



Department of Taxation

Request Access to a Business Account

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

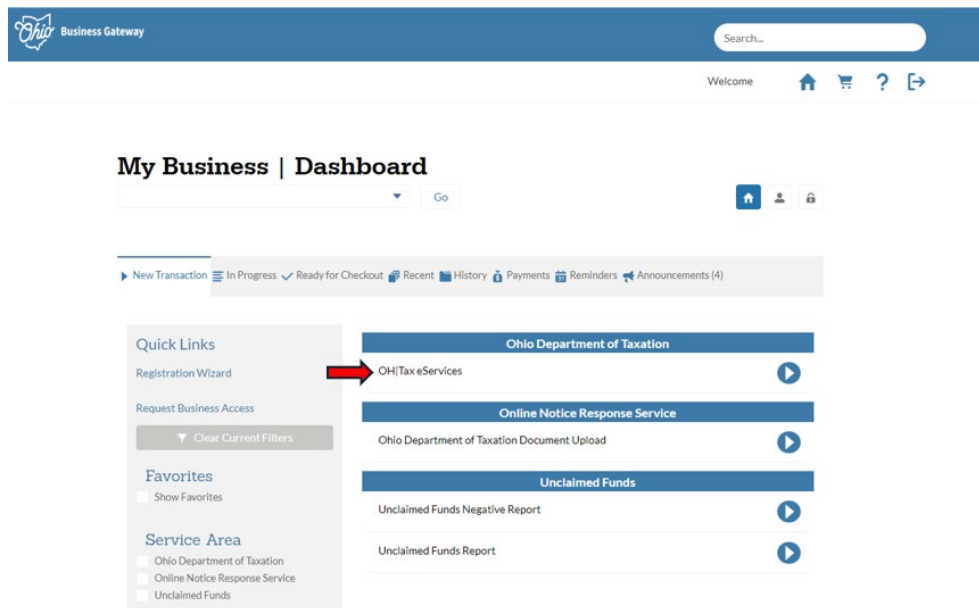
Please note: This guide is to be used for taxpayers already existing in Ohio Business Gateway with Filer or Non-Filer Gateway Roles. If you do not have access to a business account in Gateway, please visit Gateway.ohio.gov to request business access.

For taxpayers who already have access in Ohio Business Gateway, this guide will show how to request access to additional accounts within OH TAX eServices.

Requesting Access to a Business Account

1. Visit Gateway.ohio.gov and log in with your username and password. From your dashboard 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.



Ohio Business Gateway

Search...


Welcome

OH | Tax eServices

Company Name Company ID

☆

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.

2. From the OH|TAX dashboard, select the customer.

OH | TAX eServices

Logon


BUSINESS TAXPAYER
business taxpayer@test.com

Welcome, BUSINESS TAXPAYER
You last logged in on Thursday, Sep 19, 2024 8:30:23 AM
Manage My Profile

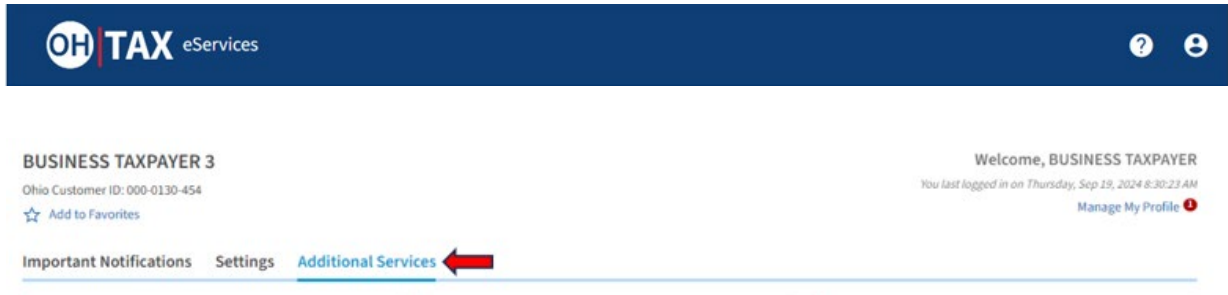
All Favorites Recent Important Notifications ⁵⁷ Representative Center

Who do you want to work with?

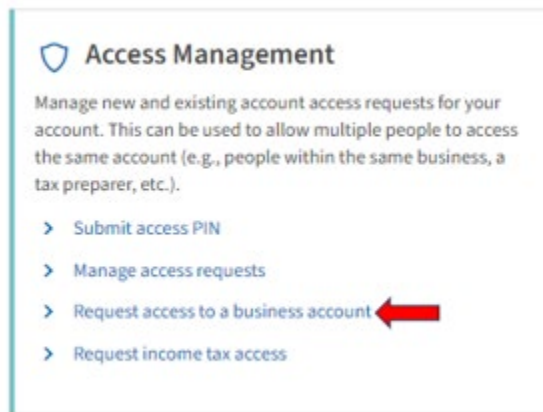
Filter

BUSINESS TAXPAYER ⁵⁷ 123 MAIN STREET COLUMBUS OH 43219	☆ Add to Favorites
BUSINESS TAXPAYER 2 321 E MAIN ST COLUMBUS OH 43219	☆ Add to Favorites
BUSINESS TAXPAYER 3  456 MAIN STREET COLUMBUS OH 43219	☆ Add to Favorites

3. Click **Additional Services**.



4. Select **Request access to a business account** on the Access Management tile.



5. Select the accounts you would like to request access to. Then, select **Next**.

OH TAX eServices

Account Access Request

BUSINESS TAXPAYER 3

Account Access

Select accounts you would like to request access to:

- Withholding Tax: This includes employer, school district, and gaming withholding accounts.
- Sales Tax: This includes county vendor's license, transient vendor's license, out of state sellers, and nonresident watercraft tax accounts.
- Use Tax: This includes consumers use and direct pay tax accounts.
- Adult Use Cannabis Tax
- Public Utility Excise Tax
- Public Utility Personal Property Tax
- Natural Gas Distribution Tax (MCF)

Cancel Previous Next

6. Select the desired access level for each account. Then, **submit**.

OH TAX eServices

Account Access Request

BUSINESS TAXPAYER 3

Account Access Access Level

Access Level

- Withholding Account *
Required
- Sales Tax Account *
Required
- Use Tax Account *
Required
File Returns
File Returns and Make Payments
Make Payments
View Only

Previous Submit

Privacy Notice ADA Statement/Accessibility

7. You will receive a confirmation that your request has been submitted.

Confirmation

Your request has been submitted, and your confirmation code is **0-000-039-705**.

[Printable View](#)

[OK](#)