



Requesting Access to an Ohio Business Gateway (OBG) Account - Existing Account

Test Account CHANGE	▼ Go	î ≜
▶ New Transaction	y for Checkout 💣 Recent 📷 History 🇴 Payments 📸 Reminders 🔫 Announcements (8)	
Quick Links	InvestOhio	
Registration Wizard	Register as an Investor/Update Investor Information	C
Request Rusiness Access	Register a Small Business Enterprise/Update Enterprise Information	C
	Investment Application	C
Clear Current Filters Favorites Show Favorites	Investment Application Ohio Deferred Compensation	C

• From the Dashboard, user clicks on the Request Business Access link.

Hell	o Citizen
To creat Social S	a new company or to request access to file on behalf of another company please indicate your role and seach for the entity by using either ecurity Number or a FEIN (9 Digits no dash).
*FEIN (INSSING
3413	10124
• Desire	d Role D
Non F	iler
Filing Filer their use they hav	uca Administrator r page, view helpful content, and request permission to access transaction or administrative functionality for the business account(s) to which reaccess.
Filer: Ar busines: minimun	y employee or associate of the business who participates in the transaction filing processes for the business account but does not manage the account's security settings (i.e. have the ability to grant other users permission to see, create, edit, or submit transactions). Note: This is the required rise to have read access to transactions and/or access to transaction pages.
Filing A other us Manage	dministrator: Any employee or associate of the business who can manage the business account's security settings () is. have the ability to grane ers permission to see, create, edit, or submit transactions). User permissions for individual transaction types are granted through the Permission end page by a Fing Administrator for the business account.
	Next

- User enters the FEIN/SSN for the desired Account.
- User selects the desired role.

The following	company matches the FEIN or SSN number you entered.
Please confirm this is the	company by selecting it and clicking next.
our Helpdesk at 866-OHI	You would like to request access to, please click cancel and select 'Request Business Access' again. For questions, please cont FGOV (866-644-6468) for assistance.
Confirm Company	
State of Ohio	
State of Ohio	

• User confirms the Account Name.

*Please select the Service Areas 9 of 9 items • 3 items selected	Q Search this list
Service Area	
Commercial Activity Tax	
Employer Withholding	
Employer Withholding	
Minority Business Development Division	
Municipal Taxation Withholding Tax	
Ohio Department of Taxation	
Online Notice Response Service	
Sales and Use Tax	
Unclaimed Funds	

- Service Area list displays the established Service Areas associated with the Account.
- User selects the desired Service Areas.

4 of 4 items • 4 items selected	Q, Search this list
Transaction Type	✓ Service Area
Withholding Returns & Payments	Municipal Taxation Withholding Tax
OH Tax eServices	Ohio Department of Taxation
Unclaimed Funds Report	Unclaimed Funds
Unclaimed Funds Negative Report	Unclaimed Funds

- All Transaction Types related to the Service Areas chosen displays.
- User selects the desired Transaction Types.

No No Yes	Do you need to request access to another cor	ipany?
No Yes	No	
Yes	No	
	Yes	

- User selects Yes if additional Accounts Access is needed (The process restarts).
- User selects No if no additional Account Access is needed.