

**Electronic Funds Transfer (EFT):**

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

The screenshot shows the 'OAKS EFT Remittance Lookup' web application. At the top, it features the 'Ohio.gov' logo and the title 'OAKS EFT Remittance Lookup'. Below the title, there are three input fields for 'Vendor ID:', 'Key#:', and 'Email ID:'. Underneath these fields, there are two sections for search criteria. The first section has a 'Date Range:' field with a 'to' field and '(MM/DD/YYYY)' label, and a 'Remitting Agency:' field with '(Choose Agency)' label. The second section is separated by '- OR -' and includes radio buttons for 'Amount:', 'Invoice:', 'Voucher:', and 'PaymentID:', each followed by an input field. A 'Submit' button is located below the search options. At the bottom, there is a note: '\* - Required entry.' and a contact information line: 'If you need assistance accessing this application or if you have questions about it, please contact Ohio Shared Services, a division of Ohio's Office of Budget and Management by e-mail at ohiosharedservices@ohio.gov.' The OAKS logo is also present at the bottom center, with the text 'Ohio Administrative Knowledge System' and 'Today - Tomorrow - Together'.

Figure 1: 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' web application as Figure 1, 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 interface, including the search options and footer, remains the same as in Figure 1.

Figure 2: 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:  (Choose Agency)

- OR -

Amount:  to

Invoice:

Voucher:

PaymentID:

\* - Required entry.

Figure 3: 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 11 results.

Number of records per page  ▼

Vendor ID	Agency ID	Voucher	Payment Date	Amount	Invoice Number	Payment ID	PMT METH	Payment Message
12345	RSC01	02540731	Dec 5 2020	\$26.97	1823710	0008036071	EFT	
12345	RSC01	02499301	Mar 24 2020	\$26.97	1811811	0007737566	EFT	
12345	RSC01	02468635	Feb 15 2020	\$26.97	1801854	0007515244	EFT	
12345	RSC01	02464454	Sep 4 2020	\$125.28	1800436	0007480376	EFT	
12345	RSC01	02464301	Jan 21 2019	\$70.02	1800311	0007477933	EFT	
12345	RSC01	02291667	Jul 29 2019	\$1,413.38	1754762	0006463834	EFT	
12345	RSC01	02251157	Aug 31 2020	\$1,356.82	1745067	0006254295	EFT	
12345	RSC01	02245562	Jun 5 2020	\$104.36	1743773	0006225433	EFT	
12345	RSC01	02228337	Apr 1 2019	\$49.19	1739499	0006136994	EFT	
12345	RSC01	02225517	May 4 2019	\$70.02	1738781	0006120851	EFT	

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[Search Again](#)    [Export to CSV](#)

Figure 4: OAKS EFT Lookup Results

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

The screenshot shows the Ohio Opportunities for Ohioans with Disabilities website. At the top left is the logo and text: "Ohio Opportunities for Ohioans with Disabilities". A red-bordered box contains the following text: "VR Case Management Providers are encouraged to register as a Supplier with the State of Ohio. Sign up today at <https://supplier.ohio.gov> Direct deposit is available to Registered VR Case Management Suppliers via the State of Ohio Supplier portal." Below this is the "Online Remittance Card" form. The form has a dark red header with the text "Online Remittance Card". Below the header, it says "Please fill out all fields:". There are three input fields: "Payment ID / Warrant No" (a yellow box), "Payment / Warrant Date" (a yellow box with a calendar icon), and "Invoice No" (a yellow box). Below the fields are two buttons: "Submit" and "Clear". At the bottom of the page, there is a note: "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 5: OOD Remittance Lookup

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

This screenshot is identical to Figure 5, showing the "Online Remittance Card" form. In this version, the three input fields ("Payment ID / Warrant No", "Payment / Warrant Date", and "Invoice No") are highlighted with a light gray background, indicating where the user should enter their information. The rest of the page content, including the header, the red-bordered box, and the footer note, is the same as in Figure 5.

Figure 6: 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>.

Figure 6: OOD Remittance Lookup

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

Figure 7: 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.