Ohio Business Gateway
Creating a New Gateway Account
Introduction
The Ohio Business Gateway is now integrated with the State of Ohio’s enterprise identity solution known as OH|ID. This step-by-step guide is meant to provide new Gateway business users with instructions about how to create an OH|ID account, how to create a Gateway business account, as well as set up a new Gateway account for transaction filing.

1. Visit gateway.ohio.gov
The first step to getting started using the Gateway is creating an OH|ID account. Visit gateway.ohio.gov and click the Never used the Gateway? – Create an Account hyperlink near the bottom of the login box.

Figure 1 Gateway Login Page
2. Acknowledge Gateway Account Creation Statements

Read the statements regarding creating an Ohio Business Gateway account. Check the box next to “I Agree” if you agree with the statements and, then, click the “Next” button to continue with the account creation process.
3. Complete OH|ID Profile Information Page

On the OH|ID Profile Information page:

1. Enter your contact and demographic information.
2. Answer the verification question.
3. Read and accept the OH|ID terms and conditions by checking the box next to “I Agree.”

Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue.
4. Create OH|ID Username and Password Page

On the Create OH|ID Username and Password page, create your OH|ID username and password following the password guidelines on the right-hand side of the page.

![Create OH|ID Username and Password Page](image)

**Figure 4 Create OH|ID Username and Password Page**
Then, select your preferred password recovery method. The options are:

- A temporary PIN that is sent to your email address
- A temporary PIN that is sent via text message, or
- Answering pre-selected security questions.

Click on the corresponding tile under the “Choose Password Recovery Methods” header to choose your preferred option. Selecting one option is required, but selecting multiple options is encouraged to provide a more flexible password recovery experience in the future.

Once you have entered all the required information, click the “Create Account” button to continue.

Figure 5 OH|ID Password Recovery Options
5. Input Validation Code (if necessary)

If you chose the “Email” or “Mobile Number” password recovery methods, a temporary PIN will be emailed or texted to you. Enter the temporary PIN and click the “Validate Code” button to confirm your selected password recovery method.
6. Continue to the Ohio Business Gateway

After you have successfully created your OH|ID account, click on the “Continue to the Ohio Business Gateway” button to be directed to the Gateway.

![OH|ID Account Creation Success Page](image)

*Figure 7 OH|ID Account Creation Success Page*
7. Create a New Gateway Business Account

You will then begin the Gateway's onboarding process. First, enter the Federal Employer Identification Number (FEIN) or Social Security Number associated with your business and click the “Next” button.
Existing Gateway Business Account
If the you enter a FEIN or Social Security Number that is already associated with a business account in the Gateway, you will be asked to confirm the business account to which you are requesting access.

After you have confirmed the name of the business account, click the "Next" button.
You will then be asked to select your desired role on the business account, either Non-Filer, Filer or Filing Administrator. A description of each of the roles can be found under the “Desired Role” dropdown menu.

Once you have selected your desired role on the business account, click the “Next” button.
You are then taken to a page that informs you that your request for access to the business account has been submitted and that you will be notified once the Filing Administrator on the business account approves your access request.

You will then click the “Finish” button to be taken to your Business Dashboard.

You will not be able to access any information related to the business account until the Filing Administrator on the business account has approved your access request.

![Figure 11 Access Requested Page on the Gateway Account Creation Pages](image)
No Existing Gateway Business Account
If there is no existing Gateway business account associated with the FEIN or Social Security Number you entered, you must select whether you entered a FEIN or a Social Security Number using the dropdown menu. Then click the “Next” button.

Figure 12 FEIN or SSN Selection on Gateway Account Creation Pages
Finally, enter the name of the business you are associated with and fill in the appropriate contact information. Then click the “Next” button to finish creating your Gateway business account.
8. Set Up Your Gateway Account

After either requesting access to or creating a new Gateway business account, you are taken to your Gateway Business Dashboard.

*Figure 14 Gateway Business Dashboard*
9. **Complete the Registration Wizard**

If you created a new Gateway account, click on the blue “Get Started” button or the “Has Something Changed?” link in the Quick Links table on the left-hand side of the Business Dashboard to be directed to the Ohio Business Gateway’s business registration wizard.

If you already are familiar with the transactions you should file on the Gateway, move on to Step 9.

![Figure 15 Get Started with the Registration Wizard from the Business Dashboard](image)
The Gateway’s business registration wizard will ask you a series of questions about your business and will recommend the Service Areas for which you should consider registering. The recommended Service Areas will automatically be added to your business account.

*Figure 16 Welcome to the Registration Wizard Page*
After completing the wizard and reviewing your recommendations, you can print the list of Service Area recommendations using your browser’s print functionality and then click the “Finish” button to be directed back to your Account Access Management page.

Figure 17 Wizard Recommendations Page
10. **Add Service Areas and Transactions to Your Account**

To add additional Service Areas and transactions to your account, click the “Account Access Management” button in the top right-hand corner of the **Business Dashboard**.

*Figure 18 Account Administration Icon on the Business Dashboard*
Add Service Areas
On the Service Areas tab, locate the Available Service Areas column and click the “+” icon next to the name of the Service Areas you would like to add to your account.

![Figure 19 Adding Service Areas to a Business Account](image)
Add Transactions
After you have added all the appropriate Service Areas to the Authorized Service Areas column, click the Transaction Types tab.

On this tab, click the “+” icon next to the transactions for which you would like to file within each Service Area to move them to the Authorized Transaction Types column.

Figure 20 Adding Transaction Types to a Business Account
Complete User Authorization
After the appropriate transactions have been added, click on the User Authorization tab.

You can authorize the exact type of permissions for each transaction added to your account by user, Service Area and transaction by flipping the toggle buttons next to the applicable permission type.

![Figure 21 Granting Users Transaction-Level Permissions](image)

After the appropriate permissions have been granted, click the “Save” button at either the top or the bottom of the page.
11. Finalize Account Setup
Now that you have added the appropriate Service Areas and transactions, as well as granted the appropriate user permissions, navigate back to your Business Dashboard by clicking on the “Home” button. Now you can select transactions to begin filing.

Figure 22 Populated Business Dashboard Page
This completes the process for new Gateway users creating an OH|ID account, creating a Gateway account and setting up a new Gateway business account for filing.