



Department of Taxation

Register a Business Account

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

OH|TAX eServices offers the ability to register for a License. Whether a County Vendor's License, Transient Vendor's License, Out-of-State-Sellers, or Consumer Use. Whether it is your first location or a subsequent, this guide will show how to register. Although this guide shows an example for Sales Tax, the process is the same for other business taxes in OH TAX eServices.

Note: You must have a Federal Employer Identification Number prior to registering for an Employer Withholding account.

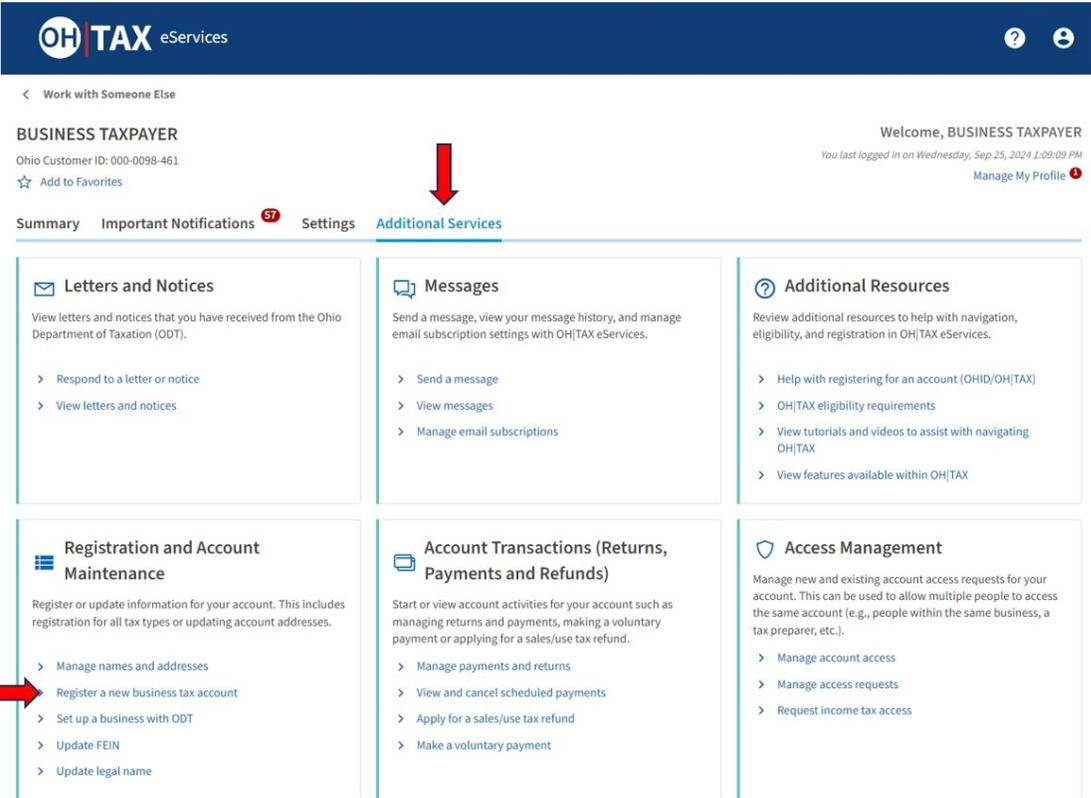
Registering for a Business Account

1. Visit Gateway.ohio.gov and log in with your username and password. From the dashboard of your Ohio Business Gateway account, select the OH|TAX eServices transaction.

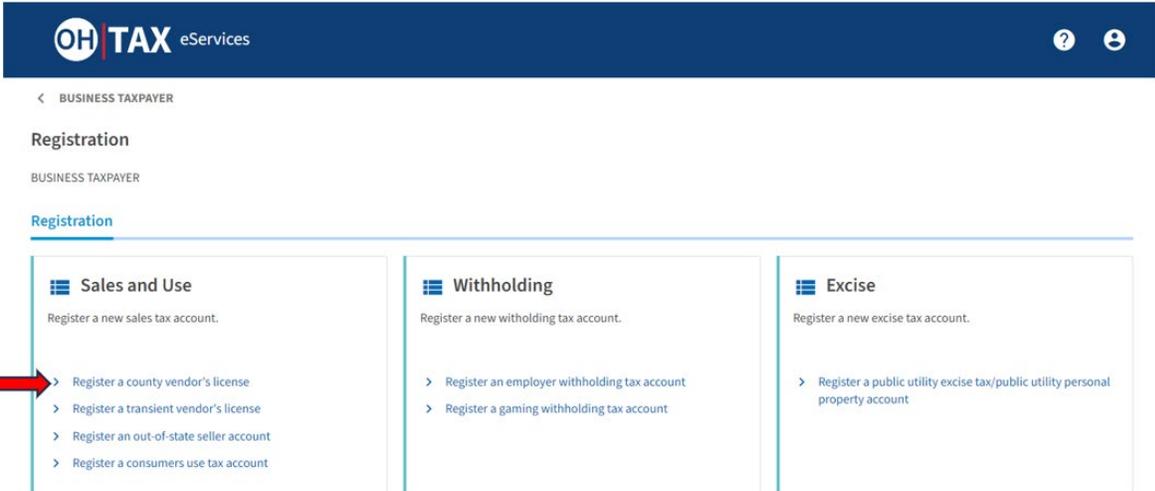
Note: Selecting this transaction will take you to OH|TAX eServices where you can request access to another business account.

The screenshot displays the Ohio Business Gateway dashboard. At the top, there is a blue header with the Ohio Business Gateway logo on the left, a search bar in the center, and navigation icons (home, shopping cart, help, and refresh) on the right. Below the header, the main content area is titled "My Business | Dashboard". On the left side, there is a sidebar with sections for "Quick Links", "Request Business Access", "Favorites", and "Service Area". The "Quick Links" section includes "Registration Wizard" and "Request Business Access". The "Service Area" section lists "Ohio Department of Taxation", "Online Notice Response Service", and "Unclaimed Funds". The main content area on the right shows a list of services under the heading "Ohio Department of Taxation". The first item is "OH|Tax eServices", which is highlighted with a red arrow. Other items include "Online Notice Response Service" (with sub-item "Ohio Department of Taxation Document Upload") and "Unclaimed Funds" (with sub-items "Unclaimed Funds Negative Report" and "Unclaimed Funds Report").

2. From the OH|Tax eServices Dashboard, under **Additional Services**, select **Register a new business tax account**.



3. Select which license type or account you choose to register.



4. Fill in the required information and select **Next**.

The screenshot shows the 'Registration Information' step of the 'Sales Tax Account Registration' process. The header includes the 'OH TAX eServices' logo and navigation icons. Below the header, there is a breadcrumb 'Registration' and the title 'Sales Tax Account Registration'. The user is identified as a 'BUSINESS TAXPAYER'. A progress bar shows the current step as 'Registration Information'. The main content area contains the following text: 'County vendor's license registration is for a business with a storefront or fixed location from which taxable sales are made. Vendors must have one license for each fixed place of business.' Below this, there are two questions: 'When did you or will you begin providing taxable sales in the state of Ohio?' with a 'Required' text box and a calendar icon; and 'Do you expect to collect more than \$200 of sales tax per month?' with 'Yes' and 'No' radio button options. At the bottom, there are 'Cancel' and 'Save Draft' buttons on the left, and 'Previous' and 'Next' buttons on the right. A red arrow points to the 'Next' button.

5. The number of steps to complete registration depends on the license or account you choose. Some licenses may require a registration fee. After entering the needed information, you will be asked to make a payment, if applicable.

The screenshot shows the 'Payment Options' step of the 'Sales Tax Account Registration' process. The header is the same as the previous screenshot. The breadcrumb is 'Registration' and the title is 'Sales Tax Account Registration'. The user is a 'BUSINESS TAXPAYER'. The progress bar shows six steps: 'Address', 'Contact Information', 'NAICS Code', 'Responsible Party', 'Review', and 'Payment Options'. The 'Payment Options' step is currently active and highlighted with a blue box. The main content area contains the following text: 'How do you want to pay?' followed by two radio button options: 'Electronic Check' (selected) with the subtext 'Make an ACH payment. No fee applies if you pay with an electronic check.' and 'Credit/Debit Card' with the subtext 'Make a credit/debit card payment. Fees will apply if you pay with a credit/debit card.' At the bottom, there are 'Cancel' and 'Save Draft' buttons on the left, and 'Previous' and 'Next' buttons on the right.

6. Once payment has been submitted (if applicable), you will receive confirmation.

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< Registration

Confirmation

Your registration has been submitted. The confirmation code is **0-000-043-925**. Once your registration is approved, the account number will be visible on the Summary section on OH|TAX eServices and your registration letter will be available to print. To print your registration letter, go to **Additional Services - Letters and Notices - View letters and notices**.

[Printable View](#)

[OK](#)

Feedback

How easy was it for you to complete this submission?

☆☆☆☆☆

Comments

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