Online Remittance Card**

Please fill out all fields:

Payment ID / Warrant No

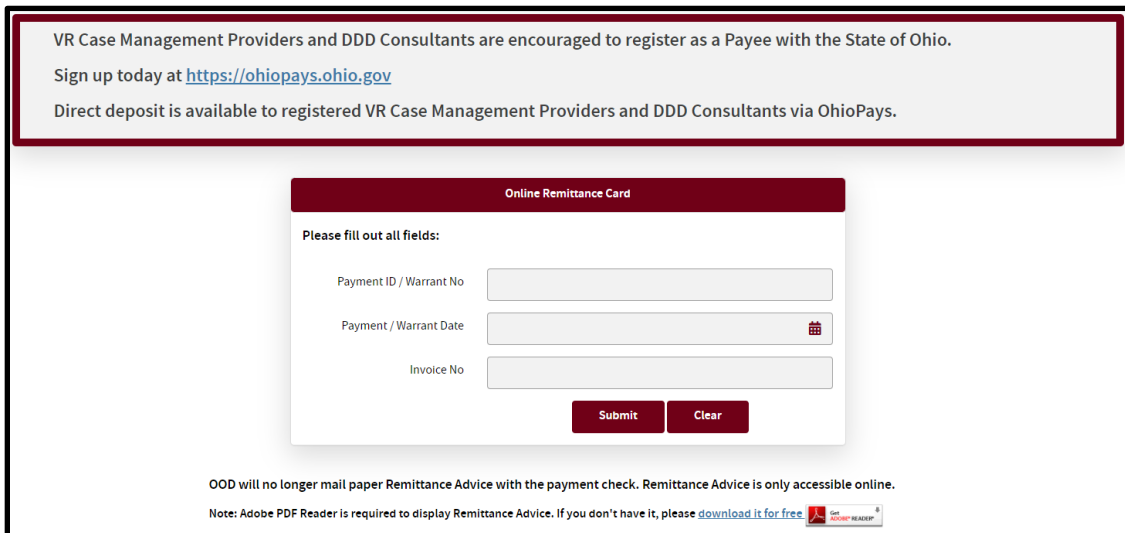
Payment / Warrant Date

Invoice No

OOD will no longer mail paper Remittance Advice with the payment check. Remittance Advice is only accessible online.  
Note: Adobe PDF Reader is required to display Remittance Advice. If you don't have it, please [download it for free](#).

Figure 7: OOD Remittance Lookup

- a. Enter the **Payment ID/Warrant Number, Payment/Warrant Date, and Invoice #** from the **previous site**, then hit submit.



VR Case Management Providers and DDD Consultants are encouraged to register as a Payee with the State of Ohio.  
Sign up today at <https://ohiopays.ohio.gov>  
Direct deposit is available to registered VR Case Management Providers and DDD Consultants via OhioPays.

**Online Remittance Card**

Please fill out all fields:

Payment ID / Warrant No

Payment / Warrant Date

Invoice No

OOD will no longer mail paper Remittance Advice with the payment check. Remittance Advice is only accessible online.  
Note: Adobe PDF Reader is required to display Remittance Advice. If you don't have it, please [download it for free](#).

Figure 8: Insert Payment ID/Warrant Number, Payment/Warrant Date, and Invoice Number

## Paper Check:

1. Go to the OOD Remittance site at <https://remit.ood.ohio.gov/webremit>.

VR Case Management Providers and DDD Consultants are encouraged to register as a Payee with the State of Ohio.  
Sign up today at <https://ohiopays.ohio.gov>  
Direct deposit is available to registered VR Case Management Providers and DDD Consultants via OhioPays.

**Online Remittance Card**

Please fill out all fields:

Payment ID / Warrant No

Payment / Warrant Date

Invoice No

OOD will no longer mail paper Remittance Advice with the payment check. Remittance Advice is only accessible online.  
Note: Adobe PDF Reader is required to display Remittance Advice. If you don't have it, please [download it for free](#).

Figure 9: OOD Remittance Lookup

- a. Enter the **Payment ID/Warrant Number, Payment/Warrant Date, and Invoice Number** from your check, then hit submit.

VR Case Management Providers and DDD Consultants are encouraged to register as a Payee with the State of Ohio.  
Sign up today at <https://ohiopays.ohio.gov>  
Direct deposit is available to registered VR Case Management Providers and DDD Consultants via OhioPays.

**Online Remittance Card**

Please fill out all fields:

Payment ID / Warrant No

Payment / Warrant Date

Invoice No

OOD will no longer mail paper Remittance Advice with the payment check. Remittance Advice is only accessible online.  
Note: Adobe PDF Reader is required to display Remittance Advice. If you don't have it, please [download it for free](#).

Figure 10: Insert Payment ID/Warrant Number, Payment/Warrant Date, and Invoice Number

- b. After hitting submit, a PDF Document will download, and it will be the Remittance you requested.