



ODI EPAY INSTRUCTIONS

(It is **not mandatory** to pay your invoices online. As always, paper checks/money orders are acceptable.)

1. Go to www.insurance.ohio.gov
2. Click on Secured Logon (top left corner – in white print)
3. Scroll down and click on “EPAY-Electronic ACH Payment & Invoice Viewing System” (Note: The page that loads after clicking the link will be updated on an ongoing basis with information pertaining to EPAY system updates and outages)
4. On the EPAY page, scroll down to the “Do You Need An Account” section
5. Click on link in the “Do You Need an Account” section. Each requester will receive their own User ID and password.
6. On next screen, after reading the “Account Request Disclaimer”, click on the “I Agree” button at the bottom of the page
7. In next screen, select “Request Access to the EPAY Application”
8. Click on the “Continue” button at the bottom of the page
9. Please follow these instructions for the next screen
 - In section 1 (Personal & Identification Information), complete all required fields
 - In section 2 (Organization Affiliation), enter company name and select “Affiliation Type” (If you are not affiliated with a company or agency, you may skip this section)
 - In section 3 (Contact Information), complete all required fields. For “Phone Type” and “Address Type”, select “Billing” from the drop down list
 - In section 4 (Additional Information), please list any pertinent information to help expedite your request (i.e. EIN number, NAIC number, NPN number, etc.)
 - In section 5 (Submit Request), enter security code as shown on your screen, then click the “Continue” button
10. On the next screen, if all information is correct, your confirmation number will be shown (PLEASE WRITE THIS NUMBER DOWN OR PRINT THE SCREEN). You will also be sent an email with this number. **This screen and the email sent to you will contain your User ID.**
11. In the email sent to you with your confirmation number and User ID, click on the link to confirm your request (THIS STEP IS MANDATORY IF YOU WISH TO CONTINUE THIS PROCESS)
12. On the screen that opens from the link in your email, please follow these steps:
 - Enter your security question response entered previously
 - Enter a password of your choosing 2 times for confirmation (please keep your password in a secure location – ODI does **NOT** have access to your password). Your password must meet the following criteria:
 - a. Must be at least 8 characters long
 - b. Must contain at least one lower case letter, one upper case letter, one digit (number) and one special character
 - c. Valid special characters are @ # \$ % ^ & + and =
 - Enter the security code on the screen
 - Click the Continue button

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Accredited by the National Association of Insurance Commissioners (NAIC)

Consumer Hotline: 1-800-686-1526 **Fraud Hotline:** 1-800-686-1527 **OSHIP Hotline:** 1-800-686-1578

TDD Line: (614) 644-3745

(Printed in house)

Due to the volume of requests, please allow ODI at least an hour to approve your affiliation before continuing with Step 13

13. To Login, repeat steps 1 and 2, then click on the LogIn link directly under "EPAY-Electronic ACH Payment & Invoice Viewing System". On the next screen, under the "Login Link" select "Click here". When the Gateway application opens, enter your User ID and password.
14. Under "Applications", click on the words "ODIIS - Fiscal Epay"
15. In the next screen, under "Payer Affiliations", select the paper with the magnifying glass to view that company's invoices (THIS MAY TAKE A WHILE, please be patient)
16. Once the invoice list is displayed, click on the magnifying glass to view that invoice
17. To request additional affiliations, click on the "Request Additional Affiliation" button
18. On the next page, enter the NAIC number if a company (preferred option) or type the name of the company or agency
19. A list of matching companies/agencies will appear. Select the company/agency you wish to affiliate with by clicking the "Action" button