



Department of Taxation

New Business Setup

Material displayed in this user guide is for informational purposes only.

This guide will show how to set up a new business for the first time on Ohio Business Gateway and OH|TAX eServices. Businesses must be registered on the Ohio Business Gateway ([Gateway.ohio.gov](https://gateway.ohio.gov)) before being set up in OH|TAX eServices. We will show two paths: 1) for those without an existing OHID setting up a new business, and 2) for those with an existing OHID and setting up a new business. **Skip to page 11 to see the second path.**

Please note: Although this guide displays an example for Sales Tax, the process is the same for other business taxes within OH|TAX eServices.

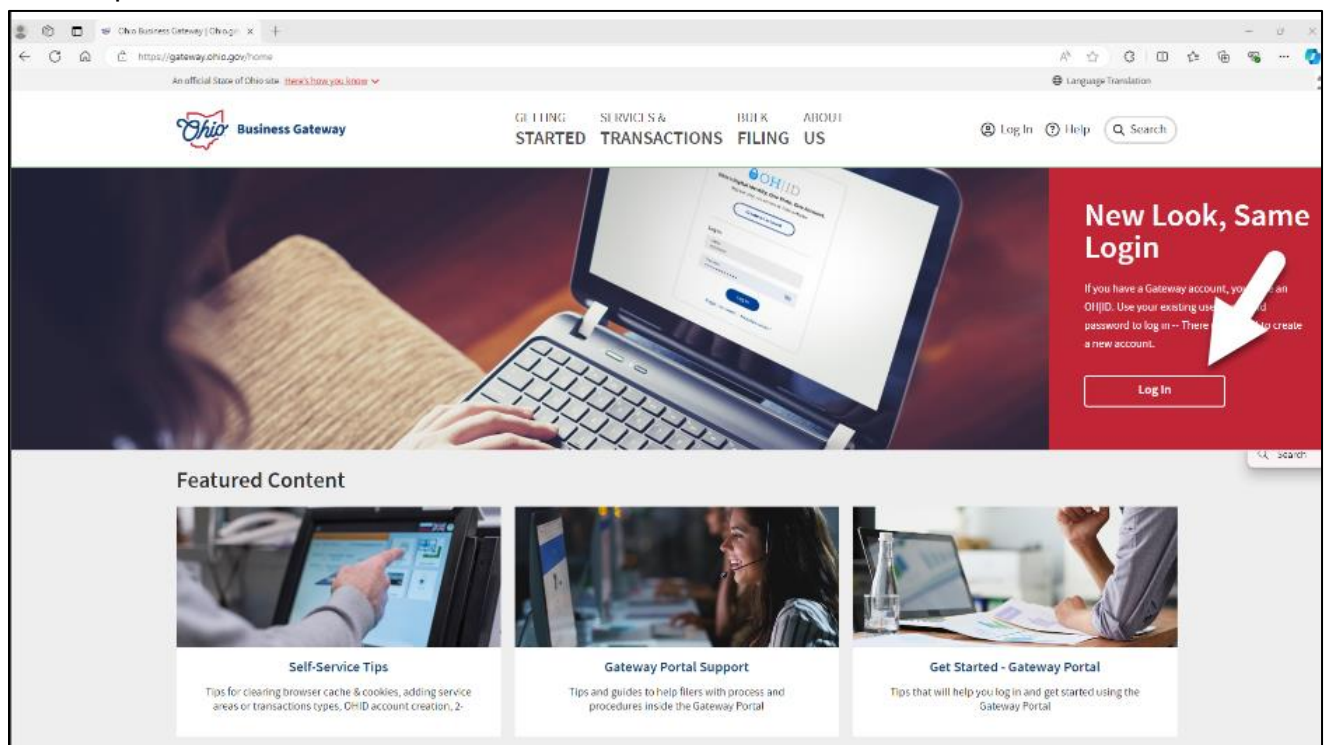
New Business Setup

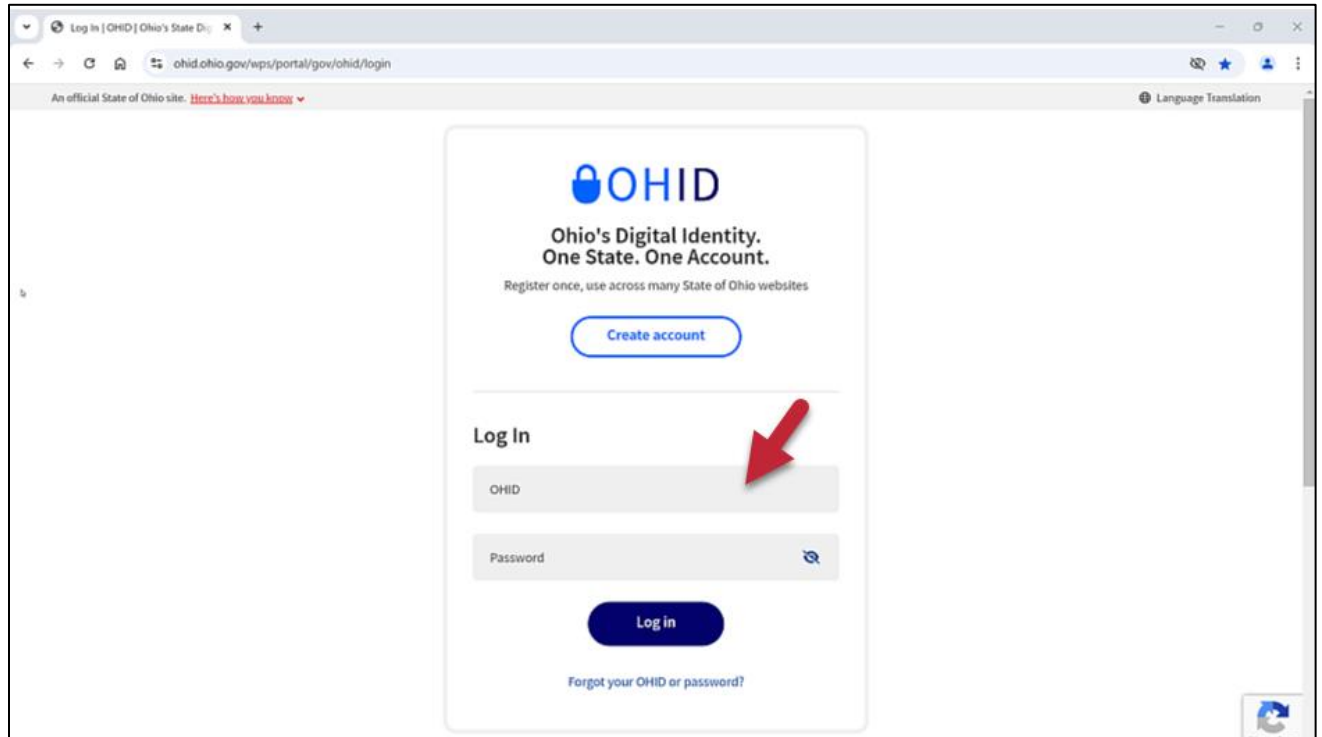
New Business Setup: Setting up a New Business and new OHID

Note: The steps shown here represent a taxpayer setting up a business with a new OHID. They assume the taxpayer has recently established their OHID and are now ready to set up a new business.

Ohio Business Gateway

1. Visit the Ohio Business Gateway (OBG) ([Gateway.ohio.gov](https://gateway.ohio.gov)). Log in with your new **OHID**, including the Two-step verification.





Log In | OHID | Ohio's State D...

ohid.ohio.gov/wps/portal/gov/ohid/login

An official State of Ohio site. [Here's how you know](#)

Language Translation

OHID

Ohio's Digital Identity.
One State. One Account.

Register once, use across many State of Ohio websites

Create account

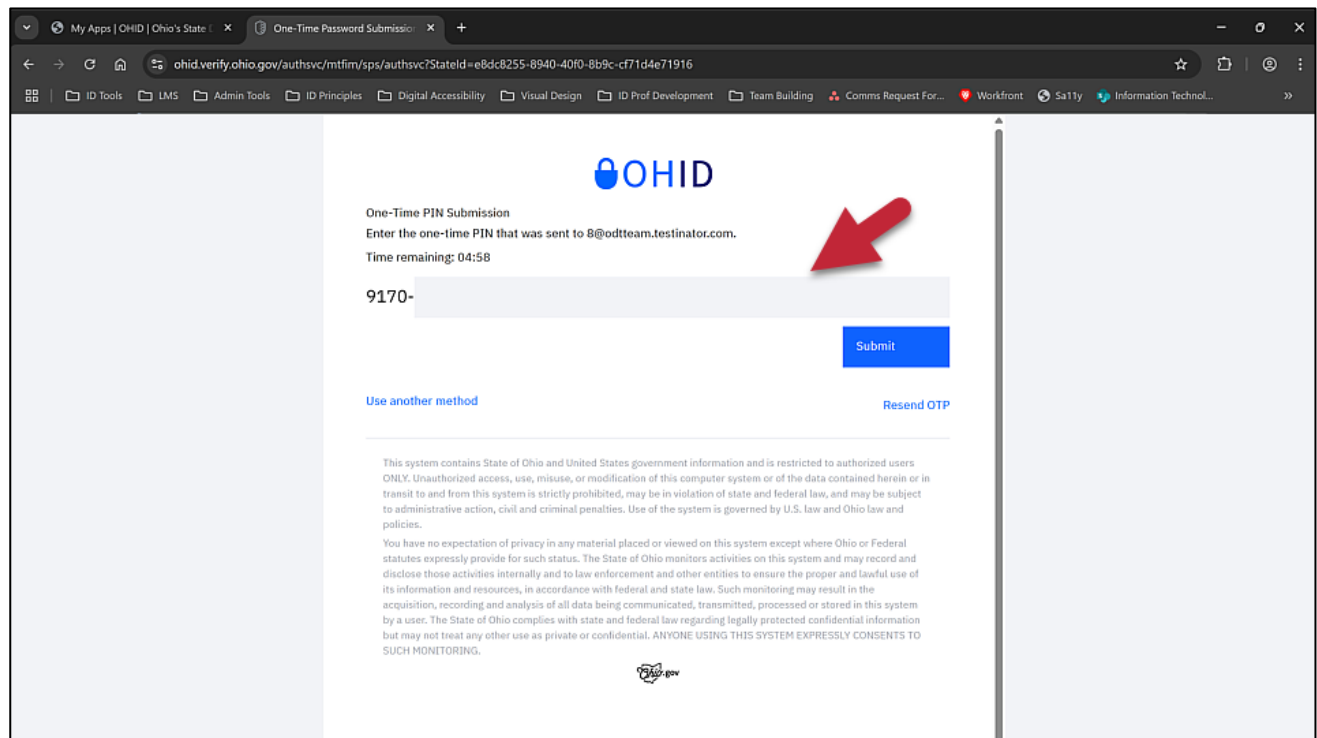
Log In

OHID

Password

Log in

[Forgot your OHID or password?](#)



My Apps | OHID | Ohio's State D...

One-Time Password Submission

ohid.verify.ohio.gov/authsvc/mtf/m/sps/authsvc?StateId=e8dc8255-8940-40f0-8b9c-cf71d4e71916

OHID

One-Time PIN Submission

Enter the one-time PIN that was sent to B@odtteam.testinator.com.

Time remaining: 04:58

9170-

Submit

[Use another method](#)

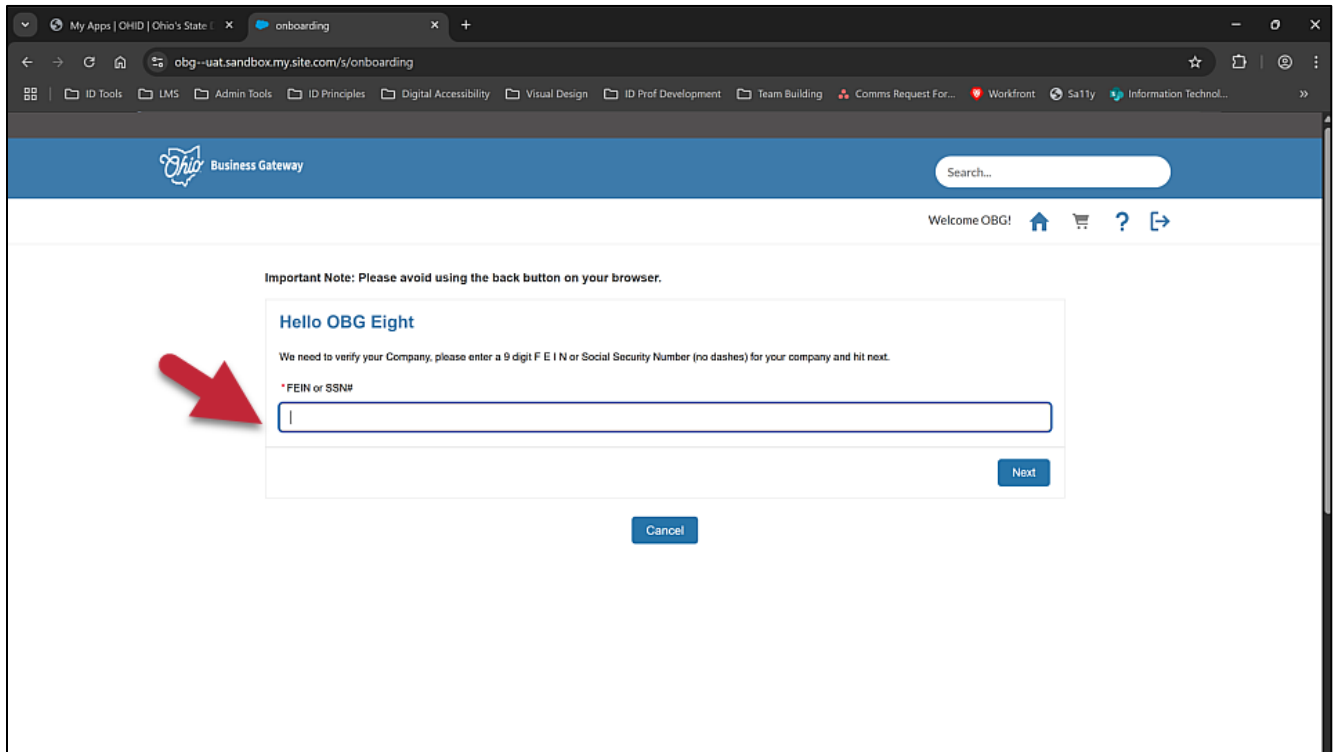
[Resend OTP](#)

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Ohio.gov

- When prompted, enter the 9-digit Federal Employer Identification Number (FEIN) or Social Security Number (SSN) for the business you are trying to set up and select **Next**.



My Apps | OHID | Ohio's State | onboarding

obg--uat.sandbox.my.site.com/s/onboarding

Business Gateway

Welcome OBG!

Important Note: Please avoid using the back button on your browser.

Hello OBG Eight

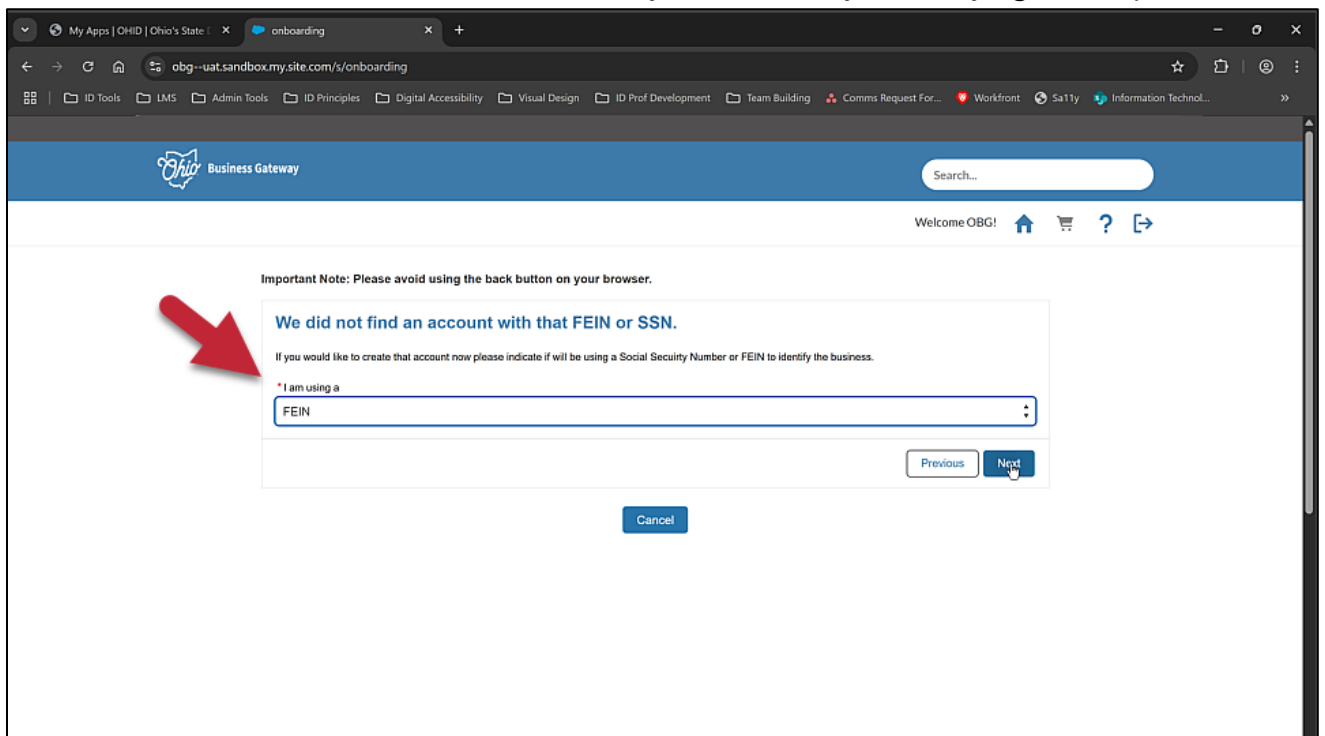
We need to verify your Company, please enter a 9 digit F E I N or Social Security Number (no dashes) for your company and hit next.

* FEIN or SSN#

Next

Cancel

- You will see a screen that says “We did not find an account” since you are setting up the account for the first time. Select either FEIN or SSN to identify the business you are trying to set up. Select **Next**.



My Apps | OHID | Ohio's State | onboarding

obg--uat.sandbox.my.site.com/s/onboarding

Business Gateway

Welcome OBG!

Important Note: Please avoid using the back button on your browser.

We did not find an account with that FEIN or SSN.

If you would like to create that account now please indicate if will be using a Social Security Number or FEIN to identify the business.

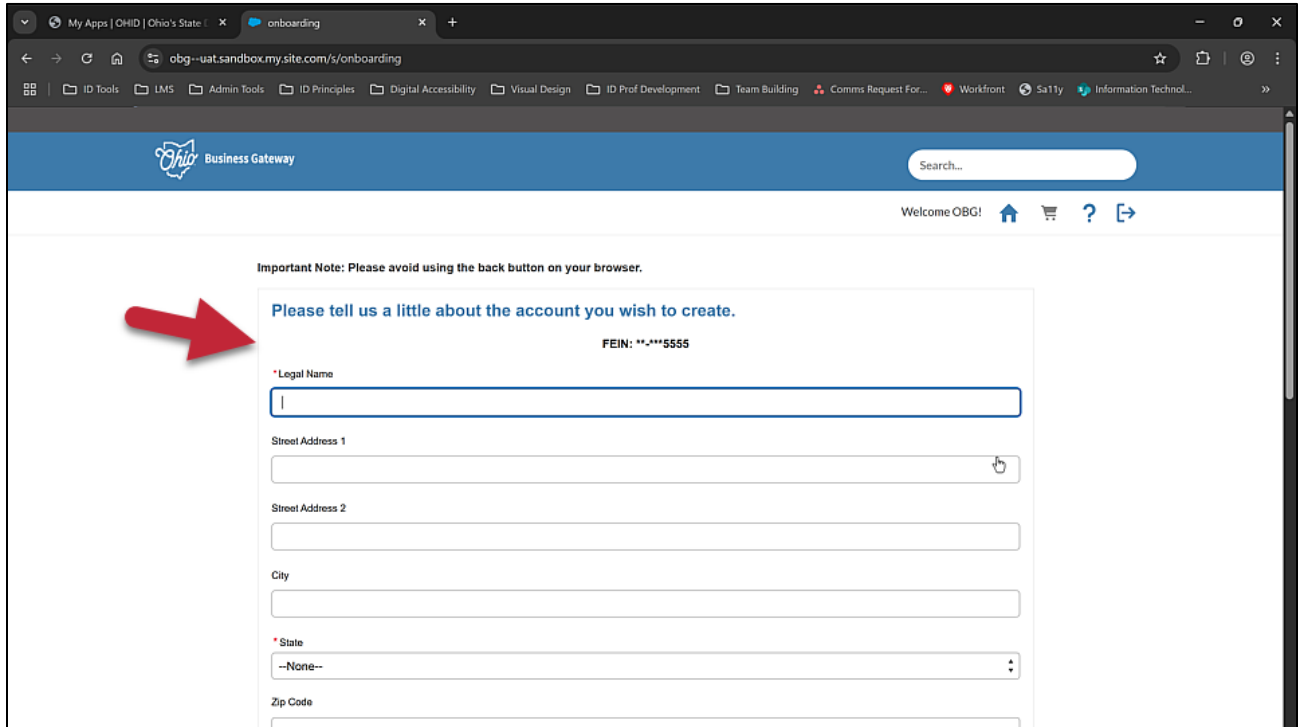
* I am using a

FEIN

Previous Next

Cancel

- Now you will be prompted to complete information about the business. Select **Next** when you're finished.



Important Note: Please avoid using the back button on your browser.

Please tell us a little about the account you wish to create.

FEIN: ***5555

* Legal Name

Street Address 1

Street Address 2

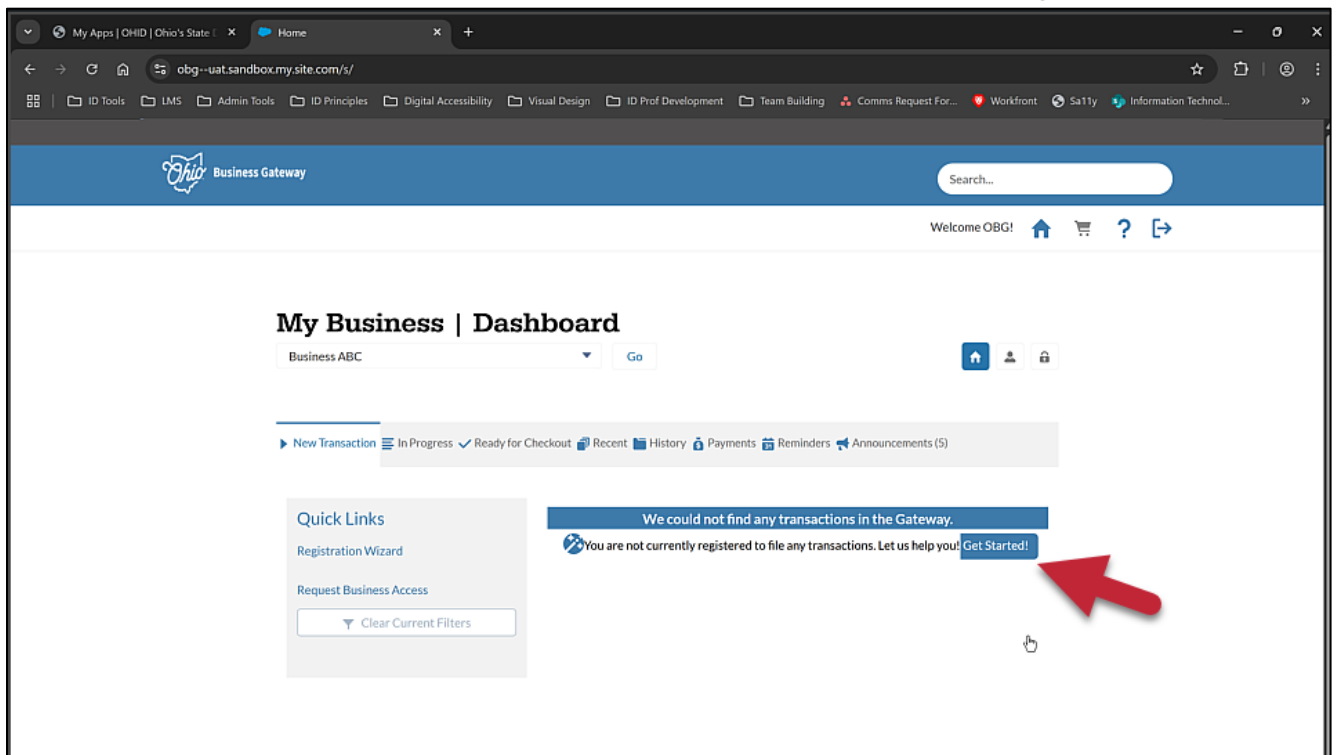
City

* State

--None--

Zip Code

- The OBG dashboard will appear. Select the **Get Started** button to start the Registration Wizard.



My Business | Dashboard

Business ABC

Go

New Transaction In Progress ✓ Ready for Checkout Recent History Payments Reminders Announcements (5)

Quick Links

Registration Wizard

Request Business Access

Clear Current Filters

We could not find any transactions in the Gateway.

You are not currently registered to file any transactions. Let us help you! **Get Started!**

- The Wizard is intended to help new Gateway users in determining the accounts they should consider registering for their business. Select **Next** to get started.

Important Note: Please avoid using the back button on your browser.

Welcome to the Registration Wizard!

This tool is intended to assist new Gateway users in determining the Service Areas for which they should consider registering.

The Wizard questions provide compliance requirement guidance for the following Service Areas: Commercial Activity Tax, Financial Institution Tax, OH|TAX eServices, Petroleum Activity Tax, Severance Tax, Unclaimed Funds, and Wireless 911 Charges.

It does not include guidance on all State compliance areas for businesses at this time. **Please note: There may be other Service Areas to consider for registration, so be sure to review the "Starting Your Business" Guide or check with your tax adviser.**

Select 'Next' to get started!

Next

- The registration wizard will take you through a series of screens with questions about your business. Complete the information to the best of your ability to ensure you have the tools you need in your eServices account.

Important Note: Please avoid using the back button on your browser.

Please tell us a little about your business.

* Where are you incorporated or otherwise organized?
Ohio

* Do you have employees?
No

* What are your yearly taxable gross receipts in Ohio? ⓘ
\$0 – \$6,000,000

* Where is your business located from which taxable sales are made to Ohio customers? Note: If you only sell at wholesale, please answer 'Not Applicable'.
Ohio

Previous Next

8. At the end, review your submission. You can edit your answers by selecting previous, print your answers to register another time, or select **Finish** to be redirected to the dashboard.

Important Note: Please avoid using the back button on your browser.

Thank you!

Various Tax types, including Sales tax and Employer Withholding, are now available to file and pay through OH|Tax eservices. Based on the answers you provided, you should consider registering for the following Service Areas:

- OH|Tax eServices
- Online Notice Response Service - Ohio Department of Taxation Document Upload
- Unclaimed Funds
- Unemployment Insurance Tax – Click [here](#) for information

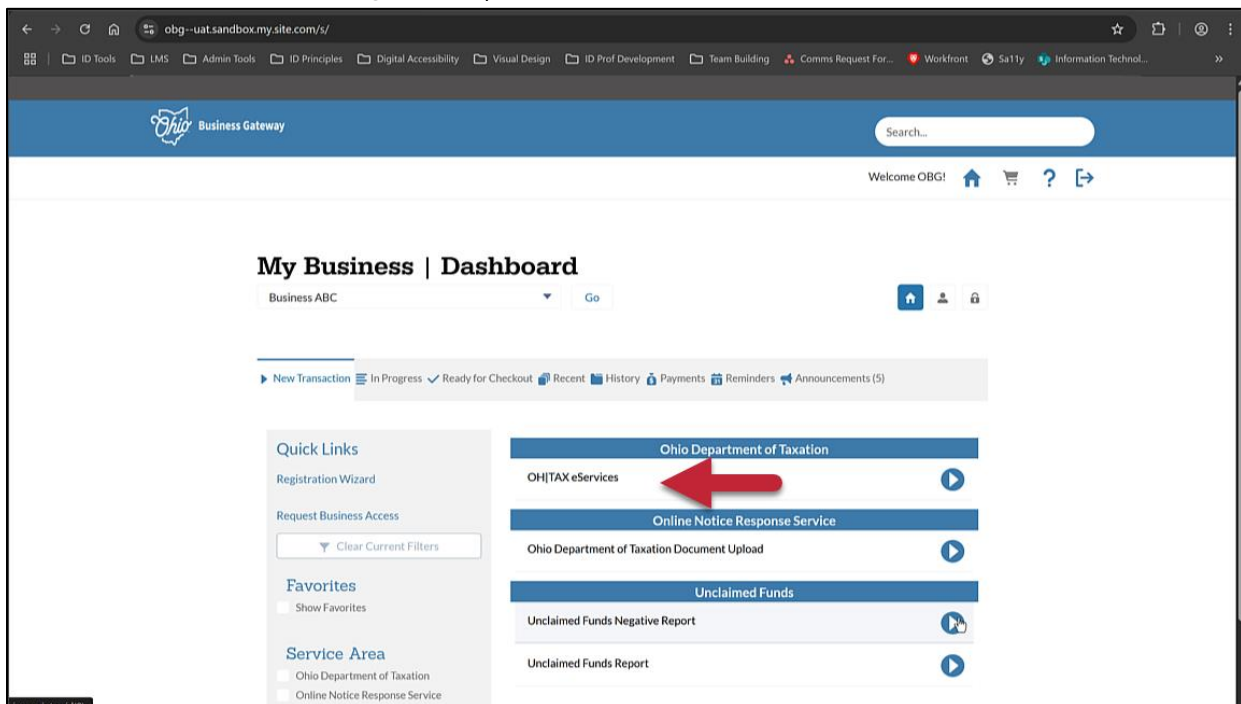
What should I do now?

- You can edit your answers by selecting the "Previous" button.
- You can print this list and register at another time.
- Select Finish to add the Service Areas and Transaction Types provided by your answers to your Dashboard.

[Previous](#) [Finish](#)

OH|TAX eServices

9. Now that the business is established in the Ohio Business Gateway, you will move to the OH|TAX eServices portal by selecting the OH|TAX eServices button from the dashboard.



obg-uat.sandbox.my.site.com/s/

Search...

Welcome OBG!

My Business | Dashboard

Business ABC

Go

Quick Links

- Registration Wizard
- Request Business Access
- Clear Current Filters
- Favorites
- Show Favorites
- Service Area
- Ohio Department of Taxation
- Online Notice Response Service

Ohio Department of Taxation

- OH|TAX eServices
- Online Notice Response Service
- Ohio Department of Taxation Document Upload
- Unclaimed Funds
- Unclaimed Funds Negative Report
- Unclaimed Funds Report

10. You will be directed to the OH|TAX eServices announcement page. Select either of the OH|TAX eServices links in blue to be directed to the new portal.

OH|Tax eServices

Company Name

Company ID

Business ABC

**.*5555

★

Set Transaction as Favorite.

This is the new Service Area Transaction to take you to [OH|TAX eServices](#).

All transactions occurring on or after December 9th, 2024 will take place on [OH|TAX eServices](#) for the following taxes:

- Sales and Use Tax
- Employer and School District Withholding
- Public Utility Personal Property (PUPP)
- Public Utility Excise Tax (PUET)
- Natural Gas (MCF)
- Adult Use Cannabis Tax

To file and/or pay for other taxes, please navigate back to Ohio Business Gateway.

11. If prompted, complete the Two-step verification.

128 42 9

OHID

Two-step verification

Choose a method

How would you like to verify it's you?

Email

Email 8@odtteam.testinator.com

Email 88@odtteam.testinator.com

Send code

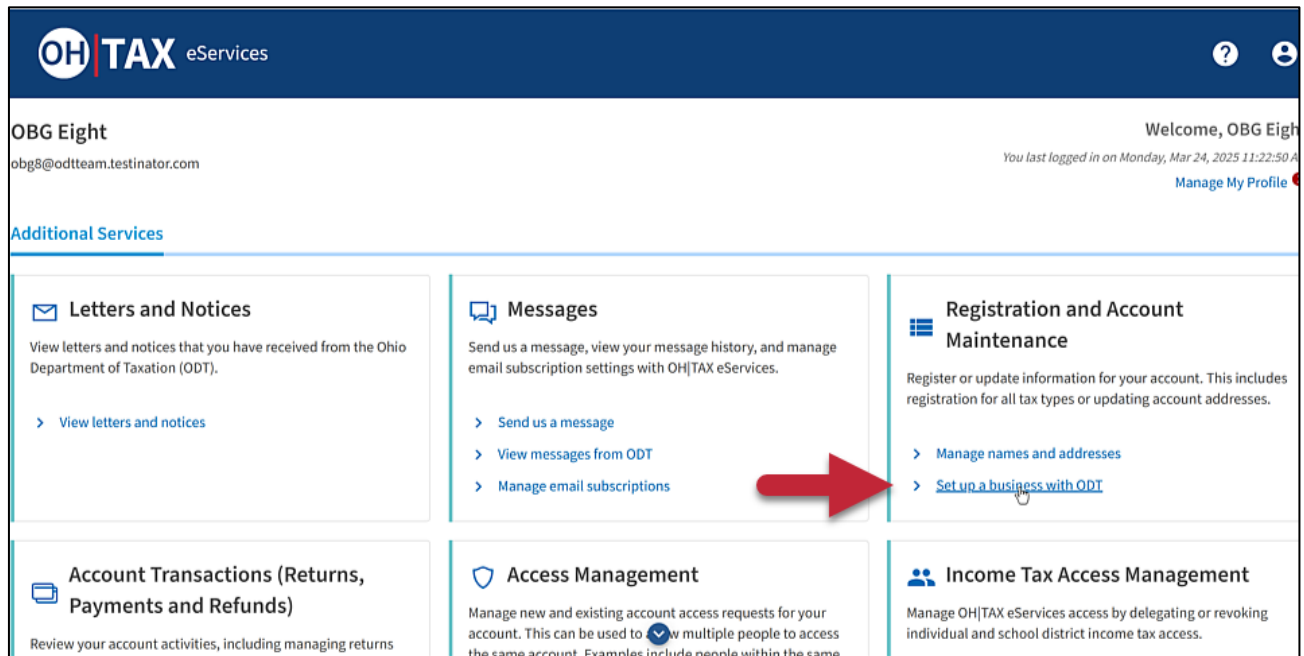
Send code

Can't use any of these verification methods? [Get help](#)

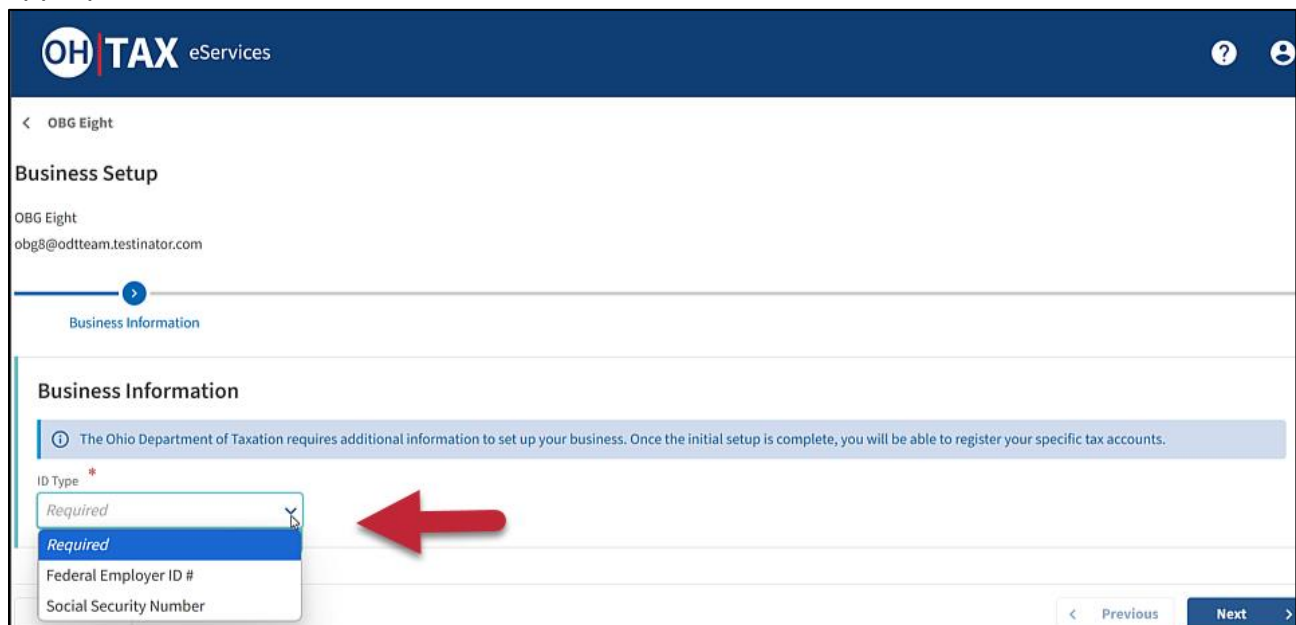
This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

12. You will now be in OH|TAX eServices portal. Under the Registration and Account Maintenance tile, select **Set up a business with ODT**.

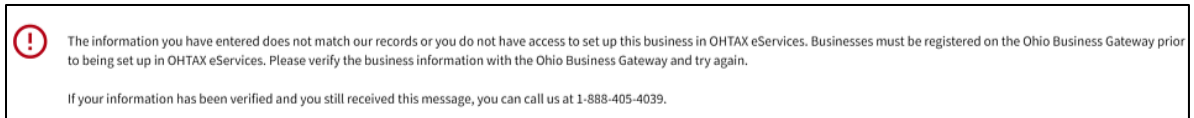


13. Select the ID type and enter the number. Depending on the ID type you selected, enter the appropriate information for the business.

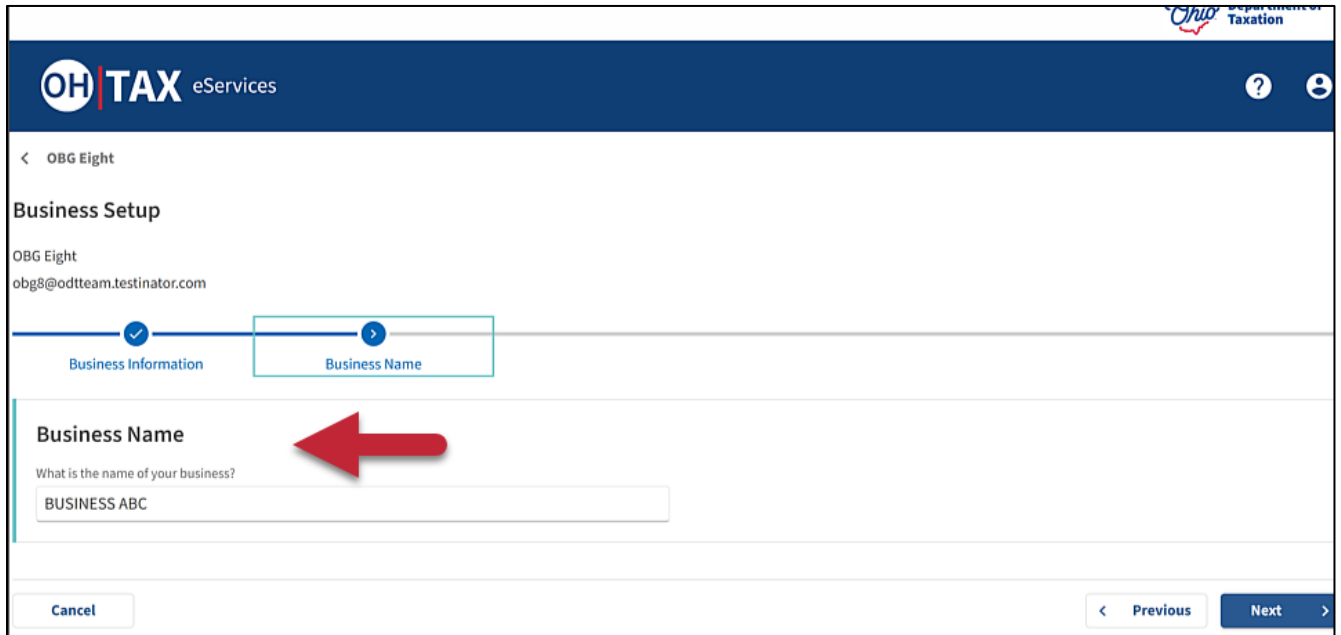


The screenshot shows the 'Business Setup' page in the OH|TAX eServices portal. The 'Business Information' section is active, and a dropdown menu for 'ID Type' is open, showing options: 'Required', 'Required', 'Federal Employer ID #', and 'Social Security Number'. A red arrow points to the dropdown menu.

- a. If a warning screen appears, 1) check the accuracy of the number you entered, and/or 2) check that the number you entered matches what you input in OBG to request access.



14. You will then be asked a series of questions about the business. Some of the information may be pre-populated from the Ohio Business Gateway. Complete each field as prompted.



OH TAX eServices

< OBG Eight

Business Setup

OBG Eight
obg8@odtteam.testinator.com

Business Information Business Name

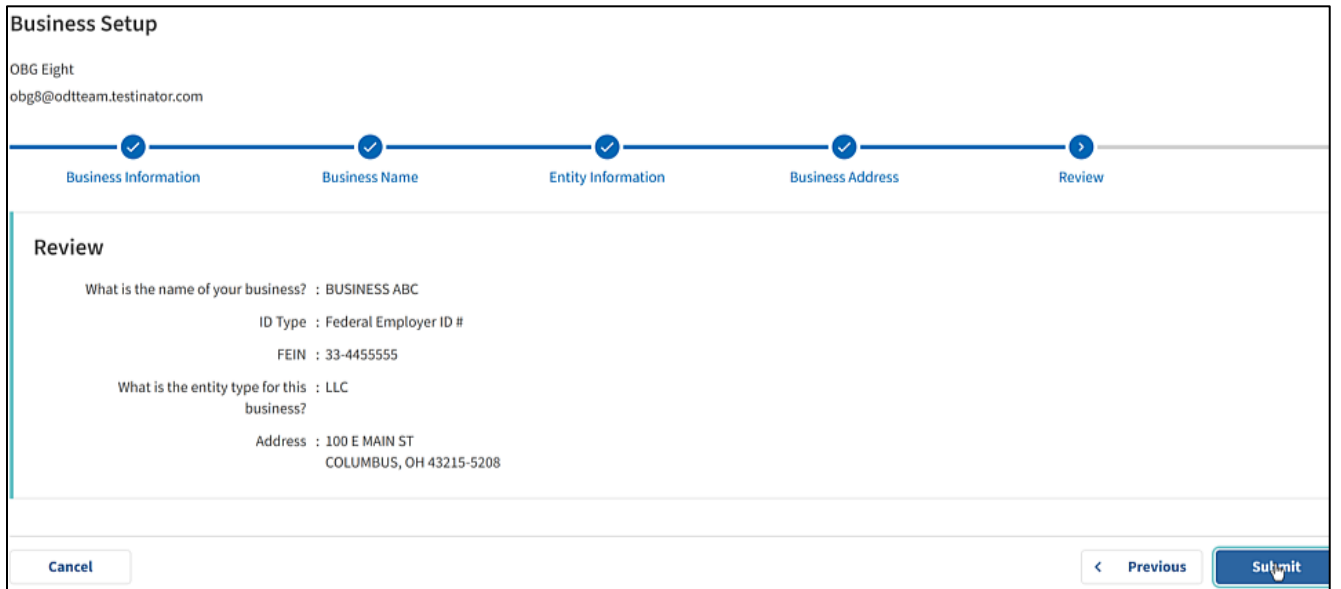
Business Name

What is the name of your business?

BUSINESS ABC

Cancel Previous Next

15. On the Review screen, verify your entries and select **Submit**.



Business Setup

OBG Eight
obg8@odtteam.testinator.com

Business Information Business Name Entity Information Business Address Review

Review

What is the name of your business? : BUSINESS ABC

ID Type : Federal Employer ID #

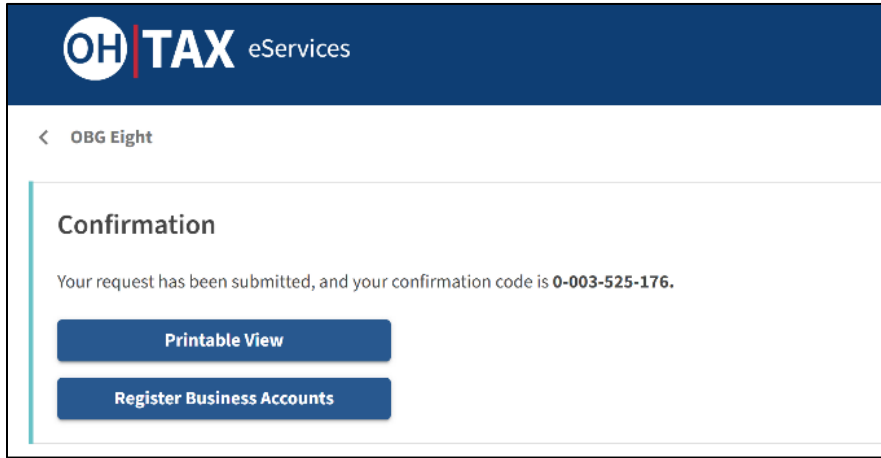
FEIN : 33-445555

What is the entity type for this : LLC business?

Address : 100 E MAIN ST
COLUMBUS, OH 43215-5208

Cancel Previous Submit

16. At this point, you can print your confirmation or select Register Business Account to register for a vendor's license or other Ohio business accounts.



OH TAX eServices

< OBG Eight

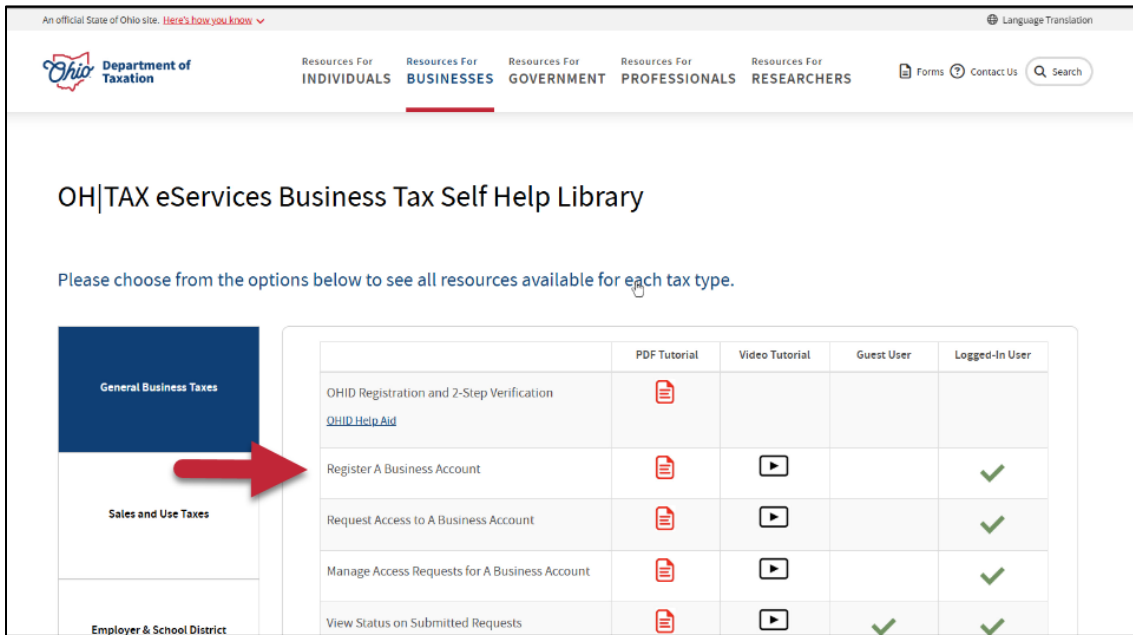
Confirmation

Your request has been submitted, and your confirmation code is **0-003-525-176**.

[Printable View](#)

[Register Business Accounts](#)

- a. Note: This guide shows the steps to establish a new business with Ohio Business Gateway and OH|TAX eServices. The new business set up is required before you can register a new business tax account. To register for an Ohio business tax account, please refer to the tutorial "Register a Business Account."



An official State of Ohio site. [Here's how you know](#)

Language Translation

Resources For INDIVIDUALS **Resources For BUSINESSES** Resources For GOVERNMENT Resources For PROFESSIONALS Resources For RESEARCHERS

Forms Contact Us Search

OH|TAX eServices Business Tax Self Help Library

Please choose from the options below to see all resources available for each tax type.

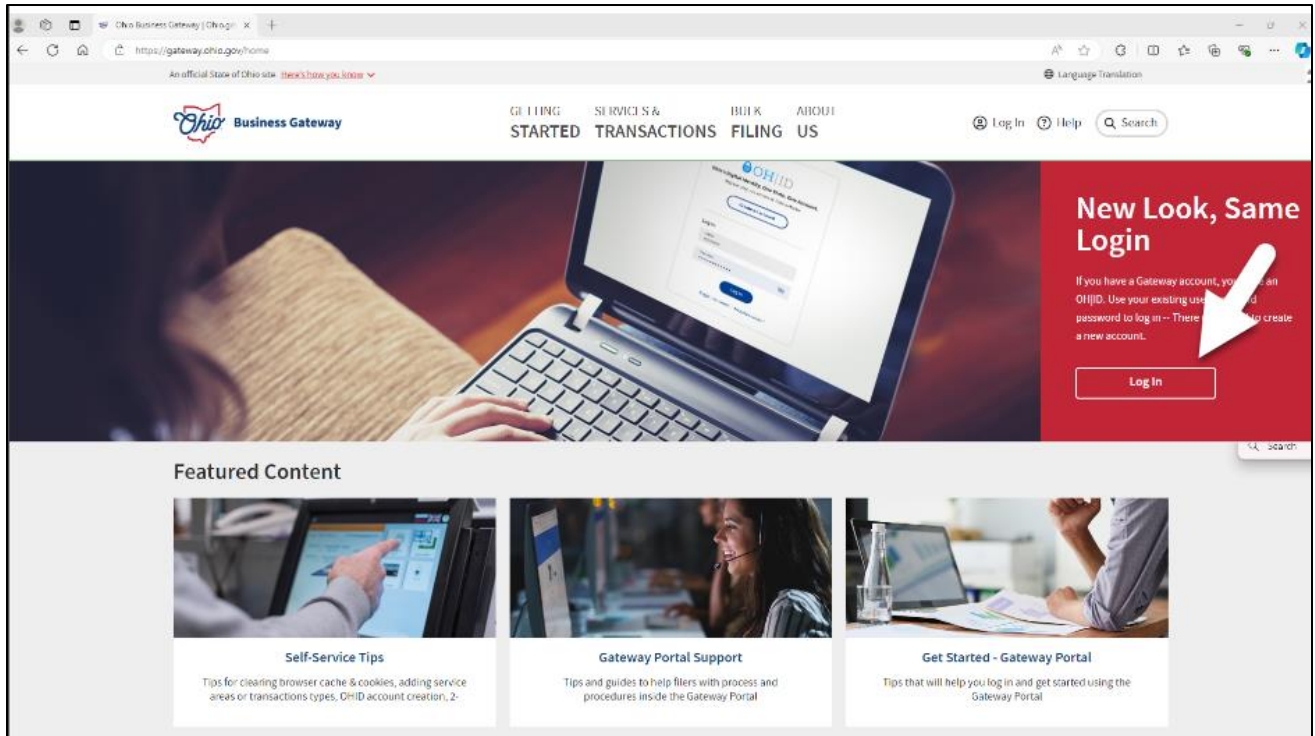
	PDF Tutorial	Video Tutorial	Guest User	Logged-In User
General Business Taxes				
OHID Registration and 2-Step Verification OHID Help Aid				
Register A Business Account				✓
Request Access to A Business Account				✓
Manage Access Requests for A Business Account				✓
View Status on Submitted Requests			✓	✓
Sales and Use Taxes				
Employer & School District				

New Business Setup: Setting up a New Business with an Existing OHID

Note: The steps shown here represent a taxpayer with an existing OHID and access to two or more business accounts. The steps will show how that taxpayer would set up an additional business account under the existing OHID.

Ohio Business Gateway

1. Visit the Ohio Business Gateway ([Gateway.ohio.gov](https://gateway.ohio.gov)). Log in with your **OHID**, including the Two-step verification.





Log In | OHID | Ohio's State D... x +

ohid.ohio.gov/wps/portal/gov/ohid/login

An official State of Ohio site. [Here's how you know](#) v

Language Translation



Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create account

Log In

Log in

[Forgot your OHID or password?](#)

My Apps | OHID | Ohio's State D... x +

One-Time Password Submission x +

ohid.verify.ohio.gov/authsvc/mtf/m/sps/authsvc?StateId=e8dc8255-8940-40f0-8b9c-cf71d4e71916

ID Tools | LMS | Admin Tools | ID Principles | Digital Accessibility | Visual Design | ID Prof Development | Team Building | Comms Request For... | Workfront | Sa11y | Information Technol...



One-Time PIN Submission

Enter the one-time PIN that was sent to 8@odtteam.testinator.com.

Time remaining: 04:58

9170-

Submit

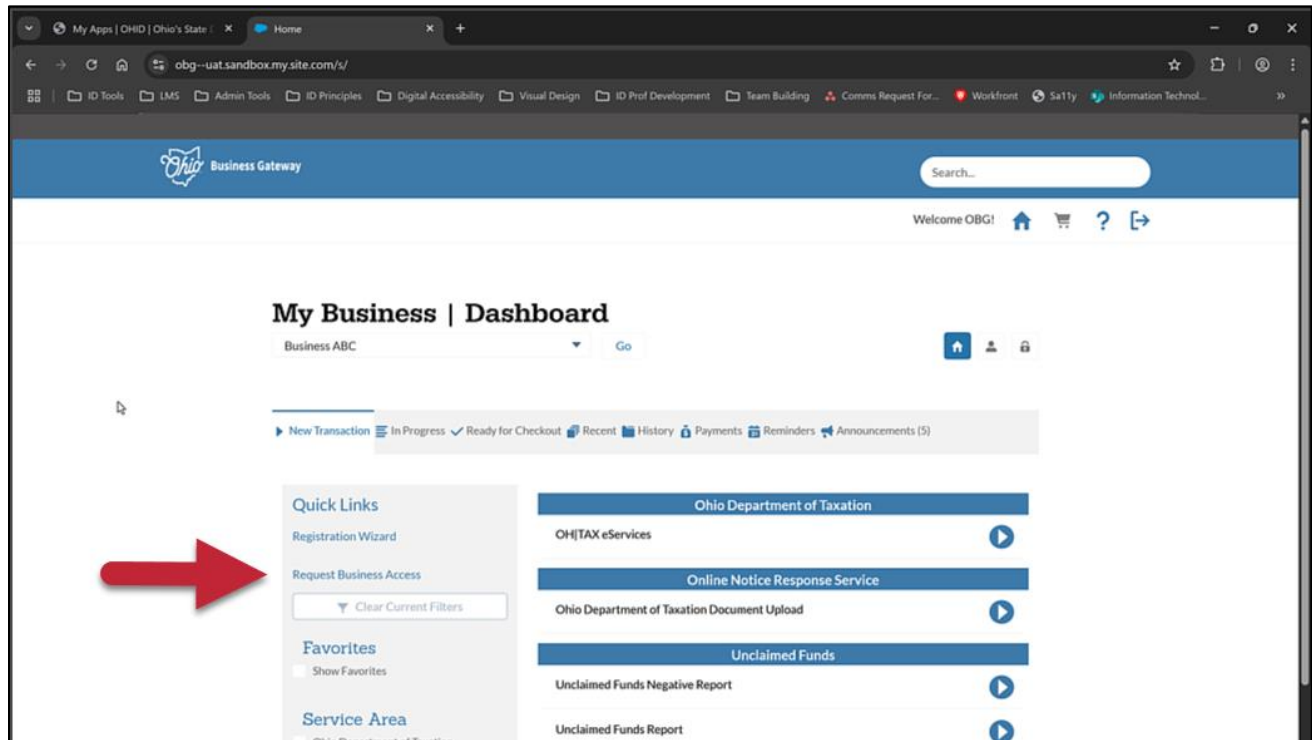
[Use another method](#) [Resend OTP](#)

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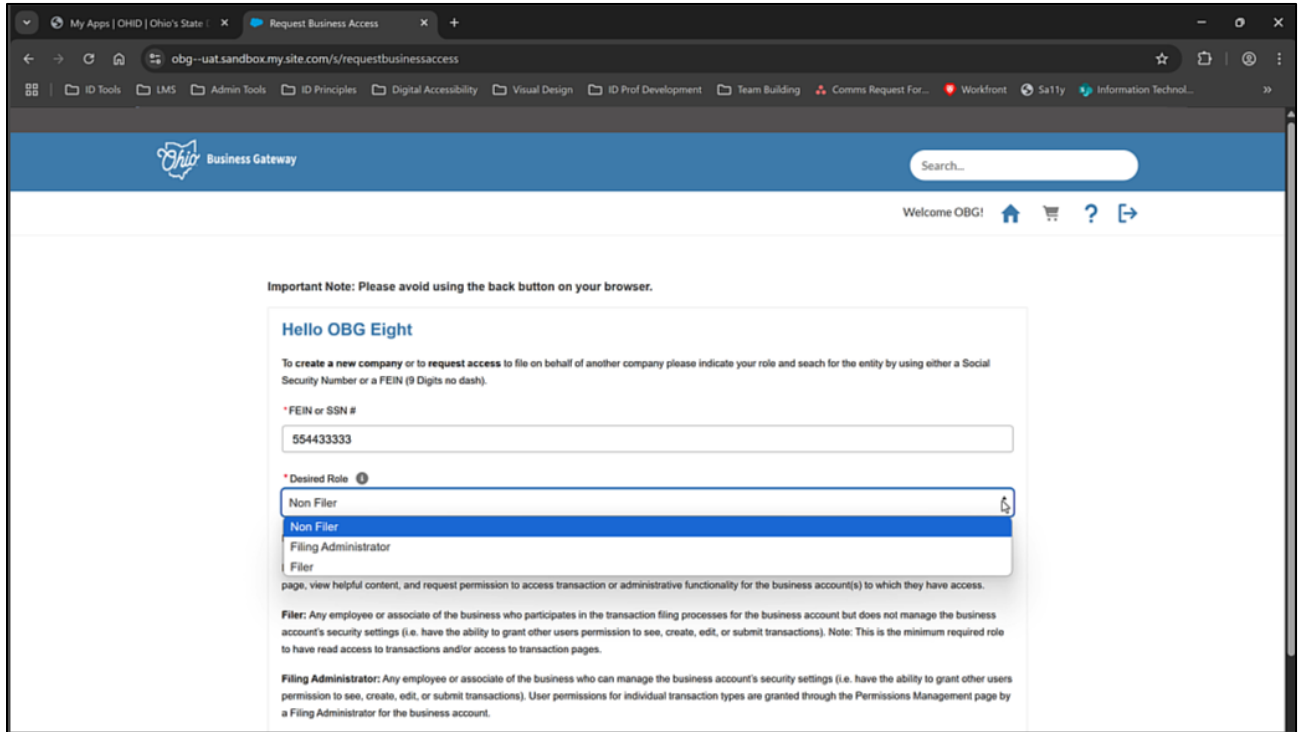


- From the My Business Dashboard, select Request Business Access from the left side menu.



- Enter your Federal Employer Identification Number (FEIN) or Social Security Number (SSN) and your desired role (Recommended Role: Filing Administrator, this role has the highest levels of access). Select **Next**.

4. When prompted, select either FEIN or SSN to identify the business you are trying to set up. Select **Next**.



Important Note: Please avoid using the back button on your browser.

Hello OBG Eight

To create a new company or to request access to file on behalf of another company please indicate your role and search for the entity by using either a Social Security Number or a FEIN (9 Digits no dash).

*FEIN or SSN #

554433333

*Desired Role

Non Filer

Non Filer

Filing Administrator

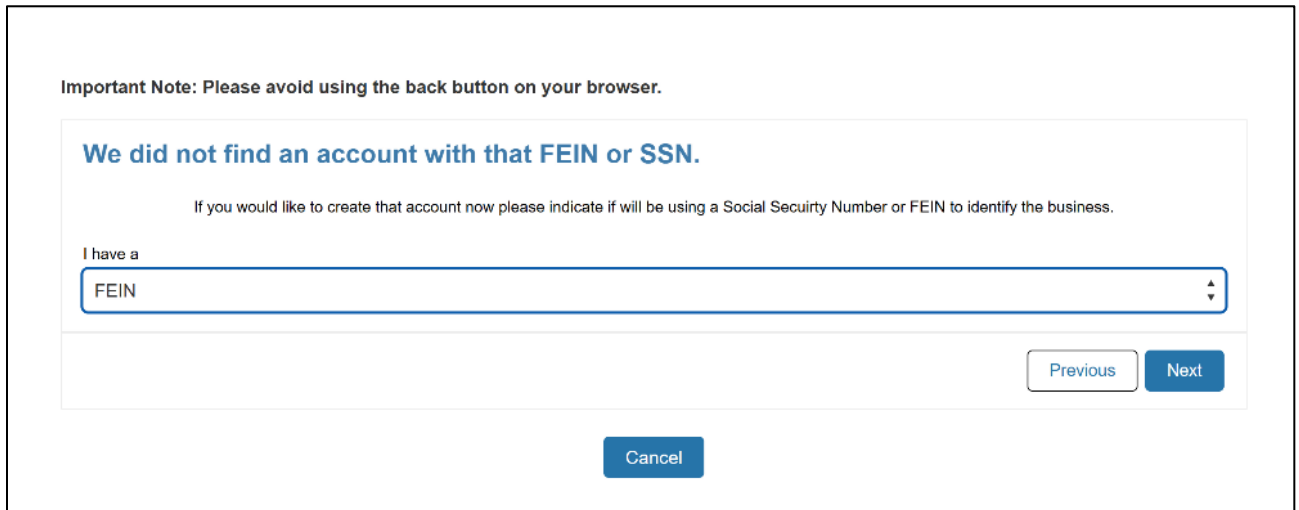
Filer

page, view helpful content, and request permission to access transaction or administrative functionality for the business account(s) to which they have access.

Filer: Any employee or associate of the business who participates in the transaction filing processes for the business account but does not manage the business 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 minimum required role to have read access to transactions and/or access to transaction pages.

Filing Administrator: Any employee or associate of the business who can manage the business account's security settings (i.e. have the ability to grant other users permission to see, create, edit, or submit transactions). User permissions for individual transaction types are granted through the Permissions Management page by a Filing Administrator for the business account.

5. You will see a screen that says “We did not find an account” since you are setting up a new account. Select either FEIN or SSN to identify the business you are trying to set up. Select **Next**.



Important Note: Please avoid using the back button on your browser.

We did not find an account with that FEIN or SSN.

If you would like to create that account now please indicate if will be using a Social Security Number or FEIN to identify the business.

I have a

FEIN

Previous Next

Cancel

6. When prompted, complete information about the new business.

Important Note: Please avoid using the back button on your browser.

Please tell us a little about the company you are creating.

FEIN: **-***3333

* Legal Name

Street Address 1

Street Address 2

7. You will be asked if you wish to request access to another company. Choose your answer and select **Finish**.

Important Note: Please avoid using the back button on your browser.

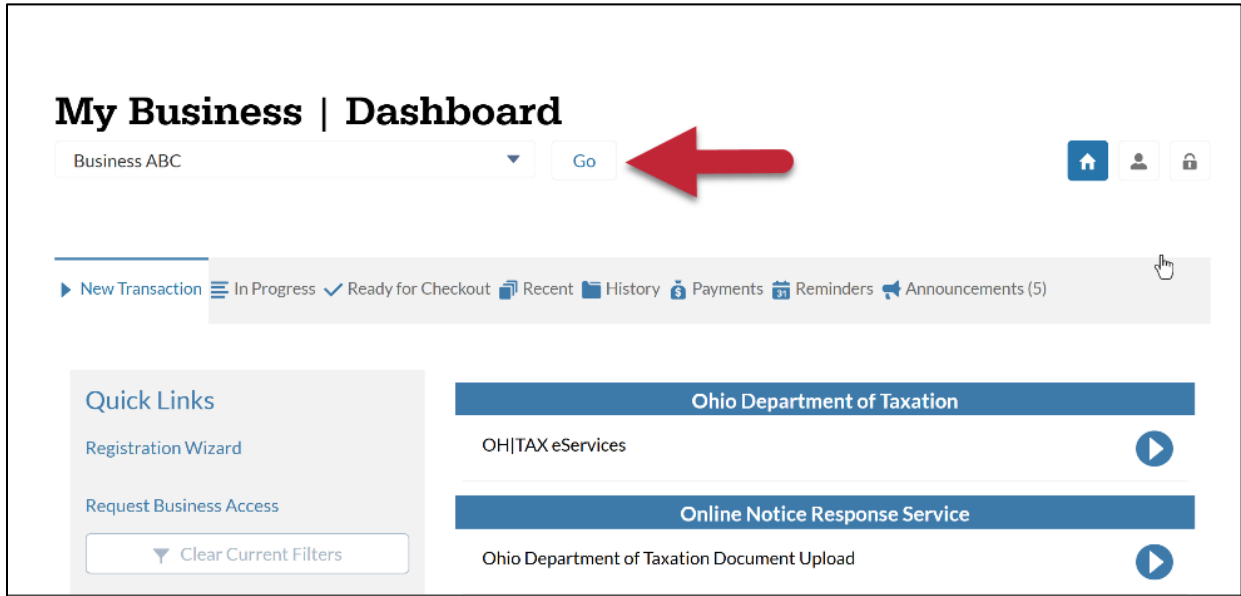
Do you need to request access to another company?

Yes

Finish

Cancel

8. The OBG dashboard will appear. Select the business name from the drop-down. Select **Go**.



My Business | Dashboard

Business ABC Go

Home User Lock

▶ New Transaction
 In Progress ✓ Ready for Checkout
 Recent History Payments Reminders Announcements (5)

Quick Links

Registration Wizard

Request Business Access

Clear Current Filters

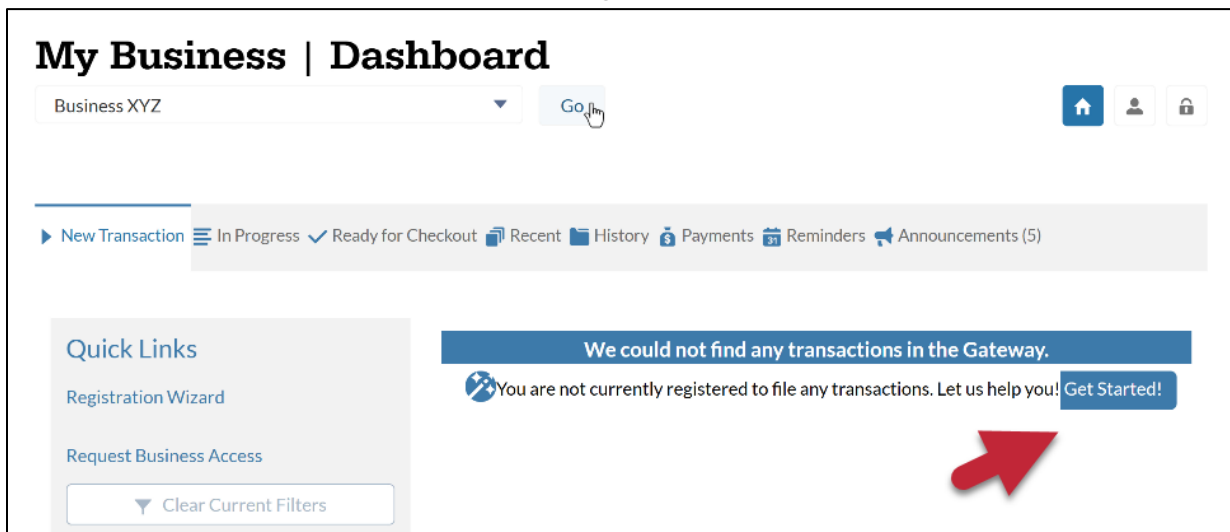
Ohio Department of Taxation

OH|TAX eServices

Online Notice Response Service

Ohio Department of Taxation Document Upload

9. Select the **Get Started** button to start the Registration Wizard.



My Business | Dashboard

Business XYZ Go

Home User Lock

▶ New Transaction
 In Progress ✓ Ready for Checkout
 Recent History Payments Reminders Announcements (5)

Quick Links

Registration Wizard

Request Business Access

Clear Current Filters

We could not find any transactions in the Gateway.

You are not currently registered to file any transactions. Let us help you! **Get Started!**

10. The Wizard is intended to help new Gateway users in determining the accounts they should consider registering for their business. Select **Next**.

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Welcome to the Registration Wizard!

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Select 'Next' to get started!

Next

11. The registration wizard will take you through a series of screens with questions about your business. Complete the information to the best of your ability to ensure you have the tools you need in your eServices account.

Important Note: Please avoid using the back button on your browser.

Please tell us a little about your business.

* Where are you incorporated or otherwise organized?
Ohio

* Do you have employees?
No

* What are your yearly taxable gross receipts in Ohio? ⓘ
\$0 – \$6,000,000

* Where is your business located from which taxable sales are made to Ohio customers? Note: If you only sell at wholesale, please answer 'Not Applicable'.
Ohio

Previous Next

12. At the end, review your submission. You can edit your answers by selecting previous, print your answers to register another time, or select **Finish** to be redirected to the dashboard.

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Thank you!

Various Tax types, including Sales tax and Employer Withholding, are now available to file and pay through OH|Tax eservices. Based on the answers you provided, you should consider registering for the following Service Areas:

- OH|Tax eServices
- Online Notice Response Service - Ohio Department of Taxation Document Upload
- Unclaimed Funds
- Unemployment Insurance Tax – Click [here](#) for information

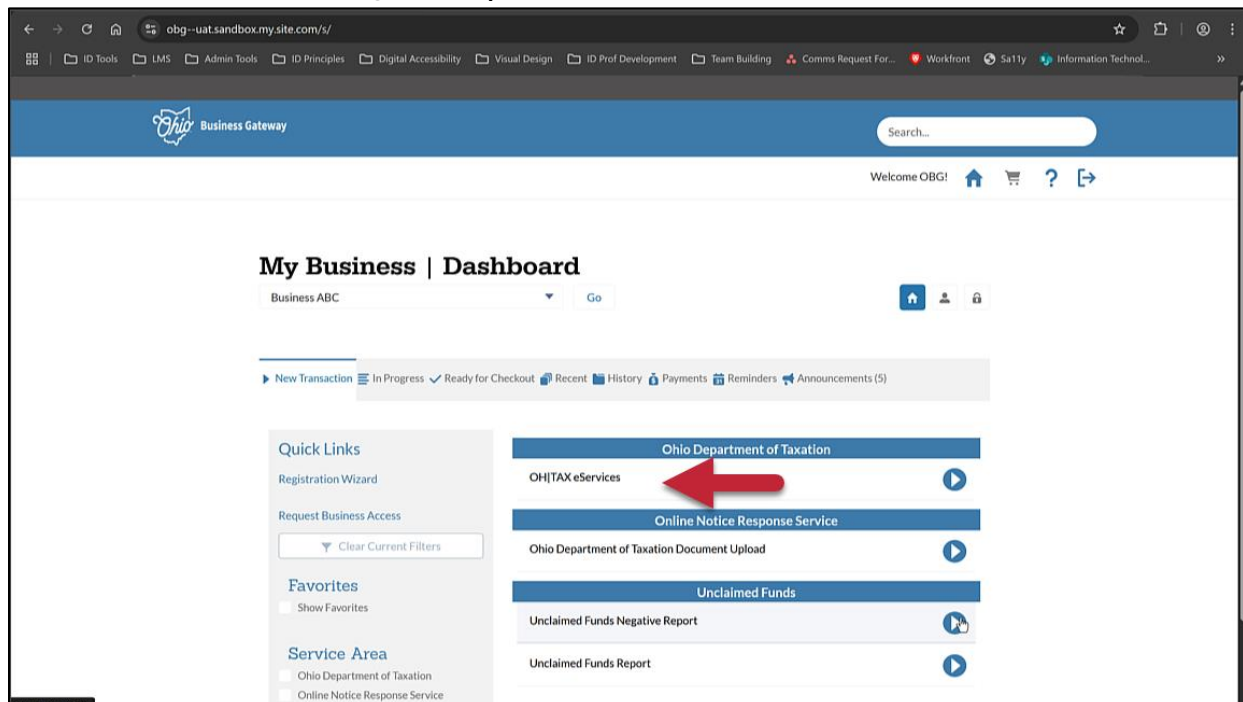
What should I do now?

- You can edit your answers by selecting the "Previous" button.
- You can print this list and register at another time.
- Select Finish to add the Service Areas and Transaction Types provided by your answers to your Dashboard.

[Previous](#) [Finish](#)

OH|TAX eServices

13. Now that the business is established in the Ohio Business Gateway, you will move to the OH|TAX eServices portal by selecting the **OH|TAX eServices** button from the dashboard.



The screenshot shows the Ohio Business Gateway dashboard. The header includes the Ohio Business Gateway logo and a search bar. The main content area is titled "My Business | Dashboard" and shows a list of services. A red arrow points to the "OH|TAX eServices" button in the "Ohio Department of Taxation" section. Other services listed include "Online Notice Response Service", "Ohio Department of Taxation Document Upload", "Unclaimed Funds", "Unclaimed Funds Negative Report", and "Unclaimed Funds Report".

14. You will be directed to the OH|TAX eServices announcement page. Select either of the OH|TAX eServices links in blue to be directed to the new portal.

OH|Tax eServices

Company Name

Company ID

Business ABC

**.*5555



Set Transaction as Favorite.

This is the new Service Area Transaction to take you to [OH|TAX eServices](#).

All transactions occurring on or after December 9th, 2024 will take place on [OH|TAX eServices](#) for the following taxes:

- Sales and Use Tax
- Employer and School District Withholding
- Public Utility Personal Property (PUPP)
- Public Utility Excise Tax (PUET)
- Natural Gas (MCF)
- Adult Use Cannabis Tax

To file and/or pay for other taxes, please navigate back to Ohio Business Gateway.

15. If prompted, enter the Two-step verification.

128 42 9



Two-step verification

Choose a method

How would you like to verify it's you?

Email

Email 8@odtteam.testinator.com

Email 88@odtteam.testinator.com

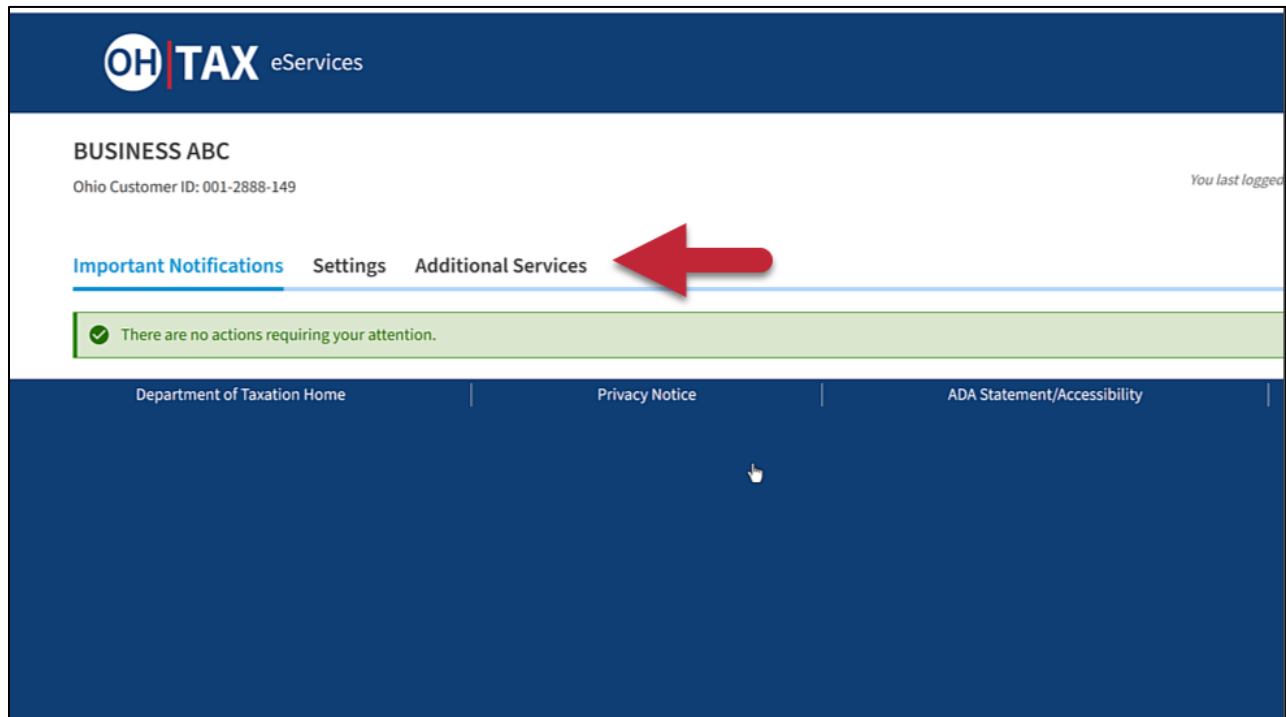
Can't use any of these verification methods? [Get help](#)

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

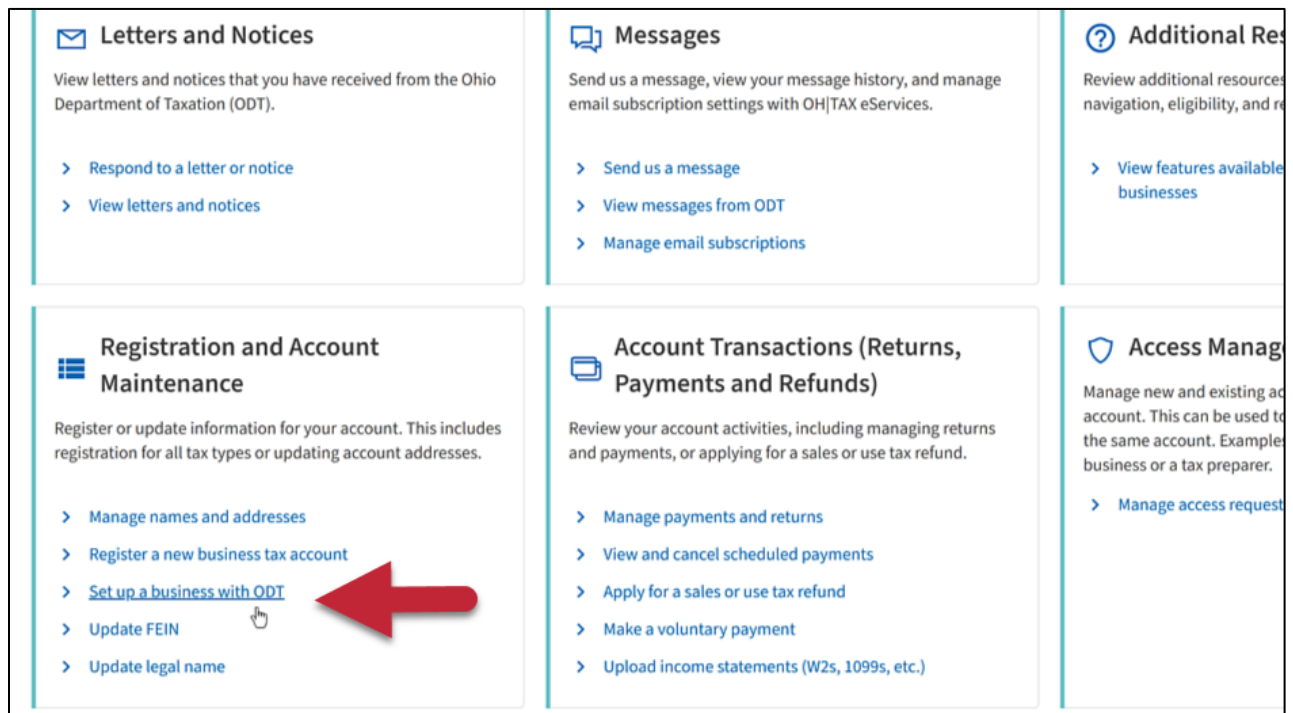
You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.



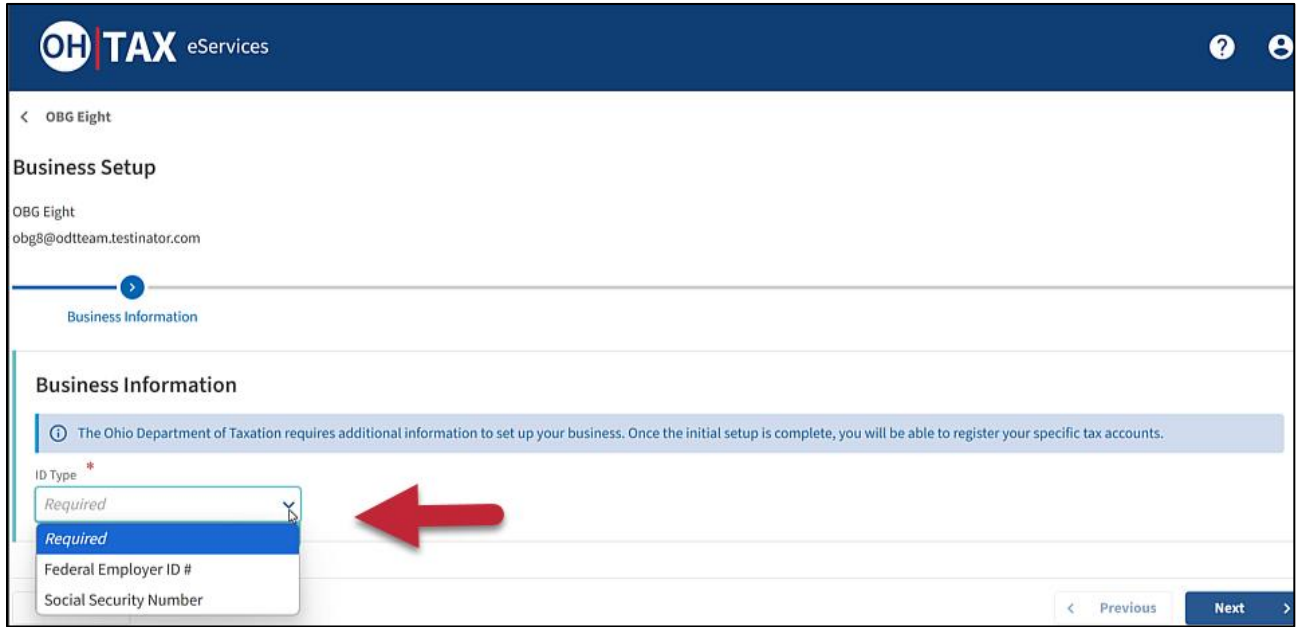
16. You will now be in OH|TAX eServices. Select the **Additional Services** tab.



17. Under the Registration and Account Maintenance tile, select **Set up a business with ODT**.



18. Select the ID type and enter the number. Depending on the ID type you selected, enter the appropriate information for the business.



OH TAX eServices

< OBG Eight

Business Setup

OBG Eight
obg8@odtteam.testinator.com

Business Information

Business Information

The Ohio Department of Taxation requires additional information to set up your business. Once the initial setup is complete, you will be able to register your specific tax accounts.

ID Type *

Required

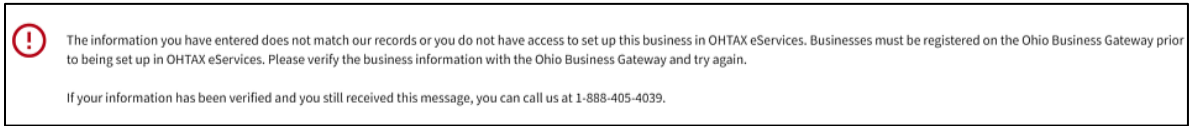
Required

Federal Employer ID #

Social Security Number

< Previous Next >

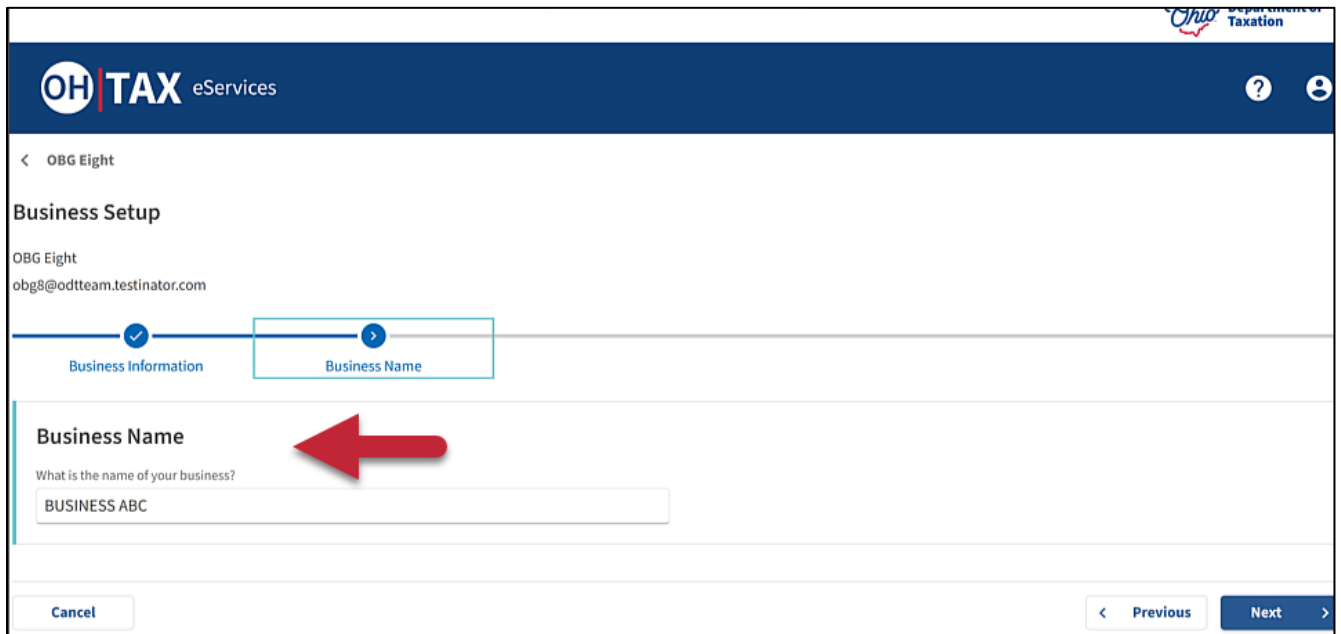
- a. If a warning screen appears, 1) check the accuracy of what you entered, and/or 2) check that what you entered matches what you input in OBG request access.



! The information you have entered does not match our records or you do not have access to set up this business in OHTAX eServices. Businesses must be registered on the Ohio Business Gateway prior to being set up in OHTAX eServices. Please verify the business information with the Ohio Business Gateway and try again.

If your information has been verified and you still received this message, you can call us at 1-888-405-4039.

19. You will then be asked a series of questions about the business. Some of the information may be pre-populated from the Ohio Business Gateway. Complete each field as prompted.



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Business Setup

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Business Information

Business Name

What is the name of your business?

BUSINESS ABC

Cancel

< Previous Next >

20. On the Review screen, verify your entries and select **Submit**.

Business Setup

OBG Eight
obg8@odtteam.testinator.com

✓

✓

✓

✓

➤

Business Information
Business Name
Entity Information
Business Address
Review

Review

What is the name of your business? : BUSINESS ABC

ID Type : Federal Employer ID #

FEIN : 33-4455555

What is the entity type for this : LLC
business?

Address : 100 E MAIN ST
COLUMBUS, OH 43215-5208

Cancel

< Previous
Submit

21. At this point, you can print your confirmation or select Register Business Account to register for a vendor's license or other Ohio business accounts.



< OBG Eight

Confirmation

Your request has been submitted, and your confirmation code is **0-003-525-176**.

Printable View
Register Business Accounts

- a. Note that when you return to the eServices portal, you will now see a Representative Center tab. This tab appears when an account has more one business associated with it.

