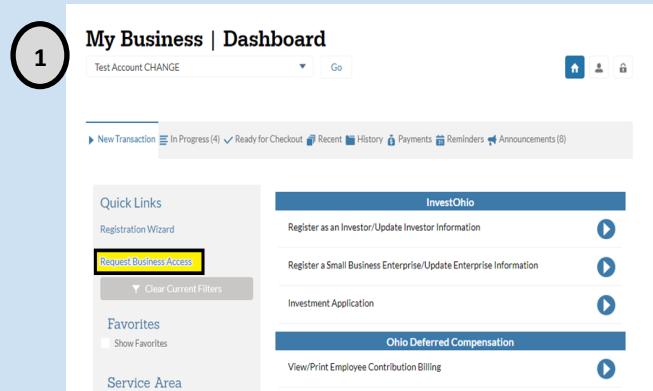


Requesting Access to an Ohio Business Gateway (OBG) Account - New Account

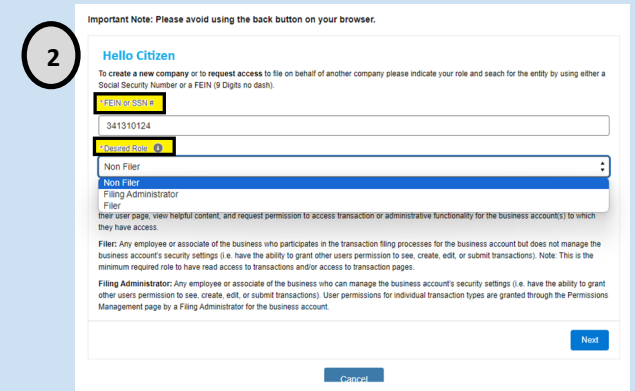
Note:

Only a representative of a company should register the company as an Account on OBG.

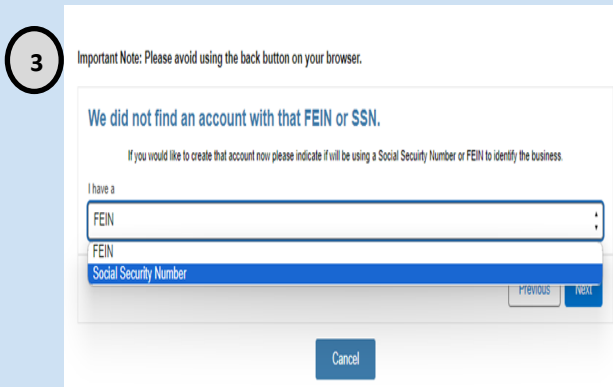
This base functionality establishes the user as the primary Filing Administrator of the Account (Direct Transaction Owner).



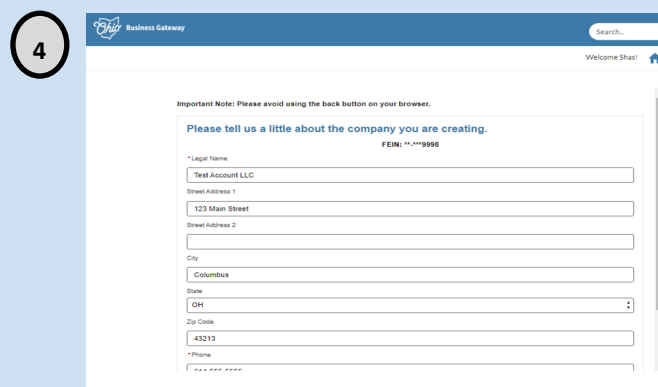
- From the Dashboard user clicks the Request Business Access link.



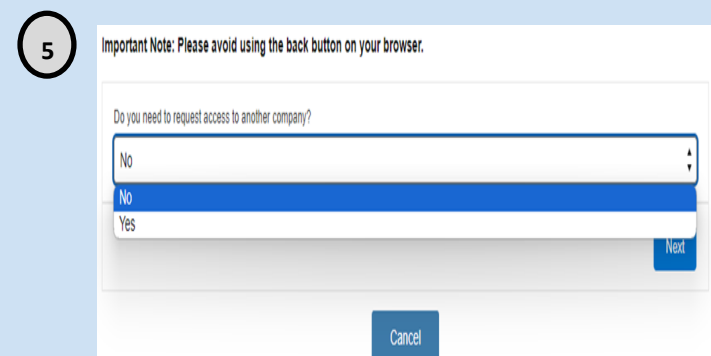
- User enters the FEIN/SSN for the desired Account.
- User selects the desired role.



- If the FEIN/SSN has not previously been registered with OBG, it will need to be registered.
- User confirms number entered is either a FEIN or SSN.



- User enters company information. Items marked with a red asterisk (*) indicate required fields.
- This process registers the company as an Account on OBG and establishes the user as a Filing Administrator.



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