



How to Get Online Access in the SOURCE

Agents must have the following information:

- Agent ID
AND
- Employer ID of a client for which you have established written authorization
AND
- Employer FEIN (Federal Employer Identification Number) for the client identified above
AND
- Gross wages for the most recently filed quarter for the client identified above
OR
- Amount of last payment made by the client identified above

1. Go to (website) and select **Agents**

The screenshot shows the top navigation bar of the Ohio Department of Job and Family Services website. On the left is the Ohio logo and the text "Department of Job and Family Services". On the right are two buttons: "Employers" and "Agents". Below the navigation bar, the main content area has a heading "Welcome to The SOURCE: Ohio's New Unemployment Insurance Tax System". Underneath is the instruction "Select who you are". There are two large blue buttons: "Employers" and "Agents". Below the "Employers" button is the text: "Click here if you have paid wages under covered employment or if you have an existing employer account." Below the "Agents" button is the text: "Click here if you have paid wages under covered employment or if you have an existing agent account."



2. Select **Authenticate My Account**

The screenshot shows the Ohio Department of Job and Family Services website. On the left is a navigation menu with categories like 'Credentialed Information for Employers and Agents', 'Tax Reporting and Related Forms', 'Online (Electronic) Reporting', 'Employer Tax Information', 'Manage Employer UC Benefits Account', 'Ohio Means Jobs', 'Annual Rate Information', and 'How-To Videos'. Below that are 'Quick Links' for 'ODJFS Home', 'ODJFS Contact Information', 'Report Fraud', 'Unemployed Workers', 'Ohio Business Gateway', 'Employer Outreach', 'Ohio Revised Code (ORC 4141)', and 'Ohio Administrative Code (OAC 4141)'. The main content area has a blue header with the Ohio logo and 'Department of Job and Family Services'. Below the header, it says 'Welcome to the Ohio Unemployment SOURCE application.' and provides instructions for existing and new agents. There are three main options: 'Authenticate my Account' (Agents), 'Existing Agent: Login to Account' (Agents), and 'New Agent: Register an Account' (Agents).

3. On the Authentication page, choose to Authenticate **via Payment Information** . . .

The screenshot shows the authentication page for Payment Information. At the top, it says 'Ohio Department of Job and Family Services' and 'Fields marked with a * are required'. Below that is a section for 'Instructions for Agent Authentication' and a radio button selection for 'Authenticate via Payment Information'. The 'Security Questions' section contains three questions with input fields: 'Agent ID:', 'Enter the Employer ID of a client for which you have established written authorization (POA):', and 'Enter the FEIN of the same client for which you have provided the Employer ID above:'. A fourth question asks for the amount of the most recent payment made by that employer. Below the questions is a captcha image and an 'Authenticate' button. At the bottom, it says 'For further assistance, please contact Employer Tax Services at 614-696-2319.'

. . . or via Wage Information:

The screenshot shows the authentication page for Wage Information. It is identical to the previous screenshot, but the radio button for 'Authenticate via Wage Information' is selected. The fourth security question asks for the total gross wage amount on the quarterly wage report for the most recent calendar quarter submitted.

Complete the appropriate information.

Click Authenticate.



4. Create a **UserName**. **Click Validate**.
5. Enter **User Details** and choose a **password**.
6. Select **Security Questions**. **Click Save**.

7. Click **Finish** and use your new credentials to access your account.

Questions?

For more information about The SOURCE, visit:
The SOURCE Information Page

How-to videos for employers and agents:
Training Videos (The SOURCE)

Call: (614) 466-2319

Email: TheSource@jfs.ohio.gov