



The SOURCE: Employer/Agent Job Aid

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 Ohio Department of Job and Family Services website. At the top, there is a dark blue header with the Ohio logo and the text 'Department of Job and Family Services'. To the right of the header are two buttons: 'Employers' and 'Agents'. Below the header, the main content area has a light gray background. It starts with the text 'Welcome to The SOURCE: Ohio's New Unemployment Insurance Tax System'. Below this is a section titled 'Select who you are' with a horizontal line underneath. There are two large blue rectangular buttons side-by-side. The left button is labeled 'Employers' and contains the text: 'Click here if you have paid wages under covered employment or if you have an existing employer account.' The right button is labeled 'Agents' and contains 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 SOURCE application home page. On the left is a blue sidebar with navigation links: Credential 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, How-To Videos, Quick Links, 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 sections: 'Authenticate my Account' for Agents, 'Existing Agent: Login to Account', and 'New Agent: Register an Account'. Each section has a corresponding icon and a brief description of the process.

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

The screenshot shows the Ohio SOURCE Authentication page for Payment Information. It includes instructions for agent authentication and a form with the following fields: 'Agent ID', 'Enter the Employer ID of a client for which you have established written authorization (POA)', 'Enter the FEIN of the same client for which you have provided the Employer ID above', and 'What was the amount of the most recent payment made by that employer?'. There is a captcha image and an 'Authenticate' button. A note at the bottom says 'For further assistance, please contact Employer Tax Services at 614-496-2319'.

. . . or via Wage Information:

The screenshot shows the Ohio SOURCE Authentication page for Wage Information. It includes instructions for agent authentication and a form with the following fields: 'Agent ID', 'Enter the Employer ID of a client for which you have established written authorization (POA)', 'Enter the FEIN of the same client for which you have provided the Employer ID above', and 'What was the total gross wage amount on the quarterly wage report for the most recent calendar quarter submitted?'. There is a captcha image and an 'Authenticate' button. A note at the bottom says 'For further assistance, please contact Employer Tax Services at 614-496-2319'.

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