



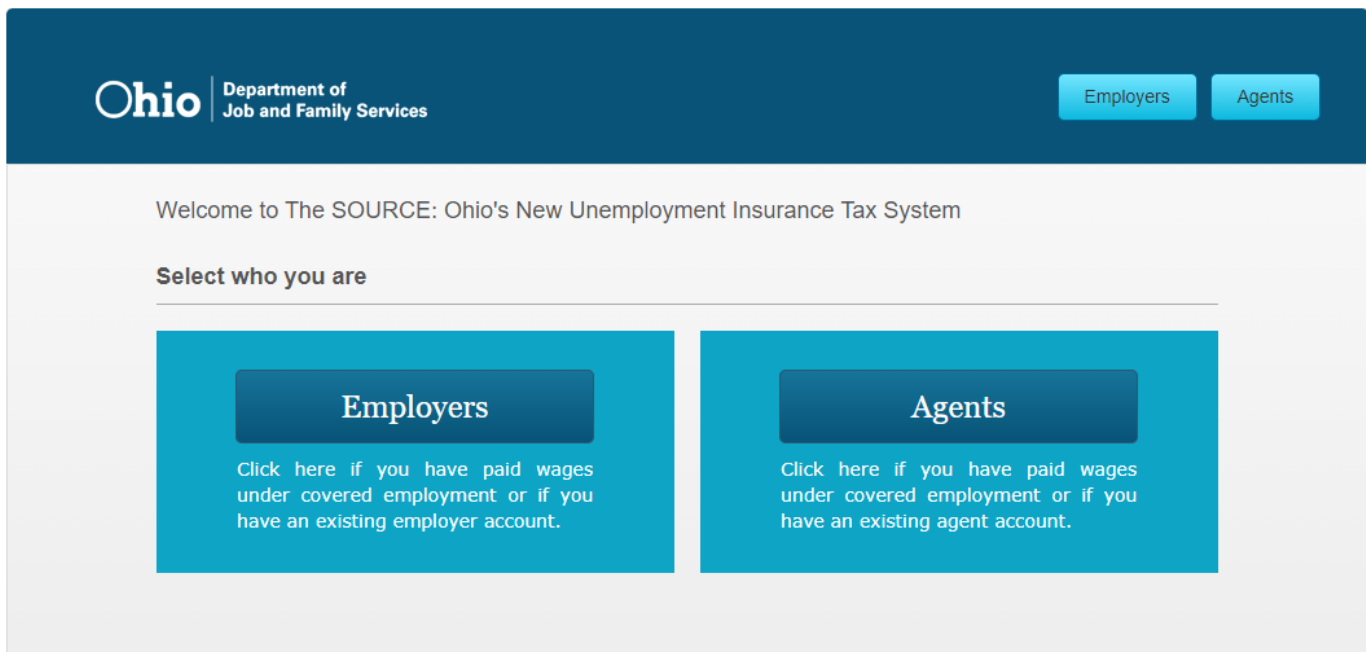
# The SOURCE: Employer/Agent Job Aid

## How to Get Online Access in the SOURCE

### Employers must have the following information:

- Employer ID  
**AND**
- Employer FEIN (Federal Employer Identification Number)  
**AND**
- Gross wages for the most recently filed quarter  
**OR**
- Amount of last payment made

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





## 2. Select **Authenticate My Account**

The screenshot shows the Ohio Department of Job and Family Services SOURCE application interface. On the left is a navigation menu with categories like 'Credentialed Information for Employers and Agents' and 'Quick Links'. The main content area includes a welcome message, a 'Web Accessibility Mode' checkbox, and three main sections: 'Existing Employer: Authenticate Account to Establish Login Credentials', 'Existing Employer: Login to Account', and 'New Employer: Register an Account'. Each section has a corresponding icon and a brief instruction. At the bottom, there are buttons for 'Register for an Account' and 'Continue Registration'.

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

This screenshot shows the authentication page where the 'Authenticate via Payment Information' radio button is selected. The 'Security Questions' section contains input fields for 'Employer ID: \*' and 'FEN: \*', a text question 'What was the amount of your most recent payment for this account?' with a value of '\$0.00', a captcha image, and an 'Authenticate' button. A note at the bottom indicates that fields marked with an asterisk are required.

## . . . or via **Wage Information**:

This screenshot shows the authentication page where the 'Authenticate via Wage Information' radio button is selected. The 'Security Questions' section contains input fields for 'Employer ID: \*' and 'FEN: \*', a text question 'What was the total gross wage amount on the quarterly wage report for the most recent calendar quarter submitted?', a captcha image, and an 'Authenticate' button. A note at the bottom indicates that fields marked with an asterisk are required.

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](mailto:TheSource@jfs.ohio.gov)