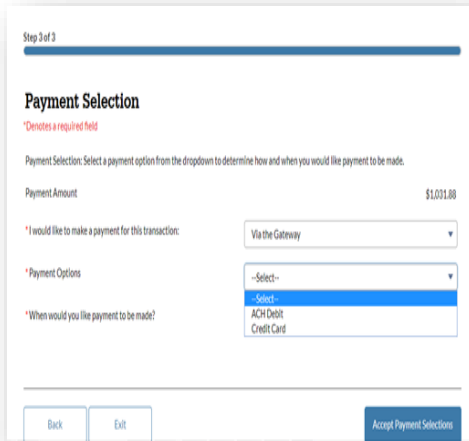
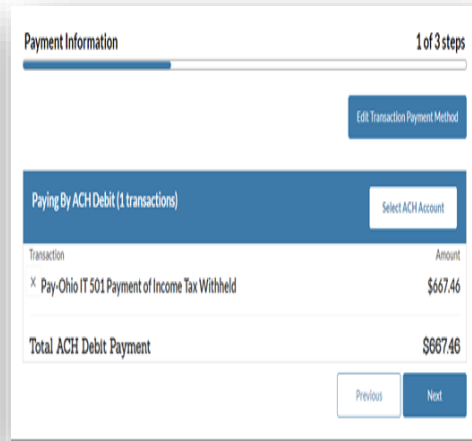
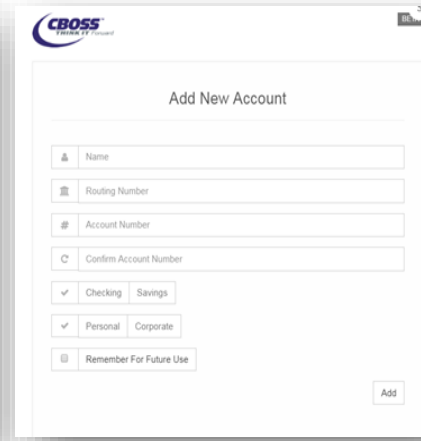
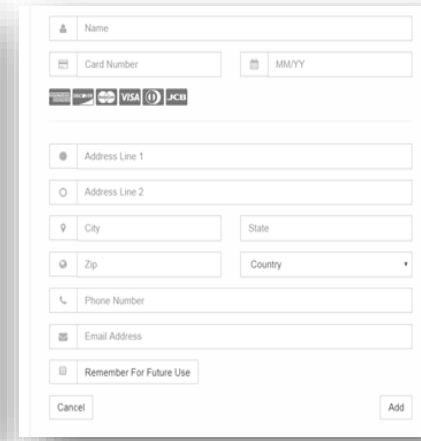
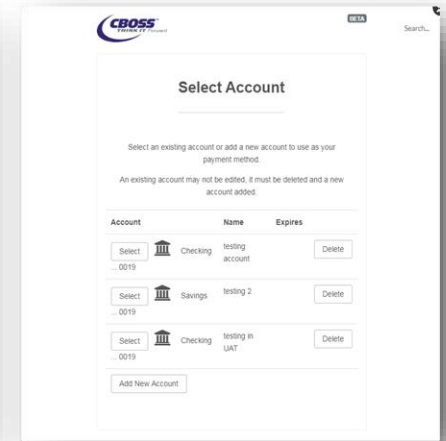


Save your payment information now on the Ohio Business Gateway

The Ohio Business Gateway is excited to announce our latest feature is now available. Based on your feedback last summer, this was the most requested feature to be implemented in future upgrades to the Gateway. Now you can save, edit or delete your ACH or Credit Card information once with your account and it is readily available every time you checkout.

## File Your Transaction as Normal

- Select a Transaction & Complete Filing It
- From the payment selection screen, Select either ACH Debit or Credit Card as your form of payment
- Click on “Accept Payment Selection” button.
- Your Transaction is now ready for checkout. Proceed to the “Ready for Checkout” tab to continue the checkout process.



## Proceed To Cart

- Choose one or more transactions to Check out
- Select the “Proceed to Cart” button at the bottom of the page.



## Select Your Payment Account

- Click either “Select ACH Account” or “Select Credit Card” depending on what option you chose previously on your payment selection screen.



## Add New Account

- A popup will prompt you to Enter Your Payment Information
- **NOTE:** If you need to update your payment type information; *you will need to delete the payment method and add the correct one*



## Remember For Future Use

- This will save your information for future use
- Click “Add” button to add the account.
- You will be prompted to select an account for payment once added
- Finish the checkout process
- **NOTE:** You can also delete a payment account.