

Updating Demographic Information as a DODD Provider

This document will guide you step by step to complete the process of updating your Provider demographic information, including your physical address, phone number, and email address.

It is your responsibility to ensure that your records are kept current.

Information updates are done in a minimum of 4 places, depending on the change, include:

- Ohio Department of Medicaid (ODM) *through the PNM Portal*
- Ohio Department of Developmental Disabilities (DODD) *through the PNM portal*
- Ohio Pays (previously Ohio Shared Services)
- National Plan and Provider Enumeration System (NPPES) *where the NPI number was obtained*

Other locations that may require updates include:

- GT Independence *if actively providing services to someone on a SELF waiver or utilizing participant direction*
- Any County Board(s) you provide service in **if** they have their own systems (like a portal) to keep provider information up to date

Physical Address Changes FYI

Depending on which address category is changing, address changes happen in multiple places.

Billing Address change? ODM, DODD, NPPES and Ohio Pays *

Other Categories of Address Change (Primary, Home Office, Mailing)? ODM, NPPES *

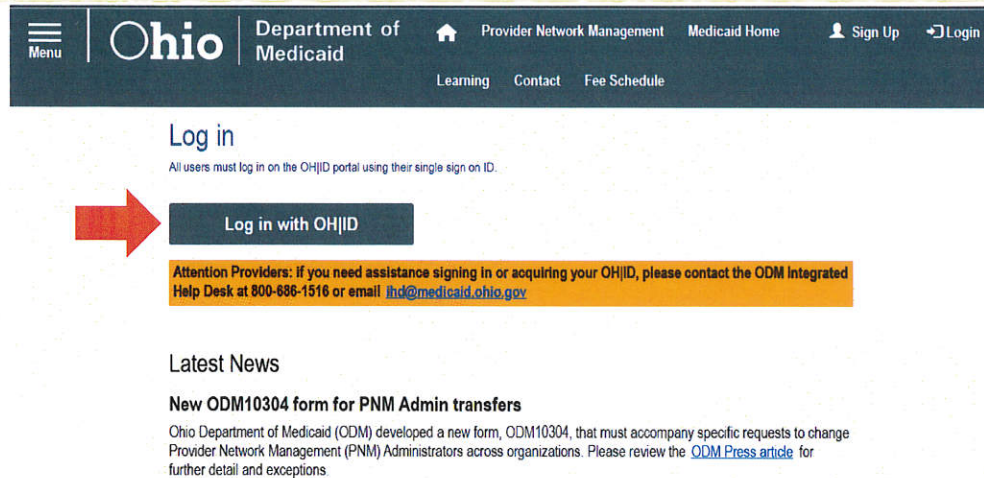
* Update with GT and/or County Board(s) as applicable

While there is no *required* order to make the changes, in general the most efficient order when doing a physical address change that includes billing address, would be the following:

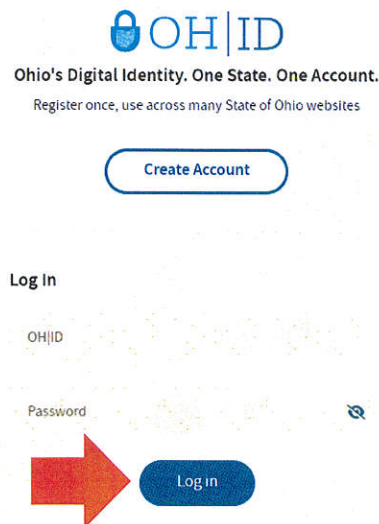
1. Update **ODM** Provider information and simultaneously update **Ohio Pays** information (if applicable)
2. Once those process, update **DODD** Provider information (*note that the Ohio Pays change is required **prior** to DODD because you must show evidence of the **Ohio Pays** change in the **DODD** application*)
3. **NPPES** can be done at anytime
4. Follow up with **GT Independence** and/or the **County Board(s)** you serve once all changes have processed systemically.

ACCESSING and LOGGING IN TO PNM

1. Go to the PNM log in page
https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx
2. Click on the 'Log in with OH|ID' button in the middle of the page



3. Type in your OH|ID username and password, and click Log In. *This is the same credentials you use on the DODD site when billing.*



4. Read the terms and click the box next to 'Yes, I have read the agreement'
Once clicked, the site will automatically re-direct to your PNM home page

Terms

Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.

Yes, I have read the agreement

Cancel

Columbus, OH 43216-1461

TO MAKE UPDATES TO ODM PROVIDER PROFILE

1. Once at your PNM Home Page, click on your Reg ID or Provider Name in the table. *If you have multiple provider types associated, be sure to select the Reg ID / Provider Name of the account you want to make the changes to* **If you do not see the 'New Provider' button (indicated by the star below) you have not logged in with the correct OH|ID that is the 'administrator' of the provider account. Reach out to Provider Support at your County Board for guidance on how to fix this issue.**

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
[Redacted]	[Redacted]	Complete	45 - WAIVER SERVICE ORGANIZ		[Redacted]	DODD WAIVER	[Redacted]			[Redacted]		

2. After selecting your Reg ID or Provider Name, on the page that loads scroll to the middle section 'Manage Application'. Click on the + next to Enrollment Actions.

Manage Application

Enrollment Actions

+ Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

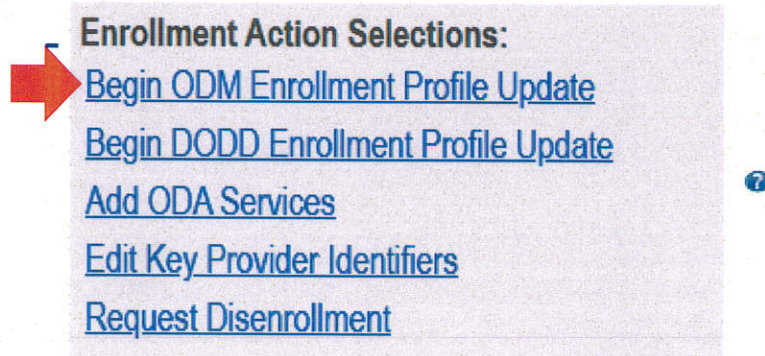
+ Self Service Selections:

3. Click on 'Begin ODM Enrollment Profile Update'

- If you do not have any options listed, you already have an application processing OR there is an error with your account. You can check for active applications by scrolling down on the page further.
- If your options say 'continue' enrollment profile update instead of begin, then you have already started an application. You either need to finish the application and let it process OR cancel to start something new.

Manage Application

Enrollment Actions

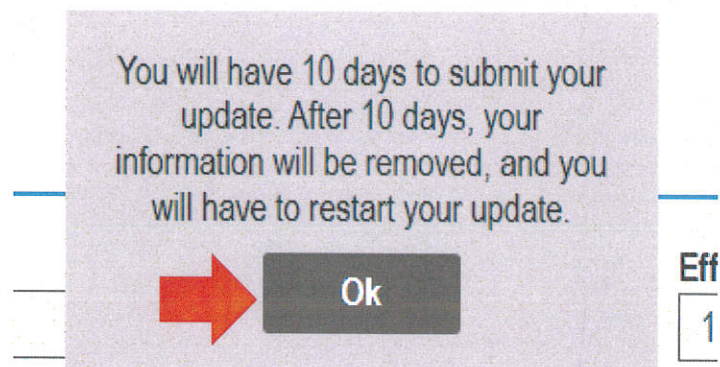


Enrollment Action Selections:

- [Begin ODM Enrollment Profile Update](#)
- [Begin DODD Enrollment Profile Update](#)
- [Add ODA Services](#)
- [Edit Key Provider Identifiers](#)
- [Request Disenrollment](#)

A red arrow points to the first option, 'Begin ODM Enrollment Profile Update'. A small blue question mark icon is visible to the right of the list.

4. After clicking 'Begin ODM Enrollment Profile Update' a box pops up indicating you have 10 days to complete the application for update. Click 'Ok'



You will have 10 days to submit your update. After 10 days, your information will be removed, and you will have to restart your update.

Ok

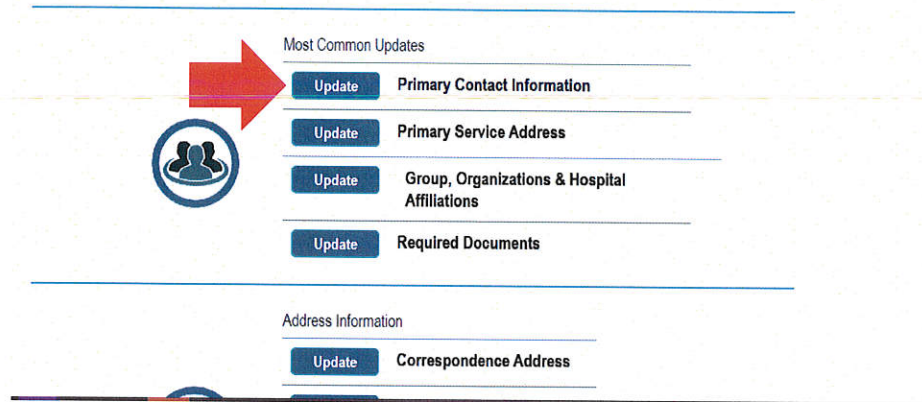
Eff
1

A red arrow points to the 'Ok' button. The text 'Eff' and '1' are visible to the right of the dialog box.

- Depending on the changes needed, you can select the option that makes the most sense. However, you can also just click on 'Update' next to Primary Contact Information to access all the screens you will need regardless of changes needed

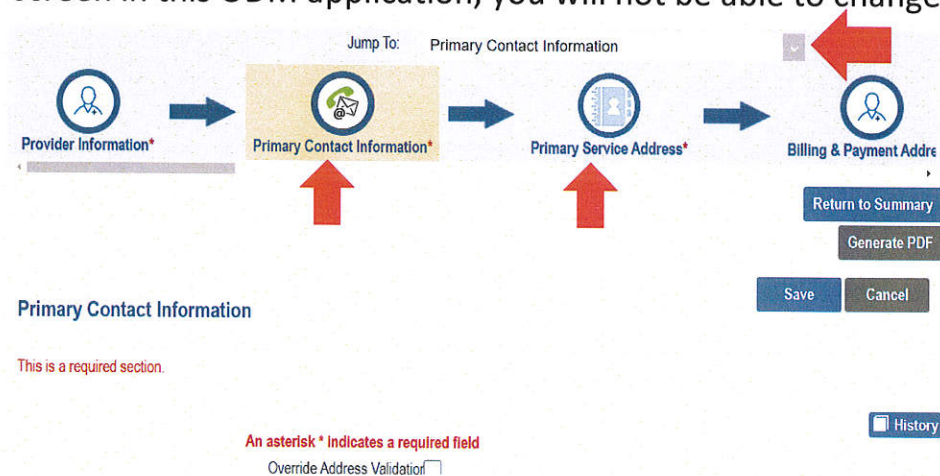
Provider Update - Lets keep your information current !

Please click Update button to update your provider information. Once you have completed all your updates, you will be able to submit your changes from this screen.

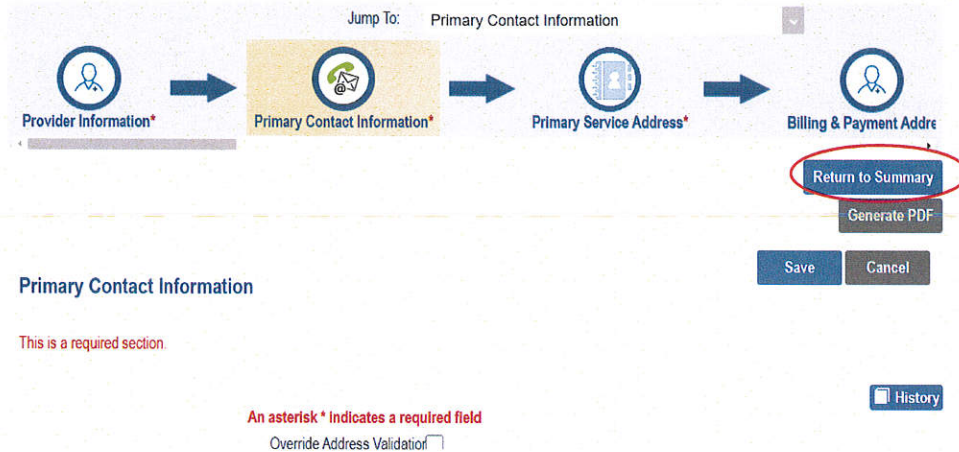


- The Application will load to be completed. Make the changes needed on the applicable screens.

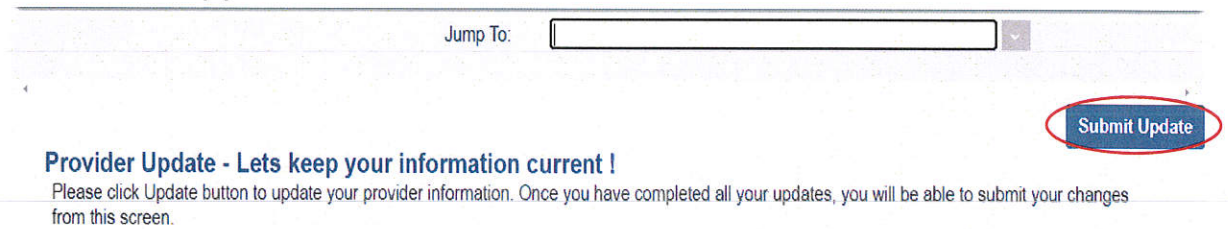
- You can navigate the application pages by clicking each part on the menu across the top of the page OR choosing the sections in the 'Jump To' drop down menu.
- Be sure to click through ALL the screens to make the necessary changes for whichever piece(s) of information you are updating and click 'Save' on each page after making changes.**
- Note that if you are also changing your billing address that is done in the DODD Application so even though you see a billing address screen in this ODM application, you will not be able to change it.



7. After completing ALL sections and ensuring they are saved, click on the 'Return to Summary' button



8. After clicking Return to Summary, you are re-directed back to the main update page. Once all changes are made, click on 'Submit Update' to submit the application.



9. You can monitor the status of your application in the 'My Current and Previous Applications' section (located on the same page you found the 'Manage Applications' section)

TO MAKE UPDATES TO DODD PROVIDER PROFILE

1. Once at your PNM Home Page, click on your Reg ID or Provider Name in the table. *If you have multiple provider types associated, be sure to select the Reg ID / Provider Name of the account you want to make the changes to* **If you do not see the 'New Provider' button (indicated by the star below) you have not logged in with the correct OH|ID that is the 'administrator' of the provider account. Reach out to Provider Support at your County Board for guidance on how to fix this issue.**

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
Y	Y	All	Y	Y	Y	All	Y	Y	Y	Y	Y	Y
		Complete	45 - WAIVER SERVICE ORGANIZ			DODD WAIVER						

2. After selecting your Reg ID or Provider Name, on the page that loads scroll to the middle section 'Manage Application'. Click on the + next to Enrollment Actions.

Manage Application

Enrollment Actions

+ Enrollment Action Selections: ?

Programs

+ Program Selections:

Self Service

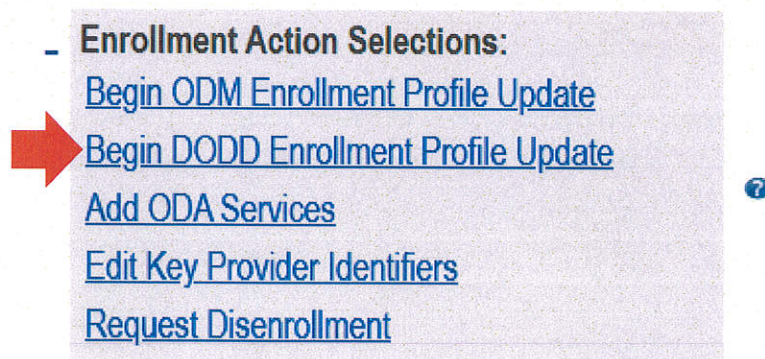
+ Self Service Selections:

3. Click on 'Begin DODD Enrollment Profile Update'

- If you do not have any options listed, you already have an application processing OR there is an error with your account. You can check for active applications by scrolling down on the page further.
- If your options say 'continue' enrollment profile update instead of begin, then you have already started an application. You either need to finish the application and let it process OR cancel to start something new.

Manage Application

Enrollment Actions



Enrollment Action Selections:

- [Begin ODM Enrollment Profile Update](#)
- [Begin DODD Enrollment Profile Update](#)
- [Add ODA Services](#)
- [Edit Key Provider Identifiers](#)
- [Request Disenrollment](#)

A red arrow points to the 'Begin DODD Enrollment Profile Update' link. A blue question mark icon is visible to the right of the list.

4. After clicking 'Begin DODD Enrollment Profile Update' a box pops up indicating you are being redirected to another system. You may need to log back in with your OH|ID if the log in screen appears.

5. The system redirects you to the DODD Provider Services Management (PSM) Provider Dashboard Page. Click on the contract number of the Provider contract you want to make updates to in order to access your PSM Home Page



Contracts

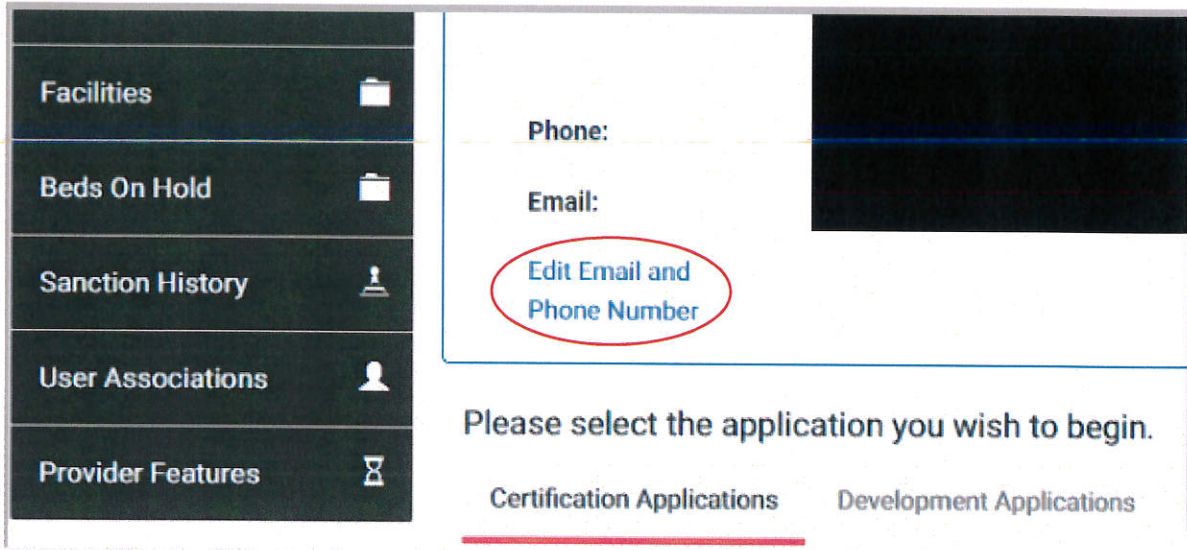
Show 10 entries Search

Contract#	Name	Provider Type	Certification Status	Sanction Status	Certification Start	Certification End
[REDACTED]	[REDACTED]	[REDACTED]	Active	Active	[REDACTED]	[REDACTED]

Showing 1 to 1 of 1 entries Previous 1 Next

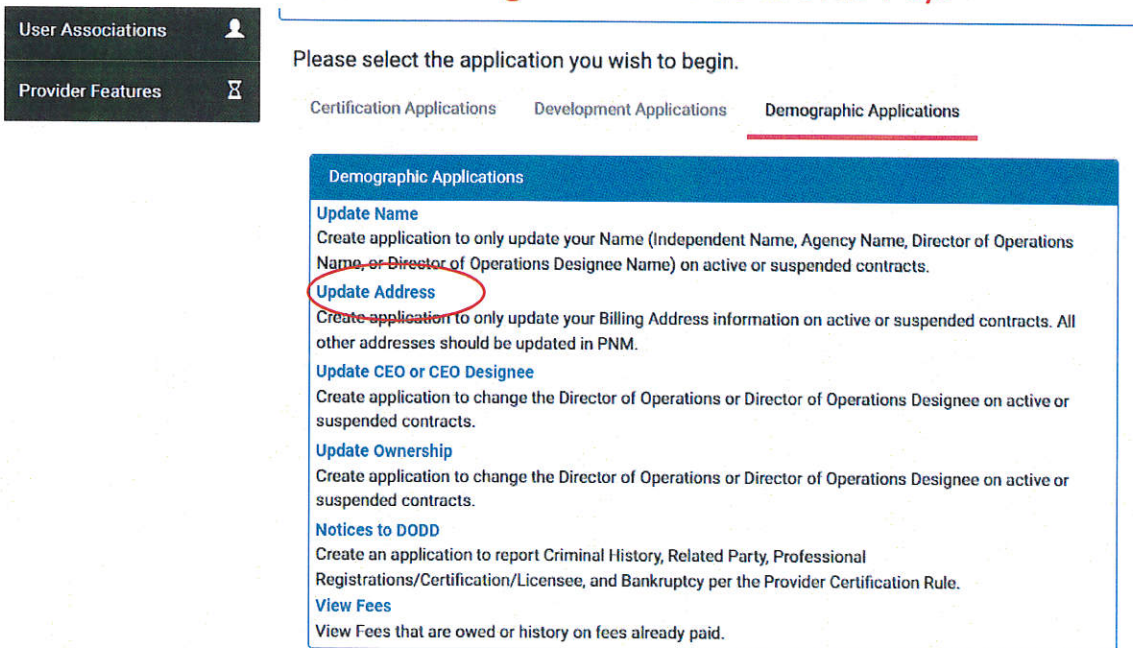
A red arrow points to the first entry in the table.

- To update Email and Phone Number- Click on 'Edit Email and Phone Number' on the bottom of the demographics box. This will update the email and phone number of the DOO / DOO Designee (if applicable) and the Billing and Payment information **only**. The other changes would be reflected once completed in the **ODM/PNM** application.



- To update billing address- on the home page scroll down and click on 'Demographic Applications'. Then select 'Update Address' and complete the application process.

You will need to show the changes were made in Ohio Pays



TO MAKE UPDATES TO NPPES

1. Go to the NPPES home page and click on Accept after reading the Terms and Conditions <https://nppes.cms.hhs.gov/#/>



Terms and Conditions

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.
- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
- Our system uses Cookies for security purposes to ensure that unauthorized users cannot bypass our Multi-Factor Authentication. The cookies are not storing personally identifiable information about our users. For increased security to your account, please make sure Cookies are enabled in your browser.

IMPORTANT! - Every individual user with access to the NPPES system is responsible for:

- Keeping login information secure.
- Selecting strong passwords.
- Reporting any unauthorized use of accounts.

Sharing of login information is strictly prohibited!

To continue, you must accept the terms and conditions. If you decline, you will not be able to continue.

DECLINE

ACCEPT



2. Enter your NPPES credentials and click on 'Log In'. *This is most likely **not the same** credentials you use on the DODD site when billing and when accessing ODM/PNM.*



Registered User Sign In

Log in to view/update your National Provider Identifier (NPI) record.

User ID

|&A User ID, used to access NPPES, EHR & PECOS

Password

SIGN IN

FORGOT USER ID or PASSWORD?



*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information

3. Per NPPES website FAQ's (found here <https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html#making-changes-online>)

NOTE: Address change can be done online and DOES NOT require a paper application

Assist - Change of information in record

Once the initial application is enumerated and a National Provider Identifier (NPI) is assigned, there are two options to change/update the information on an NPI record.

Making Changes Online

Updates can be made online by accessing <https://nppes.cms.hhs.gov> and completing the steps below:

NOTE: The following changes cannot be completed online and require a Paper Application/Update Form: Changes to Date of Birth, Changes to Social Security Number, Reactivation of an NPI and Deactivation of an NPI. Please follow the instructions below regarding making changes with a Paper Application/Update Form.

- **On the Home Page of the NPPES website, enter your I&A User ID and password**

Note: If you do not have the User ID and /or Password, follow the instructions outlined above. If you continue to have issues accessing your NPI(s), contact the NPI Enumerator at the telephone number listed below for further assistance. Please be aware that there are privacy guidelines that govern to whom the NPI Enumerator can disclose information.

- **Select the “Magnifying Glass” ICON to View the desired NPI application.**
- **Select the “Pencil” ICON to Edit the desired NPI application**
 - Access the page that contains the information to be updated by selecting the ‘Next’ button located at the bottom of each page or by selecting the desired page from the left hand navigation bar.
 - Update the necessary information.

- Once all desired information is updated navigate to the Submission page. Check the Certification Statement box at the bottom of this page.
- Select Submit. This button will not be enabled until you check the Certification Statement box at the bottom of this page.

Making Changes with a Paper Application/Update Form

Updates can be made by mailing a Paper Application/Update Form available for download: [NPI Application/Update Form](#).

- In Section 1A Reason For Submittal of this Form, select the Change of Information box.
- Provide the correct NPI on the line below the Change of Information box.
- Complete the sections that need to be updated. If you are making an update to Section 3C Other Provider Identification Numbers or Section 3D Provider Taxonomy Code, be sure to indicate if the information is to be added to the NPI record or if it is to replace the information that is currently in the NPI record.
- In Section 4A or 4B Certification Statement, the Provider/Authorized Official will sign the application. Note: For Entity Type 1 applications, the Provider will sign in Section 4A.

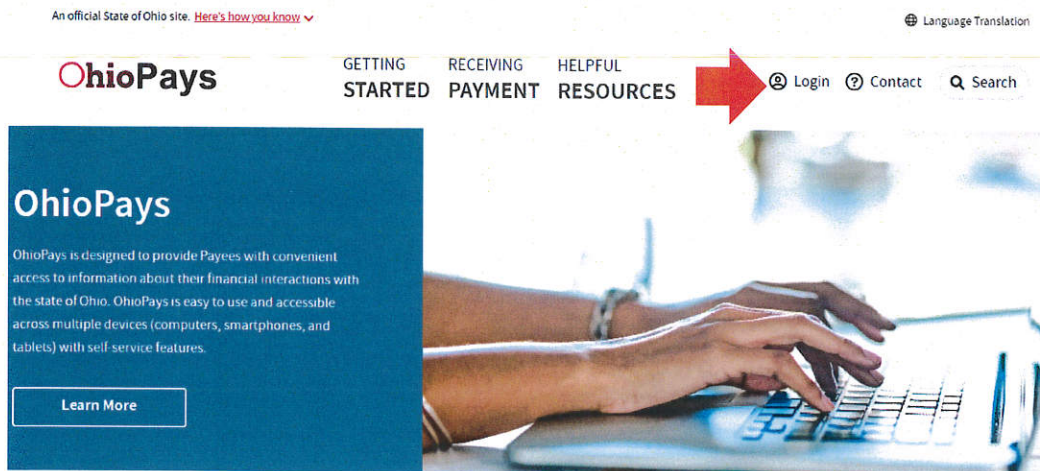
Note: For Entity Type 2 applications, the Authorized Official will sign in Section 4B.

- Once the paper NPI Application/Update form is completed, it must be returned to the NPI Enumerator via mail at the address provided on the third page of the application.

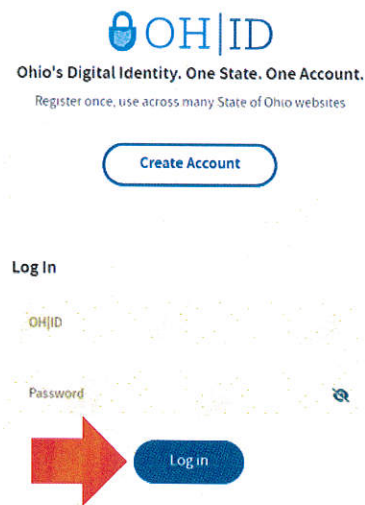
Note: NPI Application/Update forms received via email and/or fax will not be processed.

TO MAKE UPDATES TO OHIO PAYS

1. Go to the Ohio Pays home page and click on Login
<https://ohiopays.ohio.gov/>



2. Enter your OH|ID credentials and click on 'Log In'. *This is the same credentials you use on the DODD site when billing and when accessing ODM/PNM*



3. **If you have never used Ohio Pays before**, you will have to associate your account with existing registrations. Click on the box 'Search Existing Registrations' (see OhioPays instructions on following pages) then follow the next steps.



4. **If you have used Ohio Pays before**, click on 'Manage Profile' to proceed with the address change. (See Ohio Pays instructions on the following pages)

CHANGE OF ADDRESS

[Ohiopays.ohio.gov](https://ohiopays.ohio.gov) is designed to provide you, a Payee¹, with convenient access to information about your organization's financial interactions with the state.

First Step for Using OhioPays

To begin using the Portal, State of Ohio Payees will log into the site using their OH|ID. OH|ID provides an 8-digit user ID that allows you to login to access a variety of the State of Ohio's online applications. **OH|ID is your personal account (it is for you, not for your organization).** It delivers a more secure and private experience for users during online interactions with the state – with advanced fraud detection, prevention, and analytics features.

Second Step for Using the Portal

Once you obtain and sign into OhioPays with your OH|ID account, you can either:

- Register as a Payee (Payees may be a business or an individual person depending on your relationship with the state) to conduct business with the state.
- OR associate your personal OH|ID with one (or many) Payee(s) that are already in the state's accounting system to conduct business with the state.

Using the Portal

With OhioPays you can...

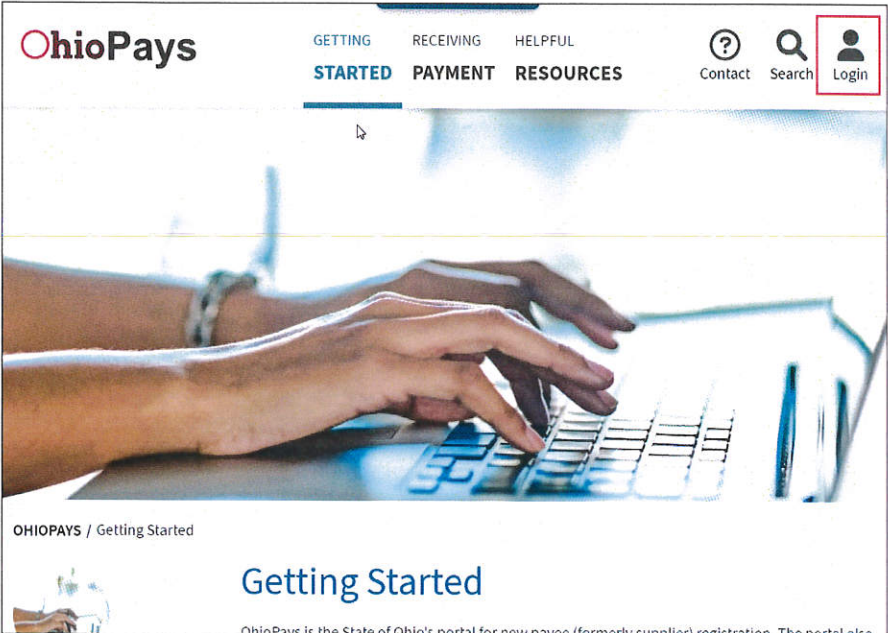
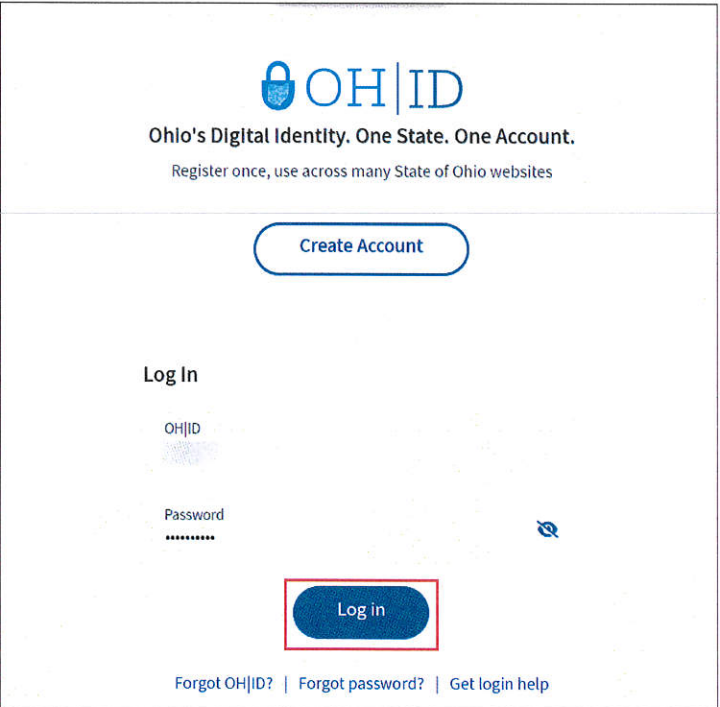
- Register as a State of Ohio Payee.
- Update your existing Payee profile.
- View information for purchase orders that have been submitted to you or your business.
- View status information for invoices submitted for payment view.
- Access information about payments sent to you or your business.

Follow the steps below for guidance on adding, editing, or removing an address from your Payee profile.

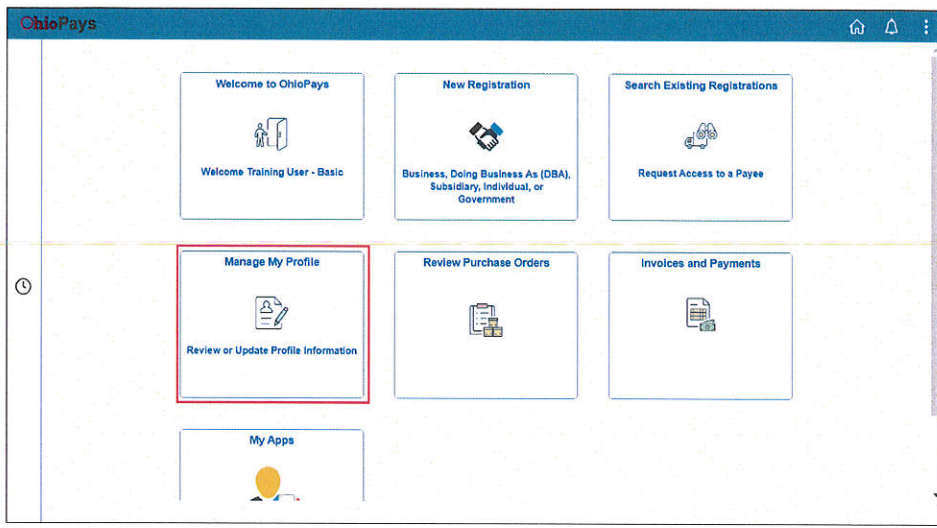
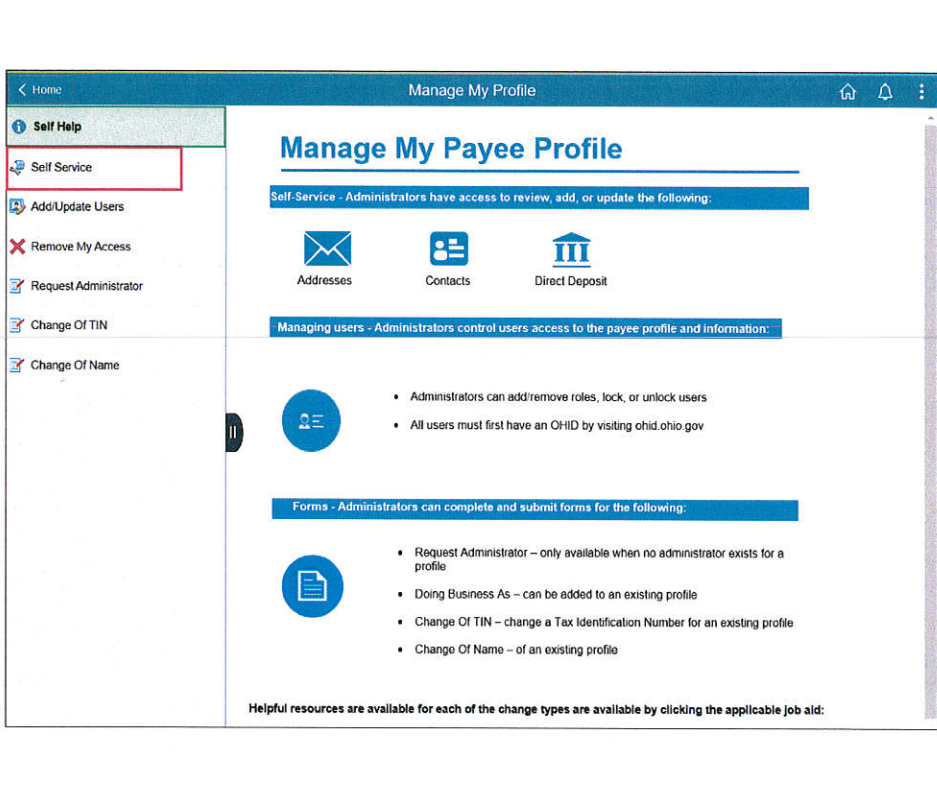
If you need assistance do not hesitate to reach out by email (obm.sharedservices@obm.ohio.gov) or phone (877-644-6771).

¹ A Payee is any individual or organization who receives funds from the State of Ohio. Some common types of Payees include anyone who provides goods or services to a State of Ohio agency, DODD Providers, grant recipients, reimbursements from the State of Ohio, and state fair participants/entertainers.

CHANGE OF ADDRESS

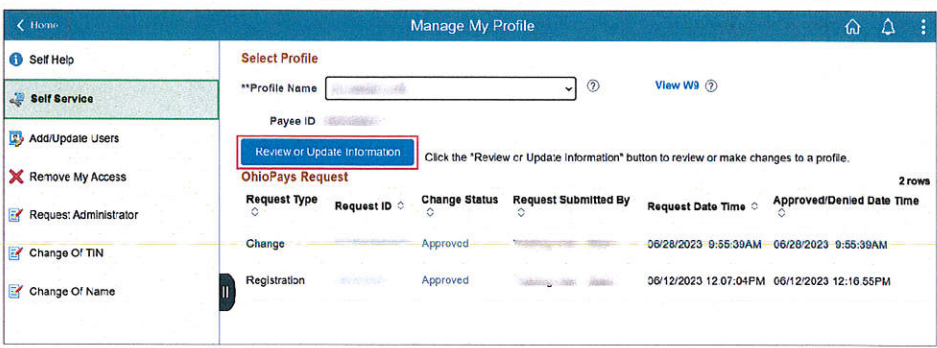
<ol style="list-style-type: none">1. Navigate to ohiopays.ohio.gov.2. Click on Login.	 <p>The screenshot shows the OhioPays website. At the top left is the OhioPays logo. To its right are navigation links: GETTING STARTED, RECEIVING PAYMENT, and HELPFUL RESOURCES. Further right are icons for Contact, Search, and Login. The main content area features a background image of hands typing on a laptop keyboard. Below the image, the text reads 'OHIO PAYS / Getting Started' and 'Getting Started'. A small paragraph below that says 'OhioPays is the State of Ohio's portal for new payees (formerly supplier) registration. The portal also...</p>
<ol style="list-style-type: none">3. Enter your User ID and Password.4. Click Log in.	 <p>The screenshot shows the OH ID login page. At the top is the OH ID logo with the tagline 'Ohio's Digital Identity. One State. One Account.' and the text 'Register once, use across many State of Ohio websites'. Below this is a 'Create Account' button. Underneath is the 'Log In' section, which includes input fields for 'OH ID' and 'Password'. A 'Log in' button is highlighted with a red box. At the bottom of the login section are links for 'Forgot OH ID?', 'Forgot password?', and 'Get login help'.</p>

CHANGE OF ADDRESS

<p>5. Click Manage My Profile.</p>	
<p>6. Select Self Service from the left menu.</p> <ul style="list-style-type: none"> If you have multiple businesses, select the business you wish to update from the drop-down. <p>Note: If there is a pending change request you will receive a message stating that additional changes cannot be made until the pending changes are processed for approval by the State.</p>	

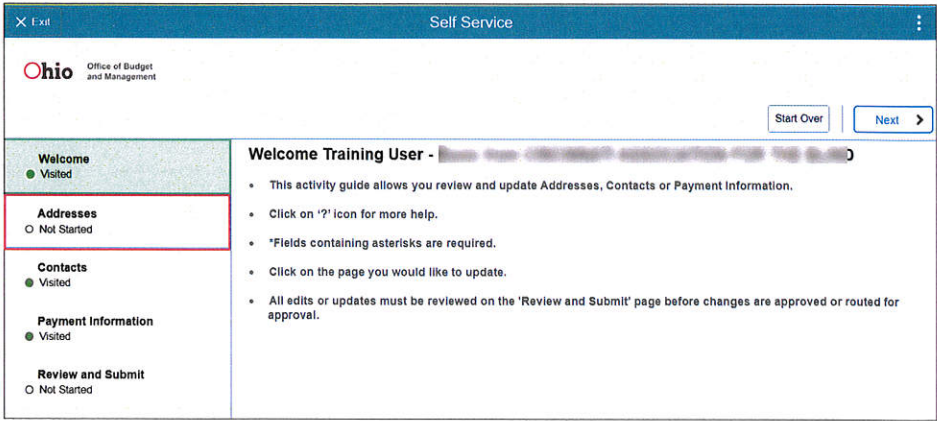
CHANGE OF ADDRESS

7. Click **Review or Update Information.**

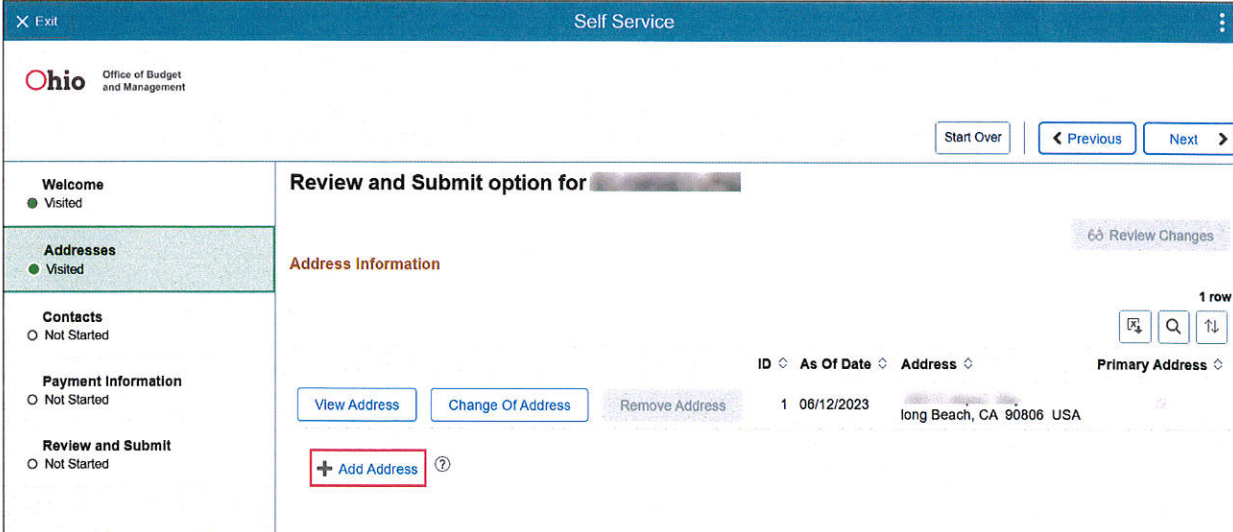


Request Type	Request ID	Change Status	Request Submitted By	Request Date Time	Approved/Denied Date Time
Change		Approved		06/28/2023 9:55:39AM	06/28/2023 9:55:39AM
Registration		Approved		06/12/2023 12:07:04PM	06/12/2023 12:16:55PM

8. Click **Addresses** from the left menu.



9. To add an address, click **Add Address.**



ID	As Of Date	Address	Primary Address
1	06/12/2023	long Beach, CA 90806 USA	

CHANGE OF ADDRESS

Add the address then click **OK**.

Cancel **Add New Address Information** OK

*Country

*Address 1

Address 2

Address 3

*City

*Postal

*State

*County

*Email ID ?

Please add additional emails in the contact section if required

*Telephone Extn

Fax

Primary Address ? *Important communications will be sent to this address (ex. IRS 1099)*

You will receive a message that a contact needs to be added to this address.

Cancel **Add New Address Information** OK

*Country

*Address 1

Address 2

Address 3

*City

*Postal

*State

*County

*Email ID ?

Please add additional emails in the contact section if required

*Telephone Extn

Fax

Primary Address ? *Important communications will be sent to this address (ex. IRS 1099)*

Informational

Please add a Contact to this Address. Once a Contact is added, final Review and Submission must be performed on the 'Review & Submit' page.

OK

CHANGE OF ADDRESS

Review the Change of Contact help document for instructions on adding a contact.

To change an address, click on the **Change of Address** button.

The screenshot shows a 'Self Service' window for the Ohio Office of Budget and Management. The left sidebar has 'Addresses' selected. The main area is titled 'Review and Submit option for [redacted]'. It contains a table of addresses with columns for ID, As Of Date, and Address. The second address entry is highlighted with a red box around its 'Change Of Address' button.

ID	As Of Date	Address	Primary Address
1	06/12/2023	long Beach, CA 90806 USA	
2	06/29/2023	Columbus, OH 43119 USA	

Enter the changes to address and click **OK** when the changes are entered.

The 'Change Of Address # 2' form includes the following fields:

- *Country: United States (dropdown)
- *Address 1: EX: 123 Main Street
- Address 2: Apt/Suite/Other
- Address 3: [empty]
- *City: [empty]
- *Postal: Enter ZIP code
- *State: [empty]
- County: [empty]
- *Email ID: test@gmail.com
- *Telephone: 614/333-4444, Extn: [empty]
- Fax: [empty]
- Primary Address: Important communications will be sent to this address (ex. IRS 1099)

CHANGE OF ADDRESS

To remove an address, click on the **Remove Address** checkbox.

The screenshot shows the 'Self Service' interface for the Ohio Office of Budget and Management. The main content area is titled 'Review and Submit option for' and contains a table of address information. The table has the following data:

ID	As Of Date	Address	Primary Address
1	06/12/2023	long Beach, CA 90806 USA	
2	06/29/2023	123 Main St Columbus, OH 43119 USA	

Buttons for 'View Address', 'Change Of Address', and 'Remove Address' are visible for each row. The 'Remove Address' button for the second row is highlighted with a red box and has a checked checkbox next to it. There is also an 'Undo Remove' button below the table.

If the change is to a primary address and requires additional review you will not be able to submit additional changes until the change to primary address is approved. You will see **Pending Approval** listed in the Change Status when the change to primary address is submitted. When this changes to **Approved** you can submit additional changes.

The screenshot shows the 'Manage My Profile' page in the Ohio Self Service portal. It displays a table of OhioPays Request with the following data:

Request Type	Request ID	Change Status	Request Submitted By	Request Date Time	Approved/Denied Date Time
Change	i028	Pending Approval	Training User - Basic	07/11/2023 3:16:23PM	
Change	i025	Approved	Training User - Basic	07/11/2023 9:44:41AM	07/11/2023 9:44:41AM
Change	SCR000000024	Approved	Training User - Basic	07/07/2023 3:06:41PM	07/07/2023 3:06:41PM
Change	SCR000000019	Approved	Training User - Basic	07/07/2023 1:08:30PM	07/07/2023 1:15:40PM
Change	SCR000000018	Approved	Training User - Basic	07/07/2023 12:59:38PM	07/07/2023 12:59:38PM

The 'Change Status' for the first row is highlighted in red. The page also includes a 'Payee ID' field and a 'Review Information' button.

If you attempt to make additional changes with a pending approval you will receive the following message. If the new request is urgent you will need to withdraw the pending approval.

The message box contains the following text:

All edits or updates must be reviewed on the 'Review and Submit' page before changes are approved or routed for approval.

There is a pending request awaiting approval by the State of Ohio.
Please allow 7-10 business days to complete the review.
If you wish to withdraw this edit, please select the "Withdraw" button on the Payee Change Request Selection Page.

OK

CHANGE OF ADDRESS

The **Review and Submit** section needs to be completed for changes to be submitted.

Click on **Review Changes**.

The screenshot shows the Ohio Self Service portal interface. On the left is a navigation menu with sections: Welcome (Visited), Addresses (Visited), Contacts (Visited), Payment Information (Not Started), and Review and Submit (Visited). The main content area is titled 'Review and Submit option for [redacted]'. It features a 'Review Changes' button (highlighted with a red box), a 'Submit' button (disabled), and instructions: 'Review to confirm your changes before submitting the request. Click the "Submit" button to submit your change request. Email Communication regarding this request will be sent to : obm.training@obm.ohio.gov'. A note states: '(Submit button will be enabled only after clicking the "Review Changes")'. At the top right of the main area are 'Start Over' and '< Previous' buttons.

Note: If there is an EFT and Contact associated with the address being removed, it will also be inactivated. Verify the changes are correct and click **Return**.

The screenshot shows a 'Contact' form with a table of details. The table has columns for 'Request Type' and 'Add'. The data is as follows:

Request Type	Add
	Proposed
Address ID	2
Address	123 Main St Columbus, OH 43119 USA
Name	richard campbell
Title	
Email ID	rich4811@yahoo.com
Phone	614/377-6384
Extn	
Fax	
Website	

A 'Return' button is located at the bottom right of the form, highlighted with a red box.

CHANGE OF ADDRESS

Click **Submit**.

The screenshot shows a web interface titled "Self Service" for the "Ohio Office of Budget and Management". On the left is a navigation menu with sections: "Welcome" (Visited), "Addresses" (Visited), "Contacts" (Visited), "Payment Information" (Not Started), and "Review and Submit" (Visited). The main content area is titled "Review and Submit option for [redacted]". It contains a "Review Changes" button, instructions to review changes and click "Submit", and an email address "obm.training@obm.ohio.gov". A "Submit" button is highlighted with a red box, with a note below it: "(Submit button will be enabled only after clicking the 'Review Changes')".

Click **Yes** to Submit the change.

This screenshot shows the same "Review and Submit option for [redacted]" page. A confirmation dialog box is overlaid in the center, asking "Are you sure you want to Submit" with "Yes" and "No" buttons. The "Submit" button on the page is also highlighted with a red box. The background content is dimmed.


CHANGE OF ADDRESS

You will receive a confirmation message about the request.

[< Manage My Profile](#) Confirmation

Self Service Change Request Approval Confirmation

Approved

 **You have successfully applied your Self Service Request: SCR000000003**

Any email regarding the request status will be sent to: *****@obm.ohio.gov

 [Return to Manage My Payee Profile](#)

 [Return to Home Page](#)

Make note of the Request ID for future use. Some changes related to primary address may route to the State for review and processing. The applicable notification will display if routing is needed; otherwise, the change will take place immediately.