Department of Taxation

Tax.Ohio.gov

Taxpayer - OH|ID Registration and
OH|TAX eServices Profile Creation

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

Access to OH|TAX eServices logged-in user features require an OH|ID. If you have an OH|ID account, please use your username and password to **Log In** on the OH|TAX eServices homepage. (Skip to Create OH|TAX eServices Profile)

If you do not have an OH|ID account, please click the **Log in or Create an OH|ID Account** hyperlink on the OH|TAX eServices homepage, then select the **Create Account** button. You will be redirected to the Create OH|ID Account web page and should follow the instructions to create an account.

NOTE: Full registration is a **2-Step** process, and you must complete both steps to access your OH|TAX eServices account.

ELIGIBILITY

To be eligible to use OH|TAX eServices, taxpayers must:

- Have a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- File from inside of the United States with a domestic IP address; AND
- Have one of the following:
    - Ohio driver's license or state ID
   - Ohio wage statement

To complete the one-time registration, taxpayers must also provide their:

- Social Security Number (SSN) OR Individual Taxpayer Identification Number (ITIN)
- Last name
- Date of birth; AND
- One of the following:
    - Ohio IT-1040 Line 5: Income Tax Base Amount
    - Ohio IT-1040 Line 14: Withholding Amount
    - Ohio IT-1040 Line 27: Refund Amount
    - Wage Statement: W2, W2G, 1099 (most recent tax year)
    - Letter ID

OH|ID REGISTRATION

STEP 1 - To log in to OH|TAX eServices, you will need an OH|ID account. After your initial sign in to OH|ID, you will be redirected to the OH|TAX eServices registration page.

1. Click on the **Log in or Create an OH|ID Account** hyperlink.
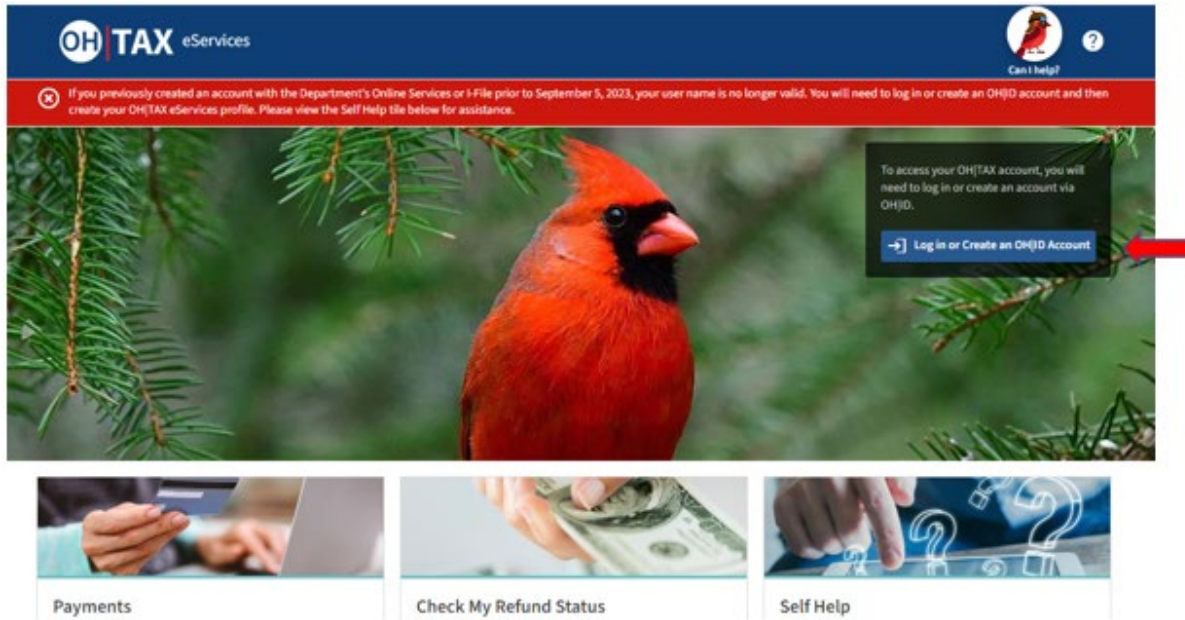
2. The OH|ID login screen displays if you already have an OH|ID enter your username, password and click the **Log in** button, then you will be redirected the OH|TAX eServices registration page. (Skip to Create OH|TAX eServices Profile) If you do not have a OH|ID, click the **Create Account** button.

3. The Email Verification screen displays, enter, and confirm your email address. Click the **Send PIN** button.
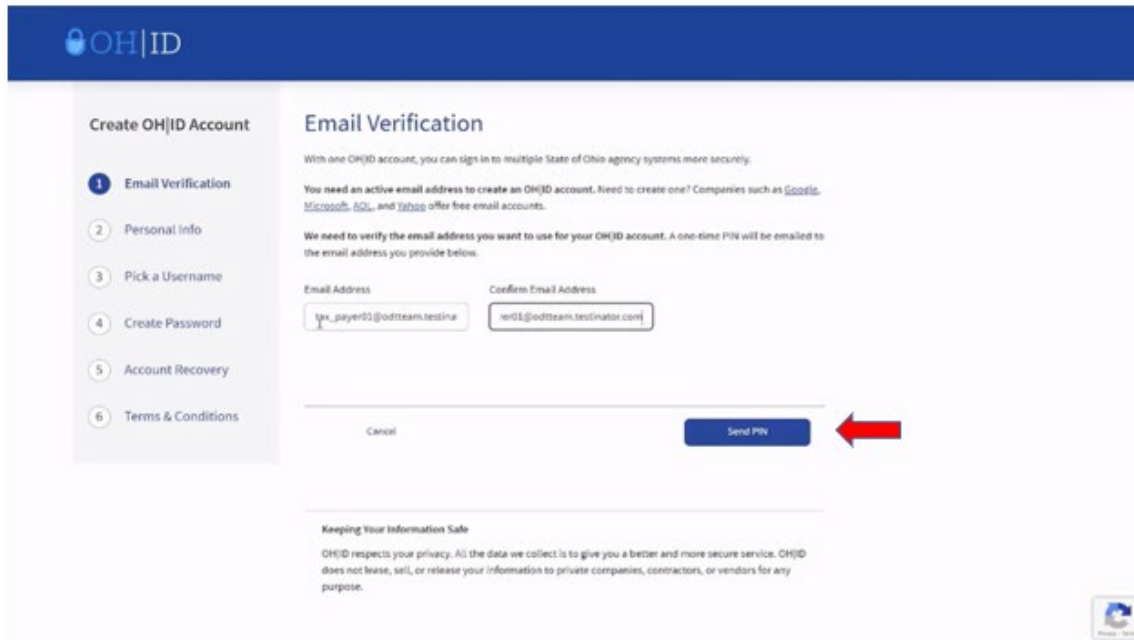
4. Email Verification PIN screen displays, check your email, enter your PIN number, and click the **Verify** button. When you see the Verified message, click the **Next** button.
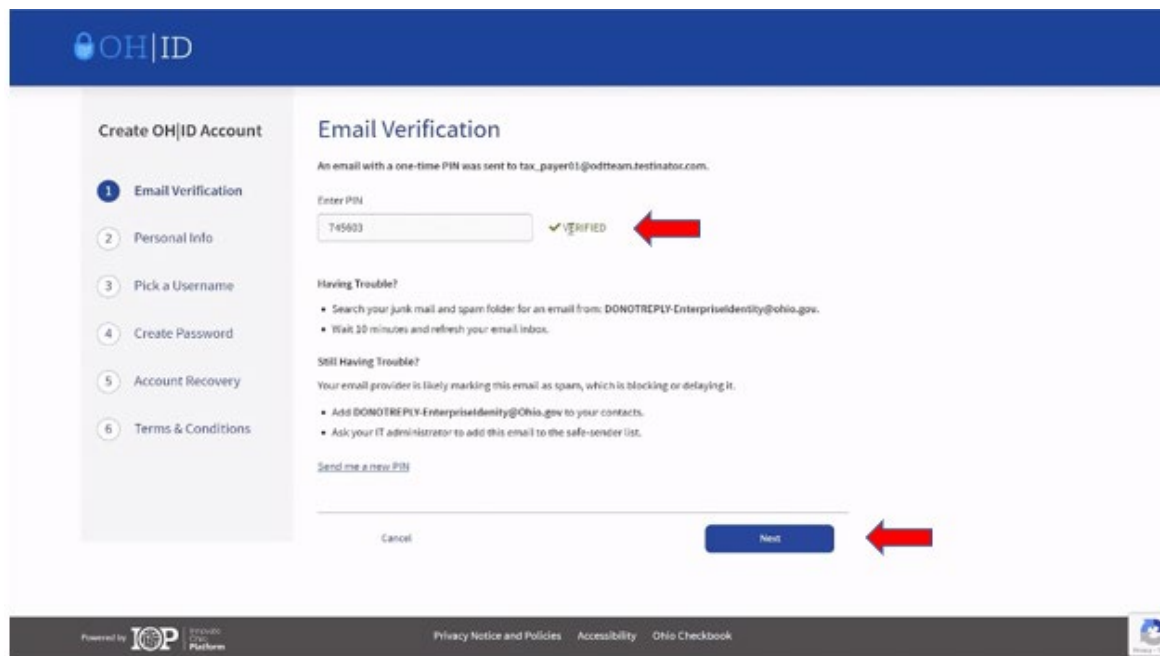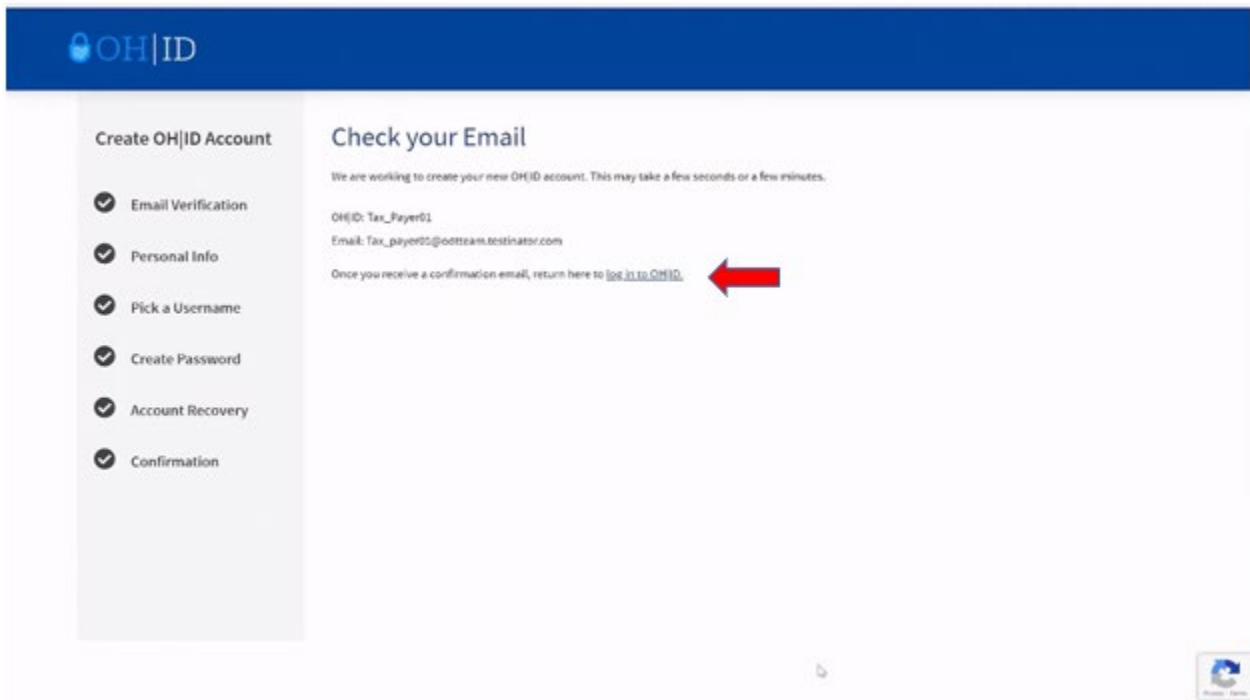
5. Personal Info screen displays, enter your first name, last name, date of birth, and the last 4 digits of the social security number is an optional field.

6. Pick a Username screen displays. Create a username and click the **Next** button. The requirements for the username are shown on the screen.
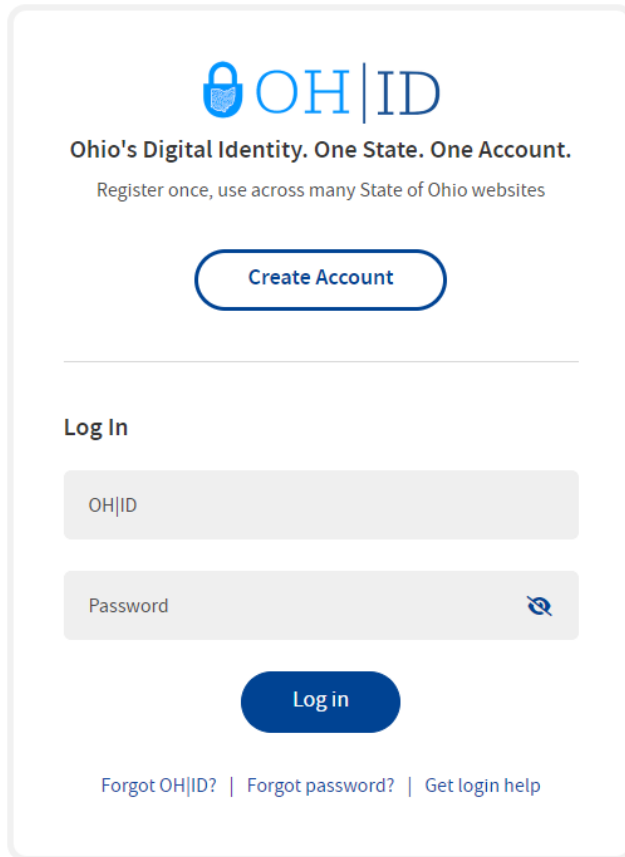
7. Create Password screen displays. Enter and confirm your password, then click the **Next** button. The requirements for the password are shown on the screen.

8. Account Recovery screen displays to set up an additional mobile/text message account recovery method. Enter your phone number and click the **Send PIN** button or you can click the **skip this step** hyperlink.

9. Terms & Conditions screen displays. Check the **I agree** checkbox and answer the question to confirm you are not a robot. Click the **Verify** button, *Verified* message will be shown, and click the **Create Account** button.
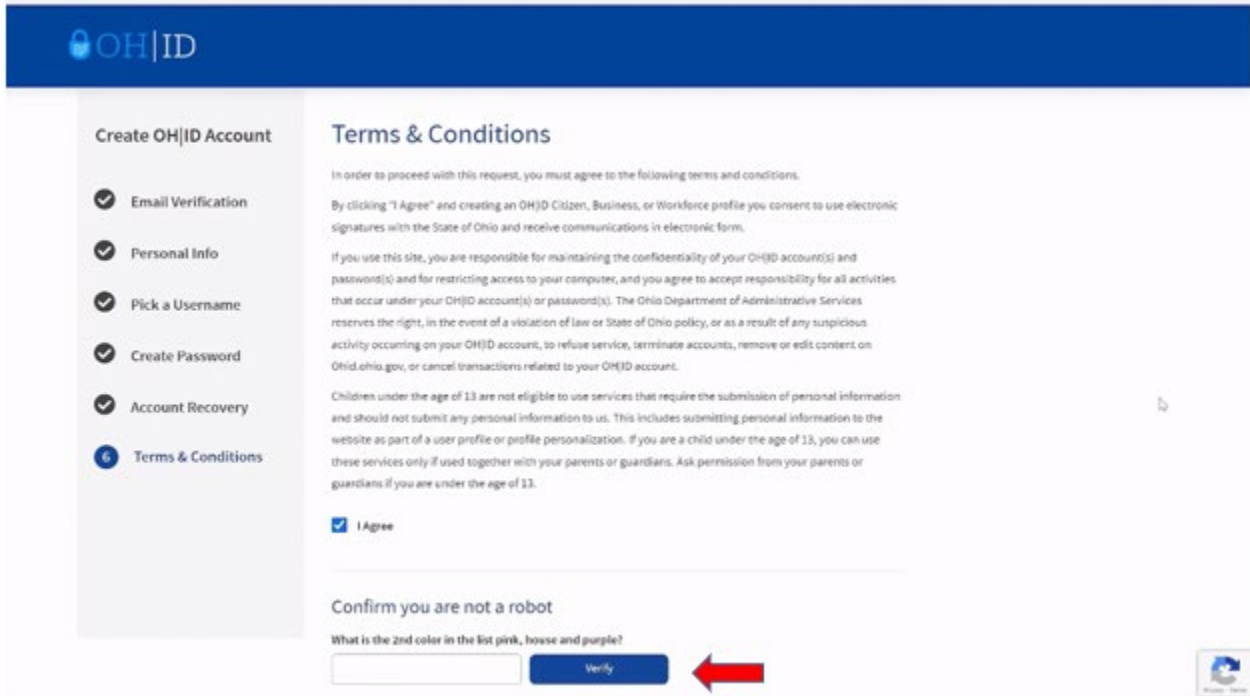
10. Check your Email screen displays. Once you receive your confirmation email, click the **log in to OH|ID** hyperlink.

11. You will be redirected to the OH|ID login screen. Enter your OH|ID username and password.

12. You will be directed to add a second verification method to your account. The 2-Step verification process allows you to set up a second method of accessing your account and provides additional security.
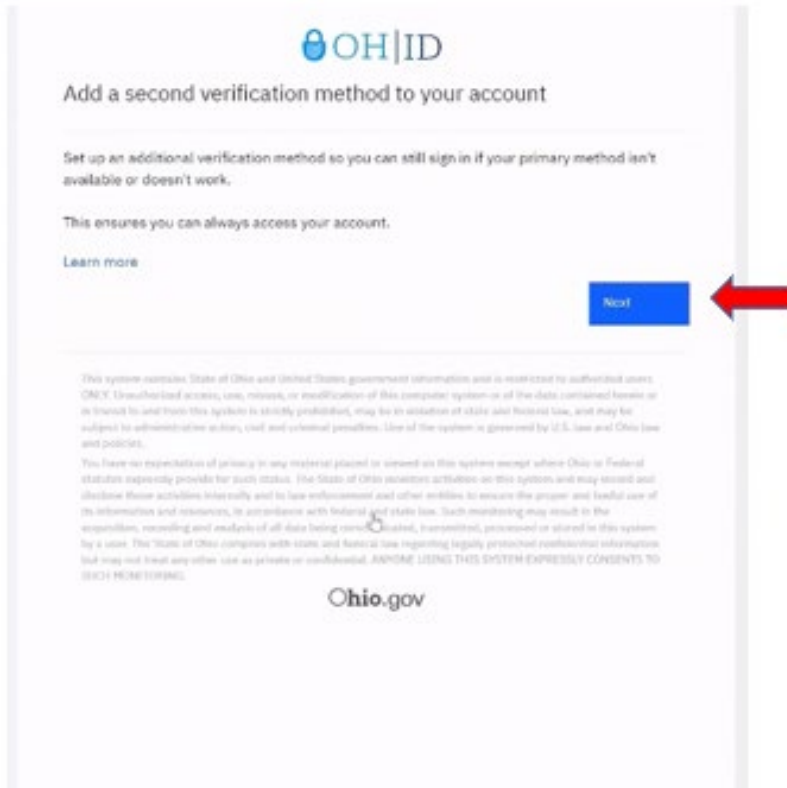
13. Select your second verification method from the list and complete the set up. After you have completed this process, you will be able to log in to your OH|TAX eServices account.
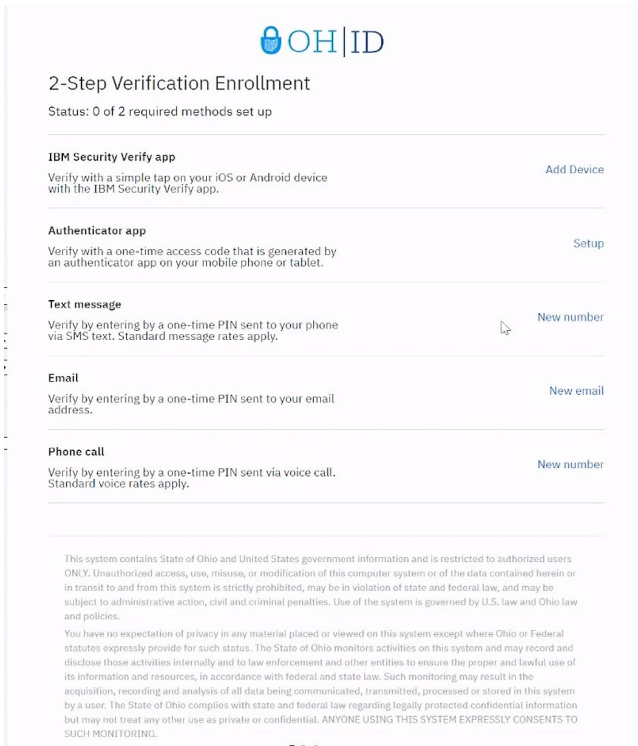
OH|TAX ESERVICES PROFILE CREATION

STEP 2 - After you have created your OH|ID, you will be redirected to the OH|TAX eServices Registration Reason screen.

1. Mark the checkbox for **Myself – I want to have access to my own tax information with this profile.**
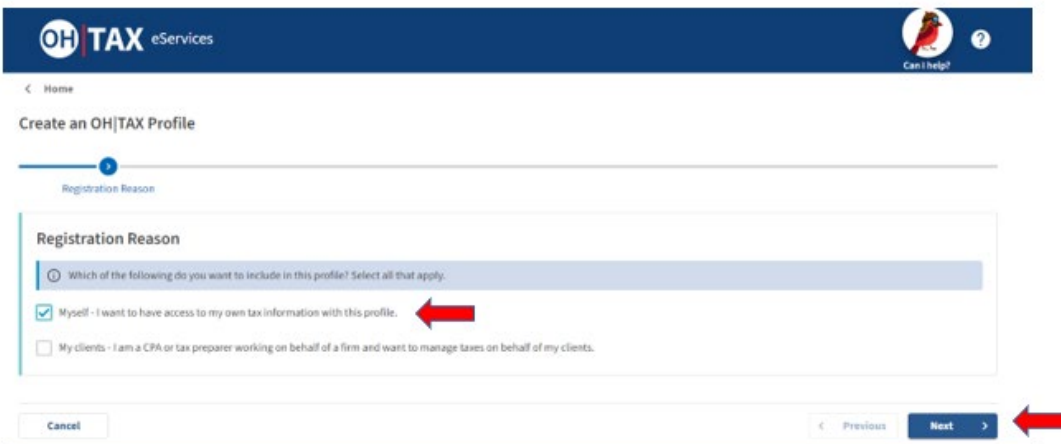
2. Create and OH|TAX Profile screen displays. Enter your information into the form and click the **Next** button. Elements marked with * are required.

3. Validate Account screen displays. Select an Account Verification Method from the list, enter your information and click the Next button.

4. OH|TAX eServices Electronic Correspondence and Notification Terms of Service screen displays. You can accept or decline receiving correspondence from Ohio Department of Taxation (ODT) via email, in lieu of postal mail. If you consent to electronic correspondence, you will need to mark the checkbox and click the **Next** button.

5. Review screen displays. Review your information and click the **Submit** button.
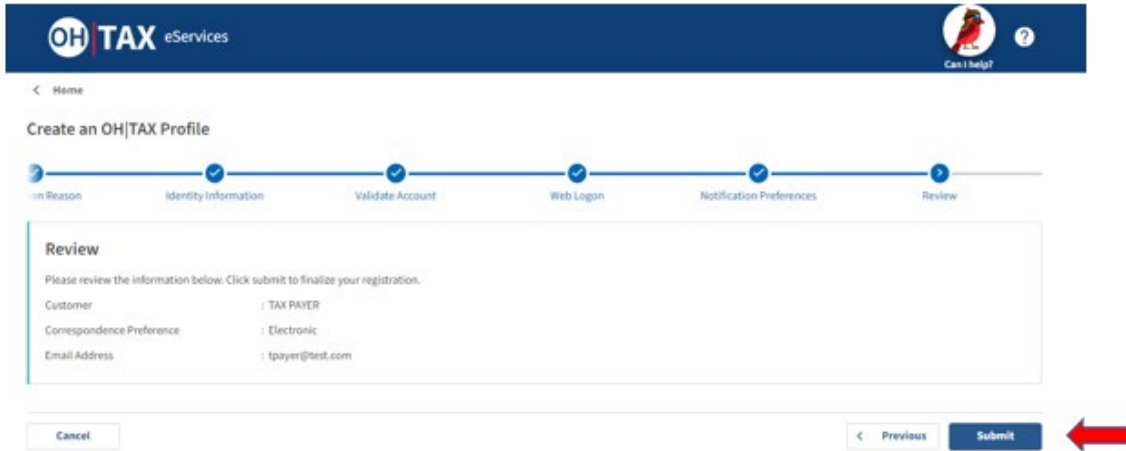
6. Confirmation page displays, click the **OK** button.
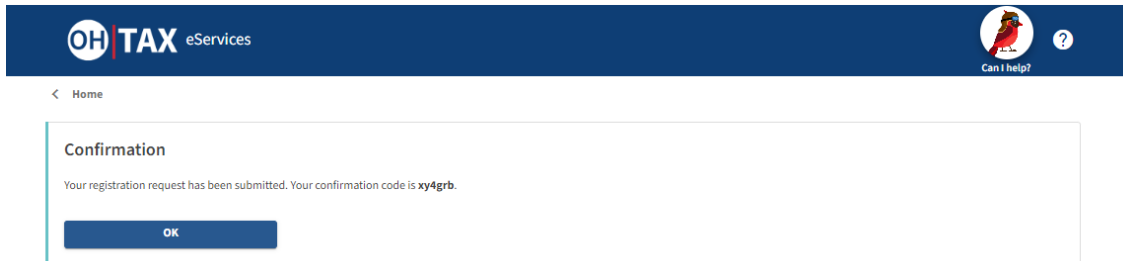
7. Your dashboard will be displayed. Taxpayers may see that they have limited access to their account while ODT verifies their information. After your information has been verified, you will have full access to your account.