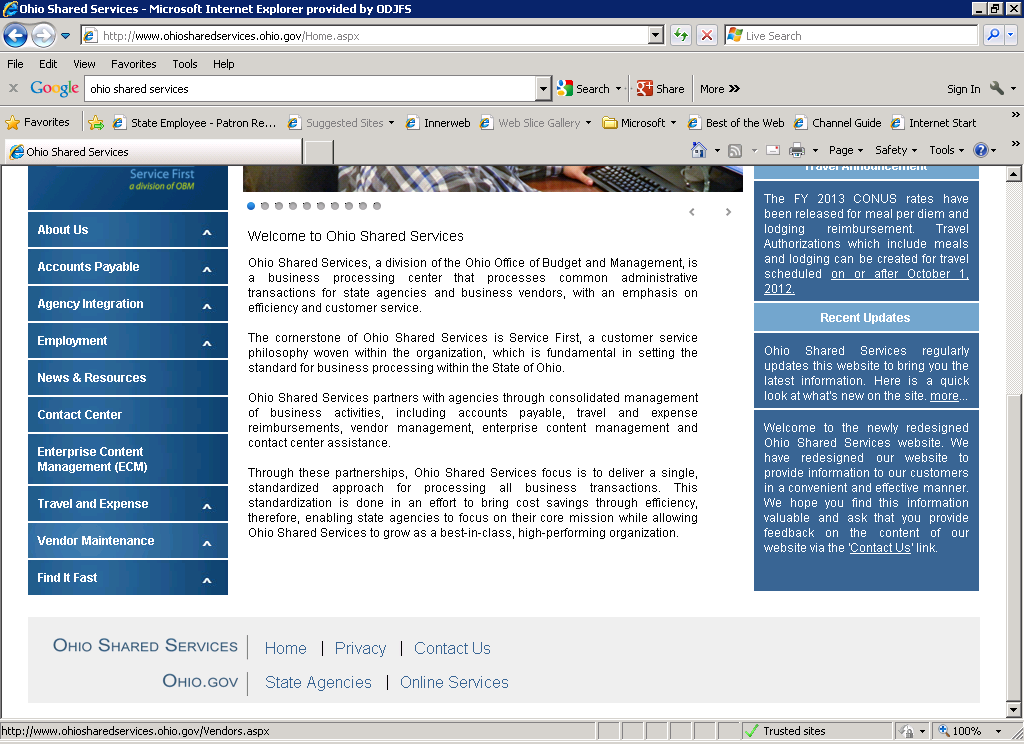
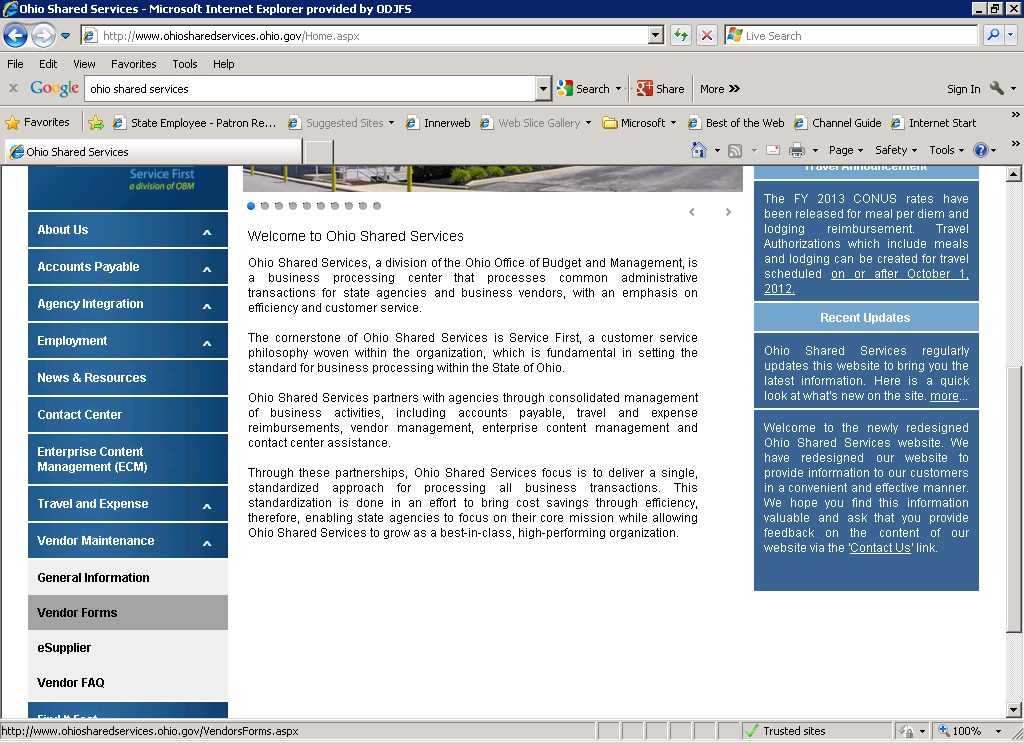
Navigate to the Ohio Shared Services website at [www.**ohiosharedservices**.**ohio**.gov/](http://www.ohiosharedservices.ohio.gov/)



Scroll down the left navigation menu to Vendor Maintenance



Next select ‘Vendor Forms’



Select the Vendor Information form (OBM 5657)



Complete the form and submit it to address indicated on the form.

