

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 <u>Create OH|TAX</u> <u>eServices Profile</u>)

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
 - o Ohio IT-1040 Line 14: Withholding Amount
 - o Ohio IT-1040 Line 27: Refund Amount
 - Wage Statement: W2, W2G, 1099 (most recent tax year)
 - o Letter ID



OHID 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.





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.

Ohio's Digital Identity. One State. One Account. Register once, use across many State of Ohio websites
Create Account
Log In
OH ID
Password 🏹
Log in
Forgot OH ID? Forgot password? Get login help

Find out more about OH ID >

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3. The Email Verification screen displays, enter, and confirm your email address. Click the **Send PIN** button.

Create OHID Account	Email Verification
	With and PARTS arrange user and take the multiple State of Pale search contrast and arrange
Email Verification	error and comparations, you can age on an analysis and a second
2 Personal Info	We need to verify the enail address you want to use for your OH(ID account. A one-time PNI will be emailed to the email address you provide below.
3 Pick a Username	Email Address Confirm Email Address
Create Password	tax_paryent01@odriteams.testinar
5 Account Recovery	
6 Terms & Conditions	Cancel Send Pox
	Keeping Your Information Safe OH(ID respects your privacy. All the data we collect is to give you a better and more secure service. OH(ID does not base, sell, or release your information to private companies, contractors, or vendors for any purpose.

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.

Create OH ID Account	Email Verification
1 Email Verification	An email with a one-time PIN was sent to tax_payer01@odtteam.testinator.com.
2 Personal Info	745603
3 Pick a Username	Having Trouble?
Create Password	Search your junk mail and spam folder for an email from: DONOTREPLY-Enterpriseldentity@ohio.gov. Wait 30 minutes and refresh your email indox.
5 Account Recovery	SBEE Having Trouble? Your-envall provider is likely marking this email as spann, which is blocking or delaying it.
6 Terms & Conditions	Add BONDTBEP(X: Enterpriseddenity@Ohio.gov to your contacts. Ask your IT administrator to add this email to the safe-sender list.
	Send me a new PN



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.

Create OH ID Account	Personal Info	
	Legal First Name	Legal Lost Name
Email Verification	Tax I	Payer
Personal Info	Date of Birth	Last 4 digits of SSN (optional)
-	01/01/1950	0123
3 Pick a Username	Be sure to use your real date of	21
Create Password	recovery later.	
5 Account Recovery		
6 Terms & Conditions		
	Cancel	Nor

6. Pick a Username screen displays. Create a username and click the **Next** button. The requirements for the username are shown on the screen.

Create OH ID Account	Pick a Username
•	Username Requirements
 Email Verification 	Maint be between 6-64 characters
Personal Info	Cannot start or end in a special character Cannot contain only numbers
	 Only or ⊕ No other special characters.
3 Pick a Username	Utername
	Tax, Payer01
4 Create Password	
5 Account Recovery	
6 Terms & Conditions	
	Cancel Note



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.

Create OH ID Account	Create Password		
	Password Requirements		
Email Verification	Idust have at least 8 and no more than 30 characters in length		
	Must contain 1 character from each of the following categories:		
Personal Info	 Upper case letters (A-Z) 		
	 Lower Case letter (a-2) Norebox (0.0) 		
Pick a Username	 Numbers (p-z) Special characters (15#,56(\$=+6*,-+ex=-(16))(9**)//?) 		
	Cannot include your first name, last mame, username, or OH(ID)		
Create Password	 Example: if your name or username is John Smith, your password cannot contain "John" or "Smith" 		
5 Account Recovery	Password Confirm Password		
3) Account Necovery			
6 Terms & Conditions			
	Cancel		

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.

Create OH ID Account	Account Recovery
Email Verification	Your email (tax_payor01@odtheam.testinator.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.
Personal Info	Set up mobile/text message account recovery You will receive a PIN via text message. Message and data rates apply. See Terms & Conditions and Privacy Bolicies.
Pick a Username	Mobile Number
Create Password	Seed Pot
Account Recovery	If you choose not to add your mobile number to your account at this time, you can <u>skin this steps</u>
6 Terms & Conditions	
	Ganoal Gint

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.

Create OH ID Account	Terms & Conditions	
Email Verification	In order to proceed with this request, you must agree to the following terms and conditions. By clicking "I Agree" and creating an OHJD Cliczen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.	
Personal Info	If you use this site, you are responsible for maintaining the confidentiality of your CH(ID account()) and parawont(i) and for restricting access to your consource, and you arrive to access responsibility for all activities.	
Pick a Username	that occur under your DHID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious	
Create Password	activity occurring on your OHID account, so refuse service, terminate accounts, nemove or edit content on Ohid.ohio.gov, or cancel transactions related to your OHID account.	
Account Recovery	Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the	a
6 Terms & Conditions	website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.	
	I Agree	

10. Check your Email screen displays. Once you receive your confirmation email, click the **log in to OH|ID** hyperlink.

Create OH ID Account	Check your Email
 Email Verification Personal Info Pick a Username Create Password Account Recovery Confirmation 	We are working to create your new OH(ID account. This may take a few seconds or a few minutes. OH(ID: Tax_Payer01 Email: Tax_payer010[postcam.testinator.com Once you receive a confirmacion email, return here to <u>log in to OH(ID</u> .



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

Ohio's Digita Register once	OH ID I Identity. One State. One Account.
(Create Account
Log In	
OH ID	
Password	Ø
	Log in
Forgot OH ID	? Forgot password? Get login help

Find out more about OH ID >



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.

nuu a	second vernication metrica to your account
Set up an available	additional verification method so you can still sign in if your primary method isn't or doesn't work.
This error	ires you can always access your account.
Learn mo	19
	Next
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This syst OACY, U is transit adaptat and post	new namealan, State of Obin and United States, government universation and in reactized to authorized an error, muchbaring decreme, com, relevan, or involving to the comparison system on all the data contained beneate or to anti-baring theory the system is statistic production, engoing to be statistican at claim and housed bars, and may be to advisointicities at him, usel and priorities and provide the inplane or given read by U.S. Inso and Ohio Jose 501.
You have statutors declared acquirell by a second ball score	• on expectation of privacy to any majoral placed to separat as this system memory where Ohio to Federal inspection provide the part of status. The Status of Ohio position and this system weath and the observations are the system as a status of the system and the system an
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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.

2-Step Verification Enrollment			
Status: 0 of 2 required methods set up			
IBM Security Verify app			
Verify with a simple tap on your iOS or Android device with the IBM Security Verify app.	Add Devic		
Authenticator app			
Verify with a one-time access code that is generated by an authenticator app on your mobile phone or tablet.	Setu		
Text message			
Verify by entering by a one-time PIN sent to your phone via SMS text. Standard message rates apply.	L2 New humbe		
Email	New ama		
Verify by entering by a one-time PIN sent to your email address.	New end		
Phone call			
i nono outi	New number		
Verify by entering by a one-time PIN sent via voice call. Standard voice rates apply.			
Verify by entering by a one-time PIN sent via voice call. Standard voice rates apply. This system contains State of Ohio and United States government information an ONIX. Unauthorized access, use, misuse, or modification of this computer system in transit to and from this system is stirtly prohibited, may be in visuation of stat subject to administrative action, civil and criminal penalties. Use of the system is and policies.	d is restricted to authorized users or of the data contained herein or and federal Law, and may be governed by U.S. law and Ohio law		

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.

OH TAX eServices	Der Linder
Nome	
eate an OH TAX Profite	
Registration Reason	
Which of the following do you want to include in this profile? Select all that apply.	
Myself - I want to have access to my own tax information with this profile.	
My clients - I am a CPA or tax preparer working on behalf of a firm and want to manage taxes on behalf of my clients.	
Cancel	< Previous Next >

2. Create and OH|TAX Profile screen displays. Enter your information into the form and click the **Next** button. Elements marked with * are required.

eate an OH TAX Profile		
0		
Registration Reason Identity Information		
Your Identity Information		
First Name	SSN (Mare Info) *	
Required	Required	
Last Name	Driver License State	
Required	~	
Phone Type	Driver License Number	
Required 🗸		
Phone	Date Of Birth	
	Required	
Email Address		
Required		
Your Mailing Address		
Your Mailing Address Country USA ~		
Your Mailing Address Country USA ~ Street *		
Your Mailing Address Country USA ~ Struct * Required		
Your Mailing Address Country USA ~ Street * Required Street 2		
Your Mailing Address Country USA ~ Street * Required Street 2		
Your Mailing Address Country USA ~ Street * Required Street 2		
Your Mailing Address Country USA ~ Street * Required Street 2		
Your Mailing Address Country USA ~ Street * Required Street 2 Unit	County	
Your Mailing Address Country USA ~ Struet * Required Struet 2 Unit Cry * Required	County V	
Your Mailing Address Country USA ~ Required Struct 2 Unit Cay * Required 2:0 *	County Sate	
Your Mailing Address Country USA ~ Broot * Required Stroot 2 Unit Cry * Required 2:0 * Required	County State OHIO V	
Your Mailing Address Country USA Street * Required Street 2 Unit Cay * Required zo * Required Address needs to be verified	County Saste OHIO V	



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

	🤌 📀
Home	Can I nepr
ate an OH TAX Profile	
00	19
Registration Reason Identity Information. Validate Account	
Validate Account	
If you are unable to complete any of the account validation methods, you may request a letter.	
Account Validation Nethod	
Ohio 17-1040 Line 5: Income Tax Base Ambunt	
Ohio (T-1040 Line 14: Withholding Amount	
Ohio 17-1040 Line 27: Refund Amount	
Wage Statement: W2, W2G, 1099	
Letter ID	
Enter the Letter ID from the top right of an Ohio letter or notice.	
Required	
Cancel	< Previous Next >

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.

Registration Reason	identity information	Validate Account	Web Logon	Notification Preferences
OH TAX eServices Elec	tronic Correspondence a	nd Notification Terms of	Service	
SCOPE AND DURATION OF CONS You can allow electronic delivery of With your consent to electron available for electronic viewi	ENT: of Ohio tax correspondence and notice nic delivery of Ohio Department of Tax ng.	s in lieu of postal mailings. stion (ODT) correspondence and notice	es (including 1099-G and 1099-INT	s), GOT will notify you via email when these items are
• You will be able to view and p	print these items through OH TAX eSer	vices. Your consent to activate email n	otification will remain in effect un	less you choose to withdraw it.
· If you do not consent to elect	tronic delivery, ODT will continue to ma	sil you Ohio tax correspondence and m	otices.	
INSTRUCTIONS & ADDITIONAL T If you consent to receive your Ohio	ERMS OF SERVICE: o tax correspondence and notices elect	tronically, you will receive an email wit	th detailed instructions on:	
· How to update your contact i	information.			
· How to access your Ohio tax	correspondence and notices electronic	ally.		
Additional terms of service includ hardware/software requirements	e how to: withdraw consent, receive O to use the electronic delivery option.	hio tax correspondence and notices via	a mail, and give notice of terminat	ion of electronic delivery. It also includes any
PROVIDING YOUR CONSENT:				
By checking here, I acknowle above. Please indicate your p	dge I have read the OH(TAX eServices I preference for correspondence and not	Sectronic Correspondence and Notific ice delivery:	ation Terms of Service, including t	the Instructions & Additional Terms of Service links,
ACCEPT: I give consent to rec via postal mail from the Ohio	teive notification via e-mail when any o Department of Taxation.	correspondence is available to view an	d print online, including Ohio 109	9s. I understand I will not receive my correspondence
DECLINE: I do not give conse understand I will still be able	nt to receive notification via e-mail an to login, view and/or print a copy onlir	d i want to continue to receive a copy o se.	of my Ohio correspondence via po	stal mail from the Ohio Department of Taxation. I



5. Review screen displays. Review your information and click the **Submit** button.

	eServices				ە 🌔
C Home					Cas i help?
eate an OH TA)	Profile				
					0
n Reason	Identity Information	Validate Account	Web Logon	Notification Preferences	Review
Review					
Please review the info	rmation below. Click submit to fir	nalize your registration.			
	: TAX PAN	ER			
Customer		-			
Customer Correspondence Prefe	rence : Electron	PL			

6. Confirmation page displays, click the **OK** button.

OH TAX eServices	(1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2
< Home	
Confirmation	
ок	



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.

OH TAX eServices		🥬 🚱
Limited Access To protect your data, you have been granted limited access to you With full access, you will be able to: • View return history • View payment history • Cancel scheduled payments - To cancel a scheduled payment • View correspondence from the Ohio Department of Taxation • Request return transcripts • And more	sur accounts. Once we have verified your information, you will receive f nt contact the Department at 1 800-282-1780 during regular business P n	ull access at the end of the next business day.
tpayer tpayor@itest.com +1 (614) 555 5555 Menu		Welcome, tpayer You last logged in on Thursday, Sep 21, 2023 & 10.29 AM Manage My Profile
Returns File a Return File a 2022 Individual Income Tax Return File a 2022 School District Income Tax Return	 Payments Submit a payment by electronic check or credit/debit card. Make a payment 	Self Help View tutorials and videos to assist with navigating OHJTAX. View tutorials
Respond to a Notice Respond to a request for information, bill, or assessment. Respond to a letter, bill, or assessment	Access Management View and manage access. Request access to another account Submit access PIN	Messages View and send messages. Send a message View messages
Search submissions Search submissions]