Ohio Department of Taxation

Request Access to a Business Account

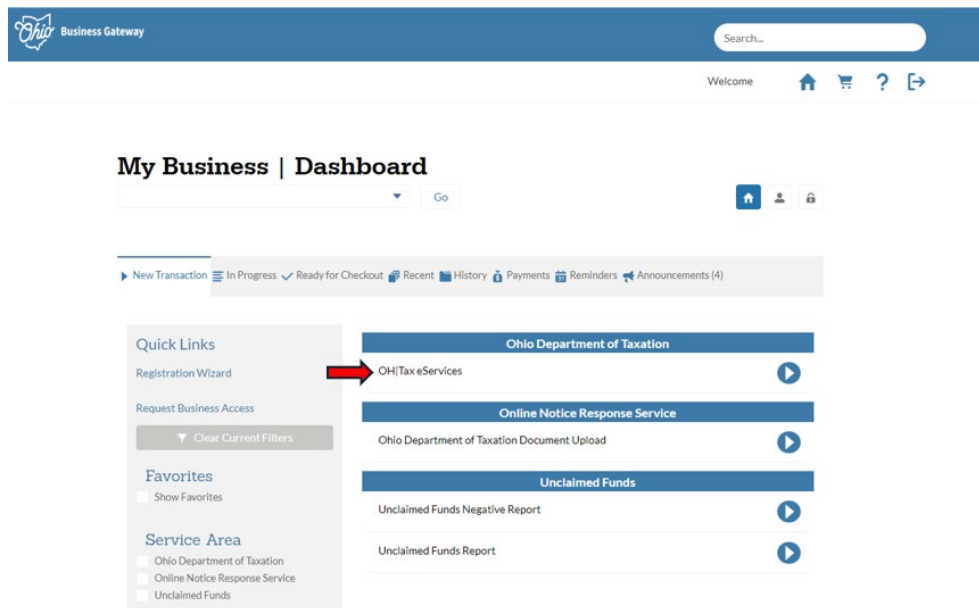**Material displayed in this user guide is for informational purposes only.**

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.

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

3. Click **Additional Services**.
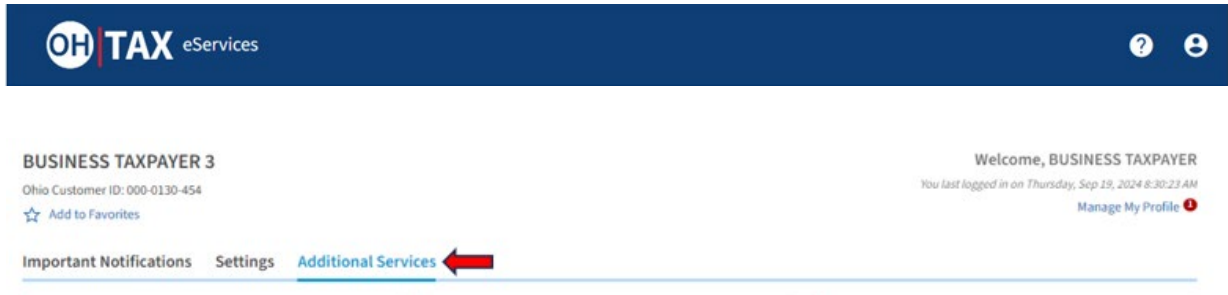
4. Select **Request access to a business account** on the Access Management tile.
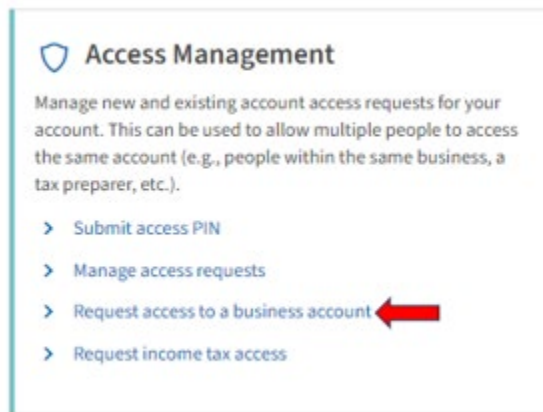
5. Select the accounts you would like to request access to. Then, select **Next.**

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

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

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