

The Department of Administrative Services

Equal Opportunity Division

30 East Broad Street, 18th Floor

Columbus, Ohio 43215-3414

Phone: 614.466.8380

Fax: 614.728.5628

Instructions for electronic submittal of forms to the Department of Administrative Services, Equal Opportunity Division ~ MBE/EDGE application, Unified application, EDGE Complaint form, Affirmative Action Program Verification form, Certificate of Compliance application and the Input Form 29 – Work Hour Report:

Forms can be accessed through the Equal Opportunity Division's webpage:

<http://das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

OR

Forms can be submitted directly on the Ohio Business Gateway webpage:

<http://business.ohio.gov/efiling/>

Steps to access, complete and submit EOD forms

1. Create a business account on the Ohio Business Gateway (OBG) webpage
 - > Multiple users can be created for one business
 - > Additional Users must be created by the administrator of the business account
2. Log In ~ User Name and Password
3. Select Service ~ Equal Opportunity Division
4. Select type of form (MBE/EDGE application, Affirmative Action Program Verification form, Certificate of Compliance, I-29, etc.)
5. Complete fields on form
 - > Fields that required dollar amount – do not insert \$ or ,
 - > Look for “Help Bubbles”
6. Review Summary Page for accuracy
 - > Errors found – select Back button at the bottom of the screen and revise desired field(s)
 - > Print page for record keeping
7. Summary Page – Select “Accept Data”
8. **Check Out - Home Page - Select “Checkout (File and Pay)”**
9. Print Confirmation Page for record keeping
10. **Forms will not be accessible to the Equal Opportunity Division until the following business day**

The Ohio Business Gateway website offers:

OnlineTutorials

- ⦿ Tutorials are available to help users learn to use OBG. The tutorials demonstrate common OBG functions in a step-by-step manner with audio. The tutorials will launch in a new browser window.
 - > [Creating an OBG Account](#)
 - > [Login and Navigation](#)
 - > [Managing Users and Access Levels](#)
 - > [Managing Groups and Access Levels](#)
 - > [Service Provider Sign-Ons](#)
 - > [Creating a Transaction \(ex. Sales Tax UST-1\)](#)
 - > [Checkout - File and Pay a Transaction](#)

<http://business.ohio.gov/efiling/help/index.stm>

The Department of Administrative Services Equal Opportunity Division

All businesses submitting a form to EOD must electronically file through the Ohio Business Gateway website. If your business does not already have a business account established to submit forms through Ohio Business Gateway, you must create an account.

CREATING AN ACCOUNT:

Step 1: Enter following URL in internet browser: Ohio Business Gateway: <http://business.ohio.gov/>

Step 2: Select Login Now or Create an Account

Business Gateway - Windows Internet Explorer
http://business.ohio.gov/

Search

Ohio Business Gateway

Agencies | Help Center | Contacts

Ohio.gov | Business

search

Why Ohio? | Starting a Business | Licenses and Permits | Staying Compliant | Growing in Ohio | Electronic Filing

Welcome to the Ohio Business Gateway

More Information. Less Paper.

The Ohio Business Gateway is about making government accessible to you and your business by helping you find the information and services you need to keep your business thriving in Ohio.

Our goal is to help you complete your transaction or find the information you need as efficiently as possible, so you can focus on what matters most: running and growing your business.

Our premiere online electronic file and payment service can be found on the right side of the page, with links to other information and services across the top and left side of the page. Let us know [what you think](#) and give us ideas for what to do next.

Ohio Business Gateway, Electronic Filing

OBG Electronic Filing offers Ohio's businesses a time- and money-saving online filing and payment system that helps simplify business' relationship with government agencies. We now offer more than 41 services and selected transactions are available from six state agencies and more than 500 municipalities.

[View the Complete List of the Agencies and Filing Services](#)

Login Now or Create an Account

Information and Services

- [Why Ohio?](#)
- [Starting a Business](#)
- [Licenses and Permits](#)
- [Staying Compliant](#)
- [Getting Help](#)
- [Search Business Corporate Filings](#)

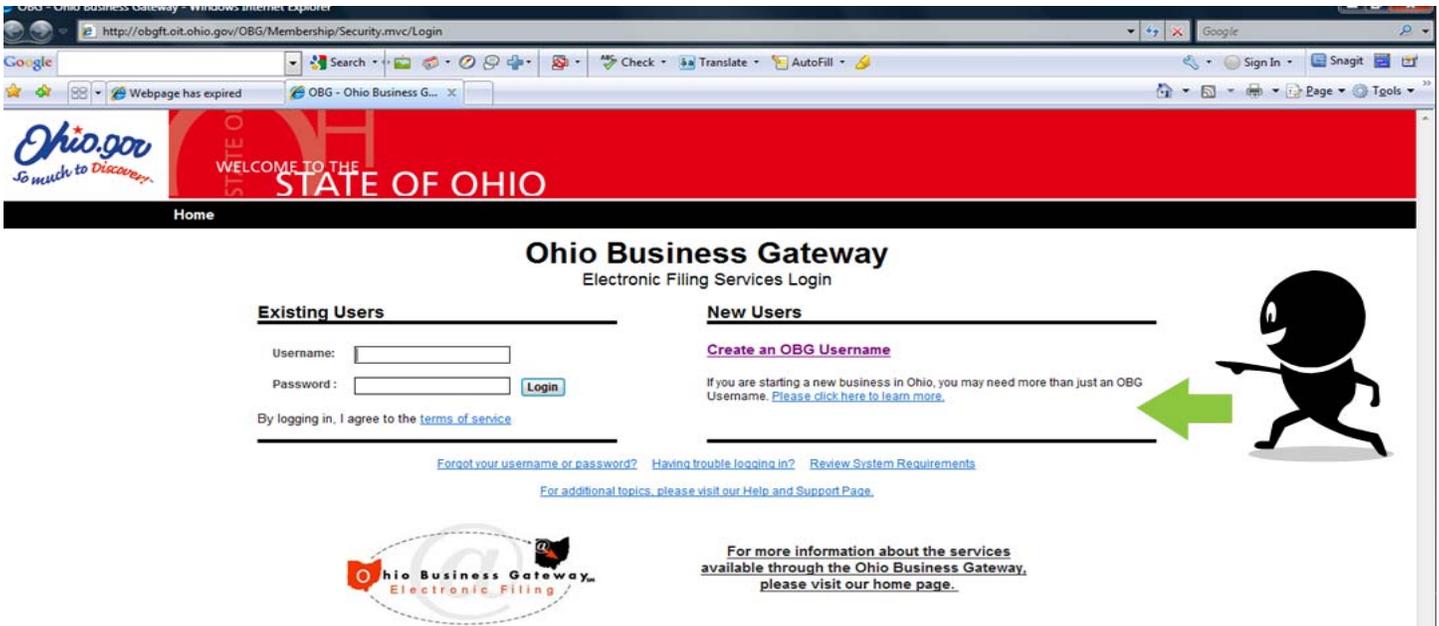
Features

- [Ohio EPA eBusiness Center](#)
- [Tax Finder](#)
- [Small Business Energy Saver](#)
- [Business Energy Resource Center](#)
- [Ohio Means Business](#)

The Department of Administrative Services
Equal Opportunity Division

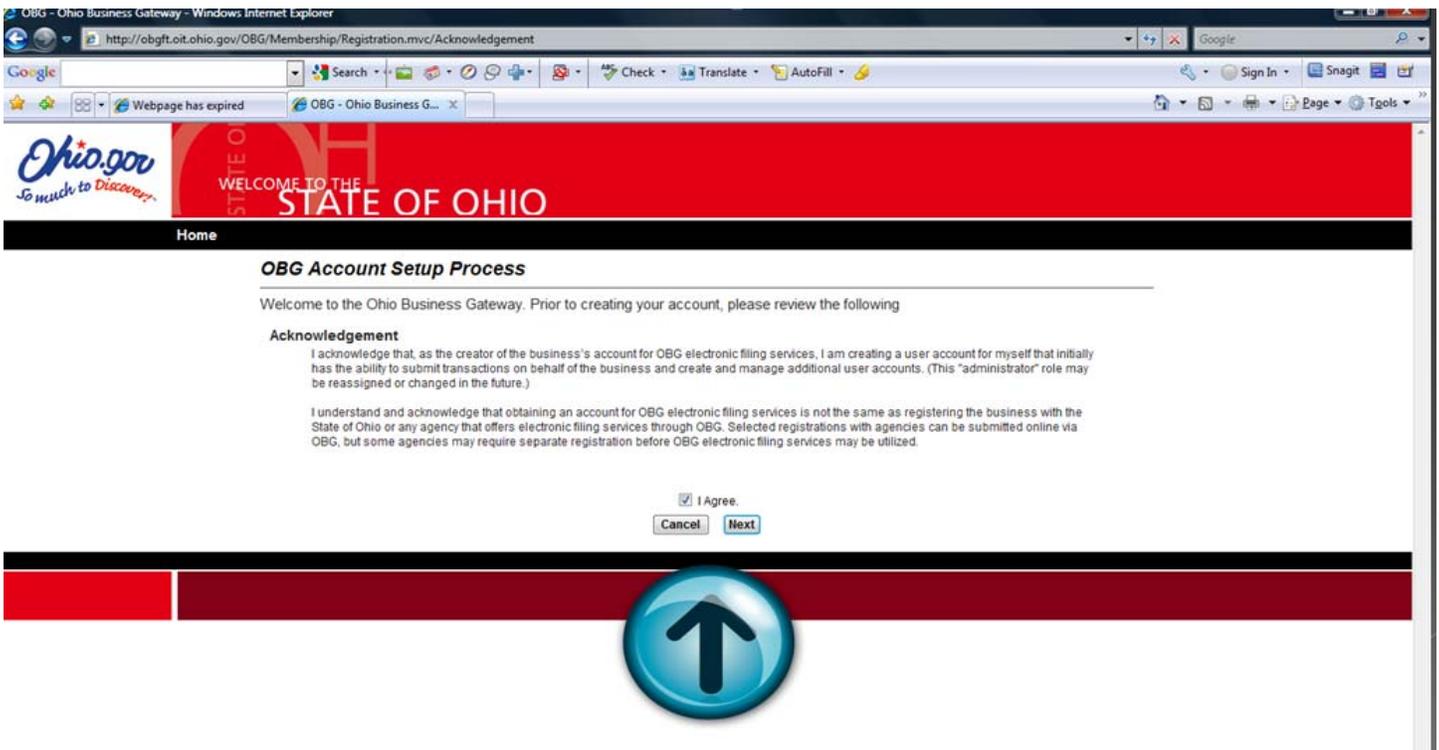
CREATING AN ACCOUNT:

Step 3: Select "Create an OBG Username"



Step 4: Read Acknowledgement and mark "I agree"

Step 5: Select "Next" to continue



**The Department of Administrative Services
Equal Opportunity Division**

CREATING AN ACCOUNT:

Step 6: Select 1st option (Creating an account for a business with a Federal Employer Identification Number (FEIN) and select "Next" to continue; **OR**

The screenshot shows a web browser window with the URL <http://obgft.oit.ohio.gov/OBG/Membership/Registration.mvc/CompanyIdentification#MainContainer>. The browser's address bar and search bar are visible. Below the browser, there is a red banner with the Ohio state logo and the text "WELCOME TO THE STATE OF OHIO". A "Home" link is present in a black bar below the banner. The main content area is titled "OBG Account Setup Process" and contains the text "Welcome to the Ohio Business Gateway. Please enter your registration information." Below this, there is a section titled "Step 1 : Company Identification" with a blue circular icon containing a right-pointing arrow. Two radio button options are listed: the first option is "I am creating an OBG account for a business that has a FEIN. (Proceed to Step 2)" and the second option is "I am creating an OBG account for a sole proprietor for one or more businesses using a SSN. (Proceed to Step 3)". At the bottom of the form, there are three buttons: "Back", "Cancel", and "Next".

The Department of Administrative Services
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CREATING AN ACCOUNT:

Step 6: Select 2nd option (Creating account for a sole proprietor for one or more businesses using a SSN) and select "Next" to continue

The screenshot shows a web browser window with the URL <http://obgft.oit.ohio.gov/OBG/Membership/Registration.mvc/CompanyIdentification#MainContainer>. The page features the Ohio.gov logo and a red banner with the text "WELCOME TO THE STATE OF OHIO". Below the banner, the page title is "OBG Account Setup Process" and the subtitle is "Welcome to the Ohio Business Gateway. Please enter your registration information." The main content area is titled "Step 1 : Company Identification" and contains two radio button options:

- I am creating an OBG account for a business that has a FEIN. (Proceed to Step 2)
- I am creating an OBG account for a sole proprietor for one or more businesses using a SSN. (Proceed to Step 3)

A large blue circular button with a white left-pointing arrow is positioned to the right of the second option. At the bottom of the form, there are three buttons: "Back", "Cancel", and "Next".

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CREATING AN ACCOUNT:

Step 7: Enter company's federal employer identification number and select "Next" to continue

The screenshot shows a web browser window with the URL <http://obgft.oit.ohio.gov/OBG/Membership/Registration.mvc/CompanyIdentification#MainContainer>. The page features the Ohio.gov logo and a red banner with the text "WELCOME TO THE STATE OF OHIO". Below the banner is a "Home" link. The main content area is titled "OBG Account Setup Process" and contains the following text: "Welcome to the Ohio Business Gateway. Please enter your registration information." Underneath, there is a section titled "Step 1 : Company Identification" with two radio button options: "I am creating an OBG account for a business that has a FEIN. (Proceed to Step 2)" and "I am creating an OBG account for a sole proprietor for one or more businesses using a SSN. (Proceed to Step 3)". To the right of these options are two input fields: "Enter FEIN: 66 - 11111111" and "Confirm FEIN: 66 - 11111111". A blue dashed arrow points from the right towards the "Confirm FEIN" field. At the bottom of the form, there are three buttons: "Back", "Cancel", and "Next". A blue dashed arrow points from the right towards the "Next" button.

The Department of Administrative Services
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CREATING AN ACCOUNT:

Step 8: Enter company's legal name and select "Next" to continue

OBG - Ohio Business Gateway - Windows Internet explorer

http://obgft.oit.ohio.gov/OBG/Membership/Registration.mvc/AccountFEIN#MainContainer

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WELCOME TO THE STATE OF OHIO

Home

OBG Account Setup Process

Please complete the additional company information below.

Step 2. Enter Additional Information

Federal Employer ID Number 66-1111111

* Company Legal/Business Name

Company Corporate Name

Company Trade (DBA) Name

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CREATING AN ACCOUNT:

Step 9: Complete all required fields which includes creating a user name and password

Step 10: Final Step in creating an account ~ Select "Create Account" at the bottom of the screen

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Home

OBG Account Setup Process

Continue to enter information

Step 3. User Information

User Information (Your Information)

* First Name

* Last Name

* Job Title

* Phone Number () -

* Email Address

* Confirm Email Address

Company Contact Information (for Questions about the Business)

Use my information above as the Company Contact Information.

* Contact First Name

* Contact Last name

* Contact Phone () -

* Email Address

User Access Information (Your Access Information)

* User Name Username is case-sensitive, must be 8-10 characters with no special characters.

* Password Password is case-sensitive, and must contain at least 8 characters; at least one numeric character (0-9), and at least one of these non-alphanumeric character (- ! @ # \$ % ' & * -)

* Re-type password

* Your Secret Question

* Answer to your Question

Remember to write down your username and password. You will use this information to Login and file forms.

To further assist you in creating an account, an online tutorial is available to view on the following URL or contact EOD:

<http://business.ohio.gov/efiling/help/index.stm>

**The Department of Administrative Services
Equal Opportunity Division**

CREATING MULTIPLE USERS FOR A BUSINESS ACCOUNT:

The only person that can add multiple users to a business account is the person with administrator rights to the account (the person that created the account or a person that is registered as an administrator for the account).

Step 1: Select Administration at the top of the home page




Home History Administration Logout



Home

Jon Doe Construction
FEIN : 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction
 Select Service:

Transactions in Progress

Transaction Name	Created Date		
Unified Application	12/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	09/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	12/09/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>

Transactions Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	
Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	

Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment.

To exit (logout) without submitting any transactions, click "Logout" at the top of the page.

The Department of Administrative Services
Equal Opportunity Division

CREATING MULTIPLE USERS FOR A BUSINESS ACCOUNT:

Step 2: Select User Information

Step 3: Select Add User



Administration - User and Access Management

Jon Doe Construction
FEIN: 11-1224664

Company Information

FEIN: 11-1224664

Legal Name: Jon Doe Construction

Corporate Name:

Trade(DBA) Name:

Contact First Name: John

Contact Last Name: Doe

Contact Phone: (614)-555-5555

Email Address: john.doe@das.state.oh.us

Service Provider / Representative ID:

Click 'Edit' to generate an ID.
If your company acts as a service provider to or representative of other companies (e.g. CPAs, attorneys, payroll companies), an ID enables another company to grant your company permission to create and submit OBG transactions on their behalf.

Step 2: Select User Information

User Information

User Name	Job Title	Email	Phone	Active	Admin	Edit User
Doe, Jane	Administrator	jane.doe@das.state.oh.us	(614)-555-5553	Y	Y	<input type="button" value="Edit"/>

[Add User](#)

Step 3: Select Add User

Group (Shared Access) Administration

System Default Groups

Group Name	Service Provider / Representative Access	No. of Users	Edit Group
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[Add Group](#)

The Department of Administrative Services
Equal Opportunity Division

CREATING MULTIPLE USERS FOR A BUSINESS ACCOUNT:

Step 4: Insert User information and select "Next"



OBG User information

Jon Doe Construction
FEIN: 11-1224664

First Name * :

Last Name * :

Job Title * :

Email * : System generates a new password and sends it to this email address.

OBG username * : Username is case-sensitive, must be 8-10 characters with no special characters.

Phone Number * : () -

CREATING MULTIPLE USERS FOR A BUSINESS ACCOUNT:

Step 5: Select access level ~ PLEASE READ ACCESS LEVELS PRIOR TO SELECTING AN OPTION ~ Select "Next"



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WELCOME TO THE
STATE OF OHIO

Home History Administration Logout

OBG User information
Jon Doe Construction
FEIN: 11-1224684

Select Access level:

- Administrator (formerly Primary User)
User will have full access to all OBG services with the ability to submit any transaction on behalf of the company. User will also have the ability to create other users and manage their access level. (HIGHEST ACCESS LEVEL)
- All Access (formerly Secondary User)
User will have full access to all OBG services with the ability to submit any transaction on behalf of the company.
- Limited Access
Users will have access to selected OBG Services on behalf of the company. You will specify the services and access levels on a subsequent screen.

Back Cancel Next

CREATING MULTIPLE USERS FOR A BUSINESS ACCOUNT:

Step 6: FINAL STEP ~ Select Submit Button ~ User has been successfully added



WELCOME TO THE
STATE OF OHIO

[Home](#) [History](#) [Administration](#) [Logout](#)

OBG user Information - Confirmation

Jon Doe Construction

FEIN: 11-1224664

First Name * :

Last Name * :

Job Title * :

Email * : System generates a new password and sends it to this email address.

OBG username * :

Phone Number * : -

Service Area Access * :



The Department of Administrative Services
Equal Opportunity Division

SUBMITTING A FORM:

Helpful Hints:

- ⦿ **Forms electronically filed will not be accessible to the Equal Opportunity Division until the following business day.**
- ⦿ The website will close a form if you are on the system for a long period of time. The system will automatically save the data entered up to the last screen that was fully completed on the form. The form will be placed in your Transactions in Progress view.
- ⦿ **Do not select the back or forward button on the web browser (see below)** while completing a form. If you want to go to a previous page, select the "BACK" button at the bottom of the screen. You must select the "Next" button to continue to next screen.



- ⦿ A form can be saved and closed at anytime even though the form is not complete. **Step 1:** Select "Save and Exit" Button at the bottom of the screen (see below). The form can be accessed by selecting the form under "Transactions in Progress" (Home Page).

Construction Compliance I-29

Company Name: Jon Doe Construction
FEIN: 11-1224664

Instructions:
Please provide the following information:
This report covers: Month: 09 Year: 2009

Company Information:

Company Name: Jon Doe Construction
FEIN/SSN: 11-1224664
Address*: 123 Anywhere Street
City*: Columbus State*: Ohio Zip*: 43215
County*: Franklin
Business Phone*: (614) 466 8380 Business Fax: (614) 466 8381 Email*: jpn.doe@das.state.oh.us

During this reporting period, did your company have any current state or state-assisted contracts? Yes No

Awarding Agency*	Project Number*	Project Name*	Contract Amount*	County*
Diana Inc.	#456654	Brian Shack	\$ 245999.00	Franklin

Delete this Record Add New Record
Record 1 of 1

Back Save and Exit Next

The Department of Administrative Services
Equal Opportunity Division

SUBMITTING A FORM:

Helpful Hints:

- ⦿ **Accessing saved forms ~ Step 1:** Go to Transactions in Progress on Home page.
Step 2: To edit, complete and submit form ~ Select Resume button by the form name.



Home

Jon Doe Construction
FEIN : 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction
Select Service:

All saved forms will automatically move to Transactions in Progress

Transactions in Progress

Transaction Name	Created Date		
Unified Application	12/08/2009	Resume	Delete
Construction Contract Information Report (I-29)	09/08/2009	Resume	Delete
Construction Contract Information Report (I-29)	12/09/2009	Resume	Delete

To edit or complete a saved form - select resume

Transactions Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division - Certificate of Compliance Application	Review/Edit	Delete
Total Due : \$0.00	Payment Selections :	
Equal Opportunity Division - Certificate of Compliance Application	Review/Edit	Delete
Total Due : \$0.00	Payment Selections :	

Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment.

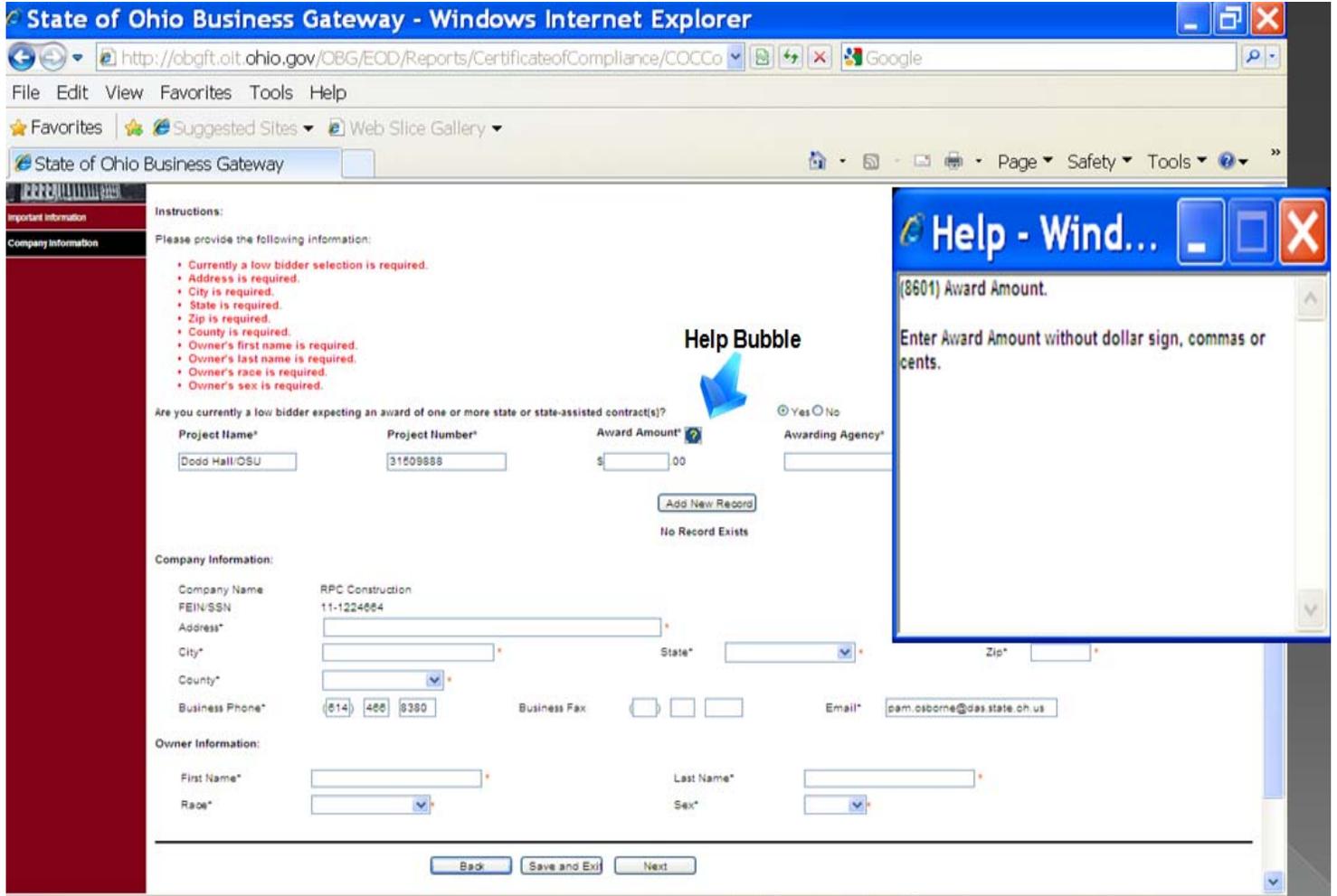
Checkout (File and Pay)

The Department of Administrative Services
Equal Opportunity Division

SUBMITTING A FORM:

Helpful Hints:

- ⦿ Asterisks (*) equals required fields
- ⦿ Selecting  (Help bubbles) will provide additional instructions. Double click on  and a window will appear with a helpful hint.



The screenshot shows a Windows Internet Explorer browser window displaying the State of Ohio Business Gateway website. The browser's address bar shows the URL: <http://obgft.oit.ohio.gov/OBG/EOD/Reports/CertificateofCompliance/COCCo>. The website has a navigation menu with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu, there are 'Favorites', 'Suggested Sites', and 'Web Slice Gallery' sections. The main content area is titled 'State of Ohio Business Gateway' and contains a form with the following sections:

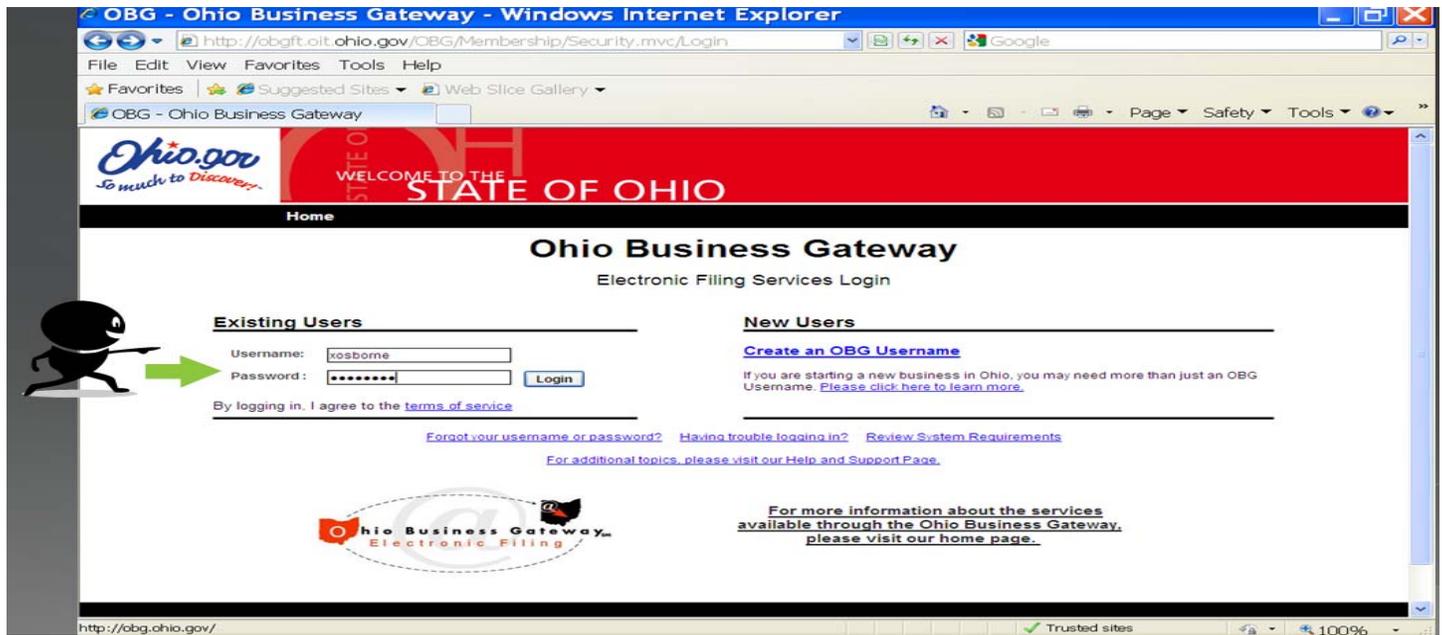
- Instructions:** Please provide the following information:
 - Currently a low bidder selection is required.
 - Address is required.
 - City is required.
 - State is required.
 - Zip is required.
 - County is required.
 - Owner's first name is required.
 - Owner's last name is required.
 - Owner's race is required.
 - Owner's sex is required.
- Are you currently a low bidder expecting an award of one or more state or state-assisted contract(s)?** Yes No
- Project Name*** **Project Number*** **Award Amount*** **Awarding Agency***
- Add New Record** button
- No Record Exists** message
- Company Information:**
 - Company Name:** RPC Construction
 - FEIN/SSN:** 11-1224654
 - Address*:**
 - City*:** **State*:**
 - County*:**
 - Business Phone*:** (514) 488 8380 **Business Fax:** **Email*:** pam.osborne@das.state.oh.us
- Owner Information:**
 - First Name*:** **Last Name*:**
 - Race*:** **Sex*:**

At the bottom of the form are three buttons: **Back**, **Save and Exit**, and **Next**. A blue arrow labeled 'Help Bubble' points to the question mark icon next to the 'Award Amount*' field. A separate window titled 'Help - Wind...' is open, displaying the text: '(8601) Award Amount. Enter Award Amount without dollar sign, commas or cents.'

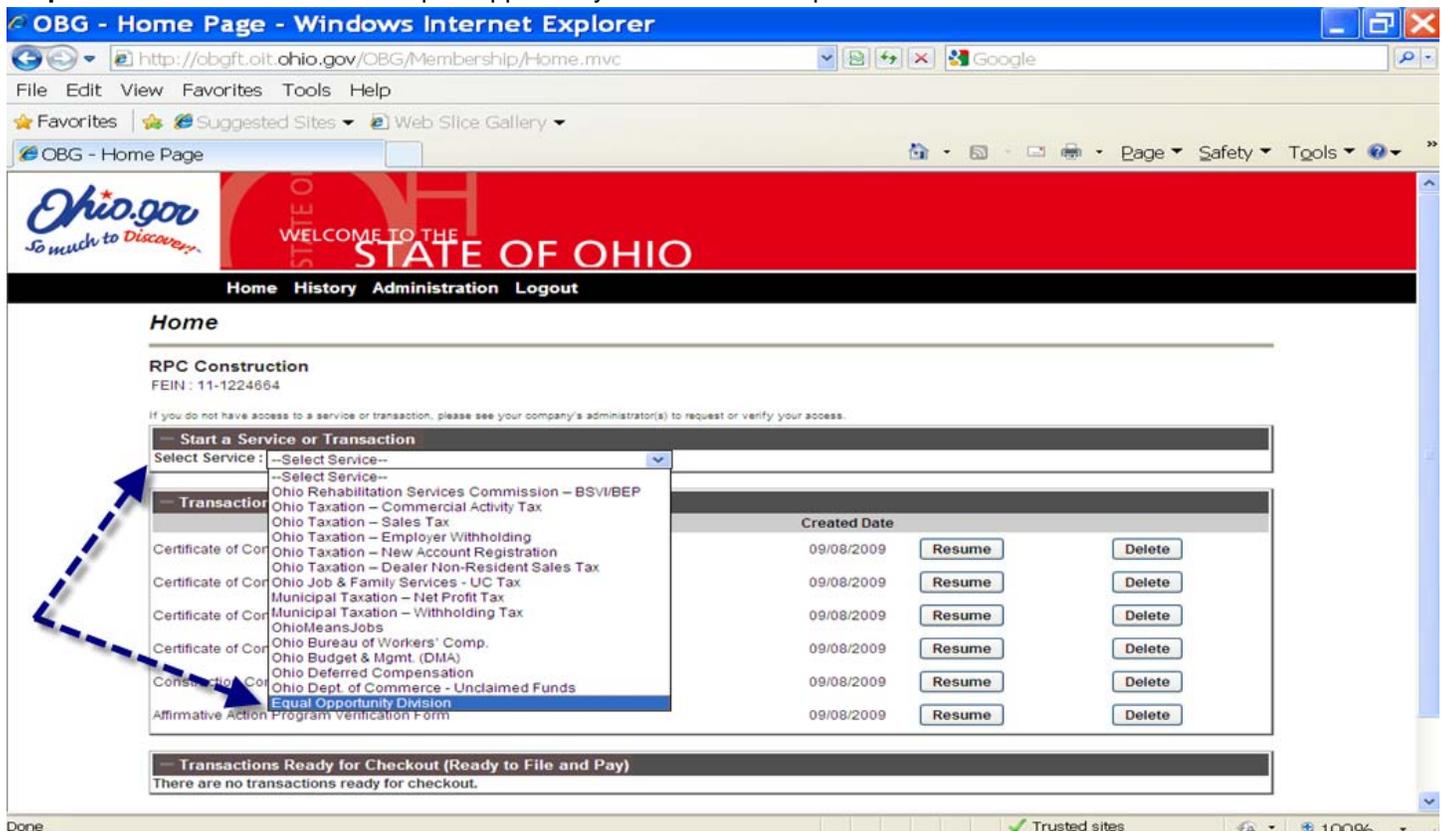
The Department of Administrative Services
Equal Opportunity Division

SELECTING AND COMPLETING A FORM:

Step 1: Once an account has been created: Log In ~ insert the user name and password that was created on the Ohio Business Gateway webpage. **DO NOT ENTER THE USERNAME AND PASSWORD PREVIOUSLY PROVIDED BY THE EQUAL OPPORTUNITY DIVISION.**



Step 2: Select Service: Select Equal Opportunity Division from drop down box



The Department of Administrative Services
Equal Opportunity Division

SELECTING AND COMPLETING A FORM:

Step 3: Select Form

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://obgft.oit.ohio.gov/OBG/Membership/Home.mvc>. The page header includes the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the header is a navigation menu with "Home", "History", "Administration", and "Logout". The main content area is titled "Home" and contains the following information:

RPC Construction
FEIN : 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction
Select Service: **Equal Opportunity Division**

Equal Opportunity Division	
<input type="button" value="Select"/>	Affirmative Action Program Verification
<input type="button" value="Select"/>	Certificate Of Compliance Application
<input type="button" value="Select"/>	Construction Contract I-29
<input type="button" value="Select"/>	Unified Application
<input type="button" value="Select"/>	Recertification Affidavit
<input type="button" value="Select"/>	EDGE Cross certification
<input type="button" value="Select"/>	EDGE Mediation Complaint form

Below the list is a section titled "Transactions in Progress" with columns for "Transaction Name" and "Created Date". A red arrow points to the "Select" buttons in the list.

Step 4: Complete all fields on form and select "Accept Data" on the Summary Page (last screen for the form).

The screenshot shows a summary page with two buttons: "Back" and "Accept Data". A callout box with a blue dashed arrow pointing to the "Accept Data" button contains the text: "FINAL STEP IN COMPLETING THE FORM: SELECT 'ACCEPT DATA'". Below the buttons, there is a link: "if you need assistance with this page, please view our [help](#)."

SUBMITTING A FORM:

EOD WILL NOT RECEIVE COMPLETED FORMS UNLESS
THE FORM IS
 SUCCESSFULLY **"CHECKED OUT"**



Step 1: Home Page - Select "Checkout (File and Pay)" ~ There is NO FEE for submitting EOD's forms



Home

Jon Doe Construction

FEIN : 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction
 Select Service :

Transactions in Progress

Transaction Name	Created Date		
Unified Application	12/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	09/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	12/09/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>

You must select "Accept Data" on the Summary page on each form in order for the form to be placed into Checkout. If a form is in Transactions in Progress - EOD WILL NOT RECEIVE THE FORM.

Transactions Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	
Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	

Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment.

SELECT CHECKOUT (File and Pay)

To exit (logoff) without submitting any transactions, click "Logout" at the top of the page.

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SUBMITTING A FORM:

Step 2: Select "Yes" next to the form that you are checking out

Step 3: Select "Continue" to advance to next screen

OBG - File Reports - Windows Internet Explorer
http://obgft.oit.ohio.gov/OBG/Membership/Report.mvc/ShowSubmitReports

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Home History Administration Logout

Specify Transactions for Checkout

To include a transaction as part of this checkout:

- Select "Yes" by the transaction.
- If the transaction includes an online payment, you will be asked for bank and/or credit card account information on the following screen.
- You will be able to view/print a copy of the transaction(s) after you have provided final confirmation of the transaction(s) and any payment(s).

If you do not want to include a transaction/report as part of this checkout:

- Select "No" by the transaction.
- Transaction will be kept saved in the "Ready for Checkout" area for future checkout or editing.

Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division						
Checkout?	Transaction	Defer Date	ACH	CC Amount	Total Paying	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Certificate of Compliance Application				\$0.00	

Cancel Continue

The Department of Administrative Services
Equal Opportunity Division

SUBMITTING A FORM:

Step 4: Mark acknowledgement box

Step 5: FINAL STEP ~ Select "Confirm Transactions" ~ Note: Total equals \$0.00 (**NO FEE REQUIRED**)

State of Ohio Business Gateway - Payment Confirmation - Windows Internet Explorer
http://obgft.oit.ohio.gov/OBG/Payment/PaymentConfirmation.aspx

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PMT-CFM Home History Administration Logout

Final Confirmation of Transactions

- The acknowledgement box must be checked before the "Confirm Transactions" button can be pressed. Transactions are not filed until these steps are completed.

Report	Defer Date	ACH	CC	CC Fee	Total
Equal Opportunity Division					
Certificate of Compliance Application	N/A	N/A	N/A	N/A	\$0.00

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are indicating that you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. * [Click here to view acknowledgements.](#)

If you need assistance with this page, please view our [help](#).

SUBMITTING A FORM:

CONFIRMATION SCREEN: **YOU HAVE SUCCESSFULLY SUBMITTED YOUR FORM TO EOD** ~ Print page for records

Transaction Confirmation and Receipt

Company Name: RPC Construction
FEIN: 11-1224664

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	11/18/2009 8:00 PM
Confirmation #	10519348
Receipt #	4954617

Transaction	Defer Date	ACH	CC	CC Fee	
Certificate of Compliance Application	N/A	N/A	N/A	N/A	View EEO Policy Statement Sexual Harassment Statement

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view online tutorials at the following website:

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