business.Ohio.gov

Ohio Business Gateway Tips

"How Do I…

complete the EDGE Mediation Complaint Form?"

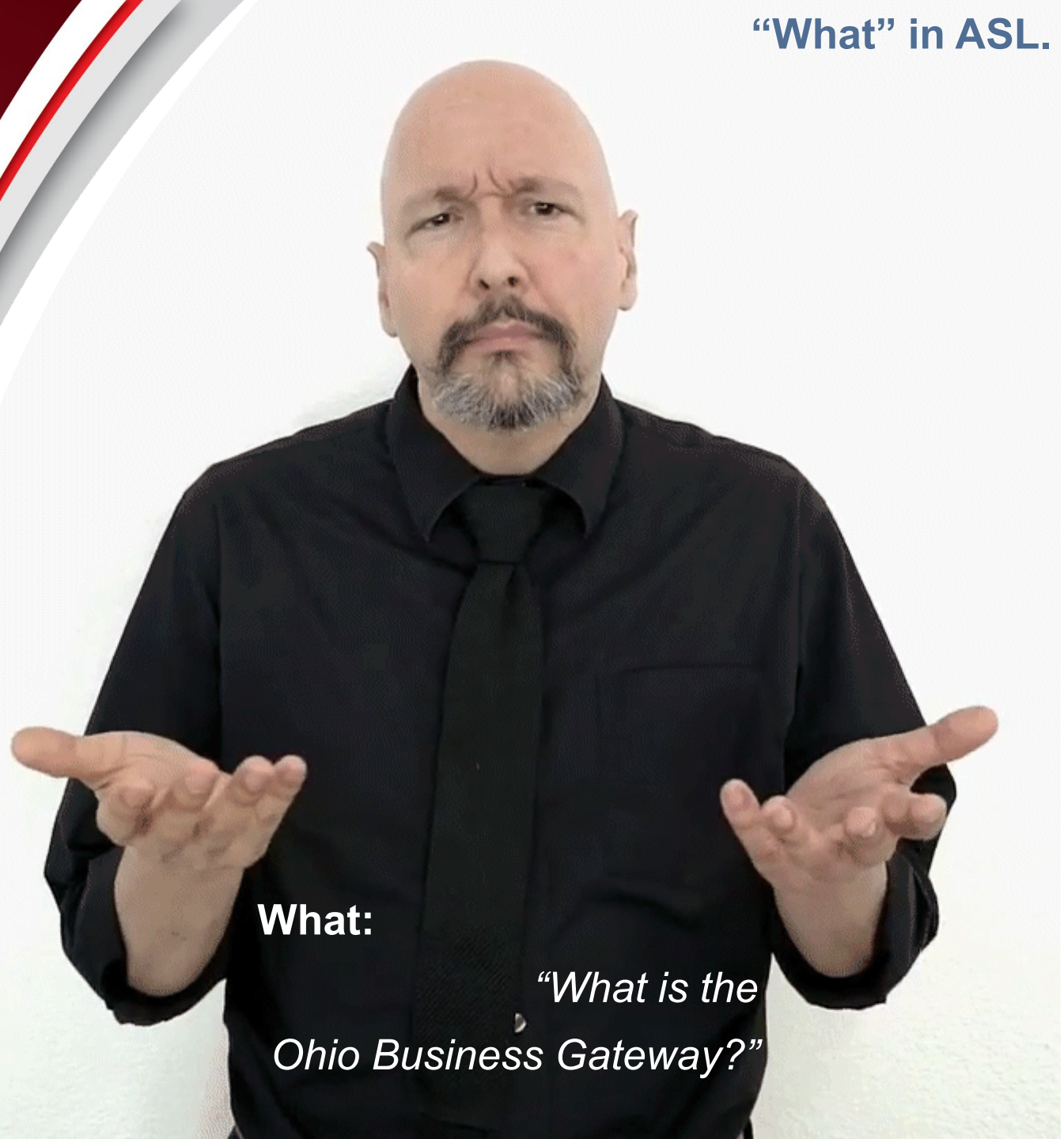
Ohio BUSINESS GATEWAY

business.Ohio.gov

But first…

Ohio BUSINESS GATEWAY

“What” in ASL.



What is the Ohio Business Gateway?

The Ohio Business Gateway, aka Gateway or OBG, is a nationally recognized, collaborative initiative of state and local government agencies that provides Ohio businesses a time- and money-saving online filing and payment system that helps simplify business relationships with government agencies.

By offering a single website for electronic filing, the Gateway provides businesses with an easier means to comply with multiple regulatory requirements.

“Who” in ASL.

Who:

“Who is the Ohio Business Gateway for?”

Who is the Ohio Business Gateway for?

The Gateway was created for business owners to give them a single portal to access many forms that maybe needed to conduct business in the state of Ohio.

Any business or organization conducting activity within Ohio may use the Gateway to electronically submit transactions to agencies who administer compliance programs.

“Where” in ASL.

Where:

“Where is the

Ohio Business Gateway?”

Where is the Ohio Business Gateway?

There are many ways to access the Gateway. Below are a couple of the main web addresses:

- gateway.ohio.gov
- business.ohio.gov

There are also multiple hyperlinks throughout EOD's website (das.ohio.gov/eod) that will take you to the OBG webpage.

EOD on the Gateway

The Gateway is home to seven EOD applications and forms:

1. Affirmative Action Program Verification
2. Certificate of Compliance
3. Construction Compliance I-29 Workforce Utilization
4. Cross Certification Application
5. (EDGE) Mediation Complaint Form
6. Recertification Affidavit
7. Unified Application

Now, let’s find the EDGE Mediation Complaint Form!

Ohio | Department of Administrative Services

Logging In

A user who may have forgotten the username or password (OH|ID) can reset easily with the forgot username/password function.

Users who forgot the email address attached to their account may have more difficulty, but EOD can usually access this information. Or, you can contact the Gateway's Help Center: 866-644-6468, option 1.

Logging In

After selecting forgot username/password, users will be prompted to select one of two options which will then take them through a specific resetting process based on the options selected.

Forgot OH|ID Username and Password Options

If you last logged in to the Gateway **on or after July 2nd, 2018**, click the link below to recover the OH|ID username and password that you use to access the Gateway.

- Forgot OH|ID Username or Password

Forgot Gateway Username and Password Options

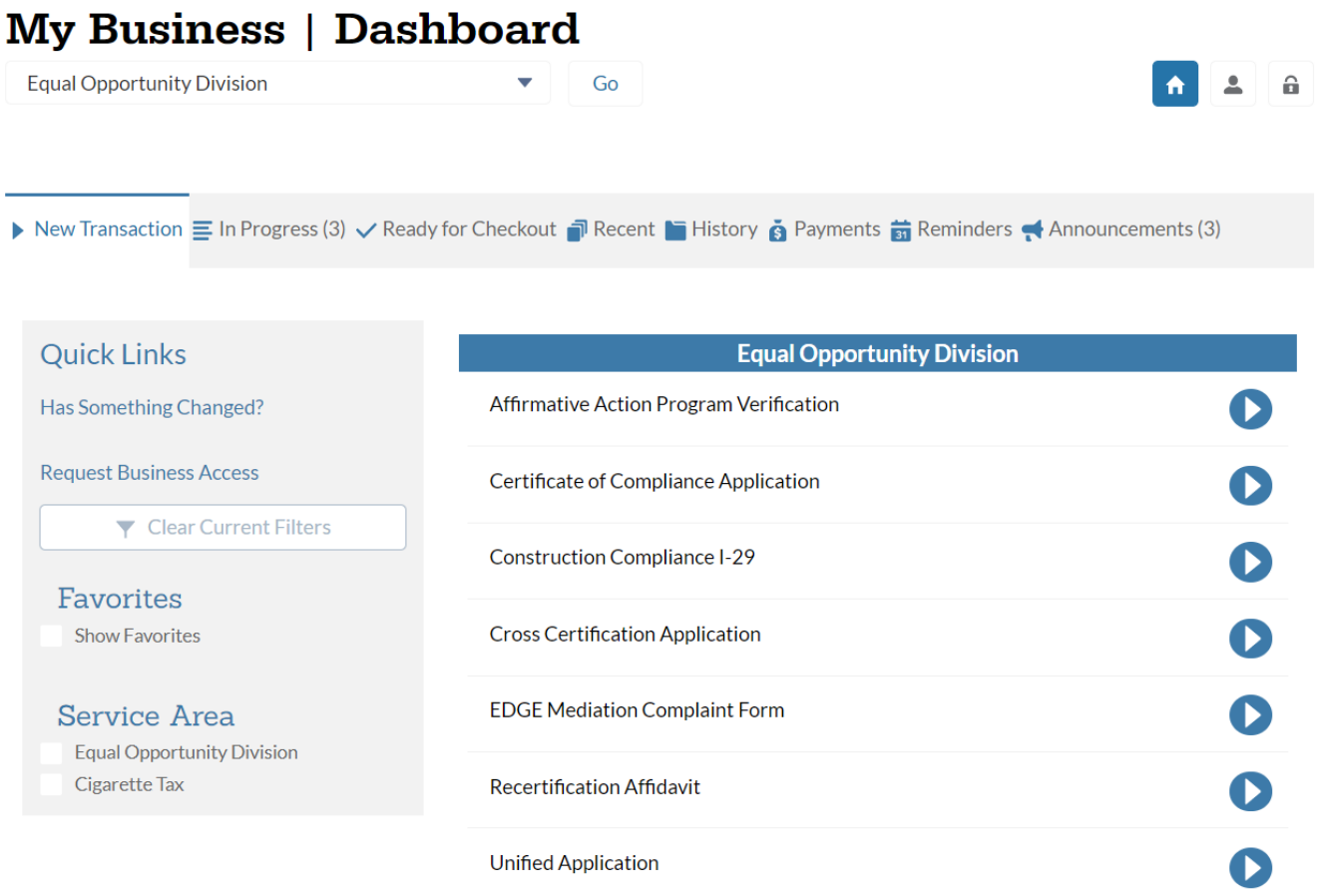
If you last logged in to the Gateway **prior to July 2nd, 2018**, you need to create a new user account. Please return to the login screen and click "Never used the Gateway? – Create an Account". While creating the new account, please follow directions exactly. Your account should be made up with your own up-to-date personal information. After creating the account, please call the help desk at 1-866-644-6468, option 1.

- Return To Login Page

Dashboard

"My Business Dashboard" is the natural homepage for users once they get logged in.

From this page users can see all the applications they have access to, current forms in progress, their history, and many other tools the Gateway offers.



Dashboard Navigation

My Business | Dashboard

Equal Opportunity Division

Go

Just to the right is a silhouette of a person which is the administration button. Here users have access to change personal and company information, as well as a few other administrative options.

New Transa

minders Announcements (3)

Quick Links

Has Something Changed?

Request Business Access

Clear Current Filters

Favorites

Show Favorites

Service A

Equal Opportu

Cigarette Tax

Equal Opportunity Division

Affirmative Action Program Verification

Certificate of Compl

Construction Compl

Cross Certification A

ation Co

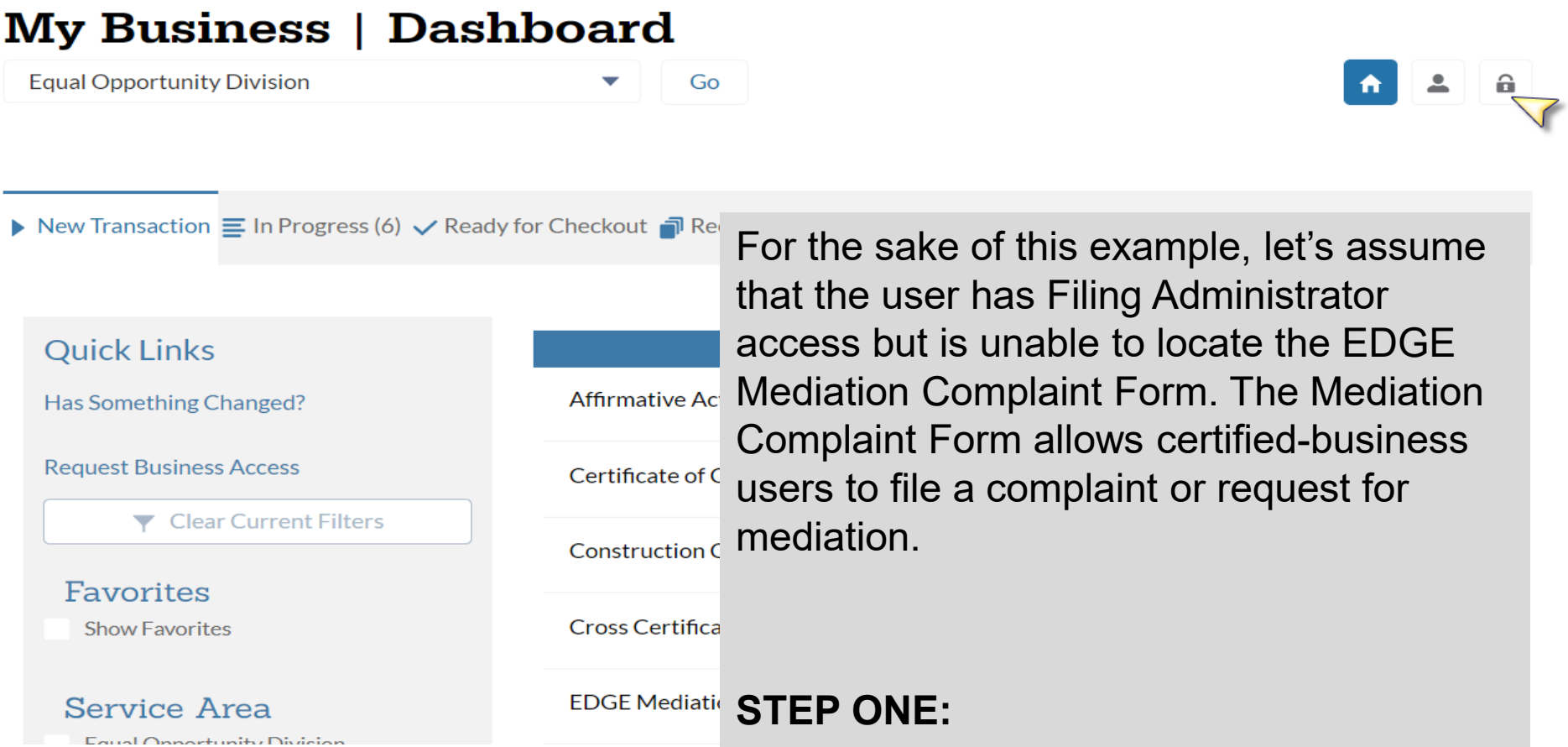
on Affid

lication

In Quick Links, users can request access to any additional business they may be affiliated.

Next to the administration button is a padlock which is for Account Access Management. Only Filing Administrators will see this button. Within this feature, users have the option to add and remove applications and approve or deny access requests.

Dashboard Navigation



For the sake of this example, let's assume that the user has Filing Administrator access but is unable to locate the EDGE Mediation Complaint Form. The Mediation Complaint Form allows certified-business users to file a complaint or request for mediation.

STEP ONE:

Click on the padlock icon at the upper right.

Account Access Management

My Business | Account Access Management

Equal Opportunity Division | Go

Service Areas | Transaction Types | User Authorization | Service Area Access Management | Account Access Requests

Available Service Areas

- Commercial Activity Tax
- Employer Withholding
- Financial Institutions Tax
- Gross Casino Revenue Tax
- Horse Racing Tax
- International Fuel Tax Agreement
- InvestOhio
- Kilowatt Hour Tax

Authorized Service Areas

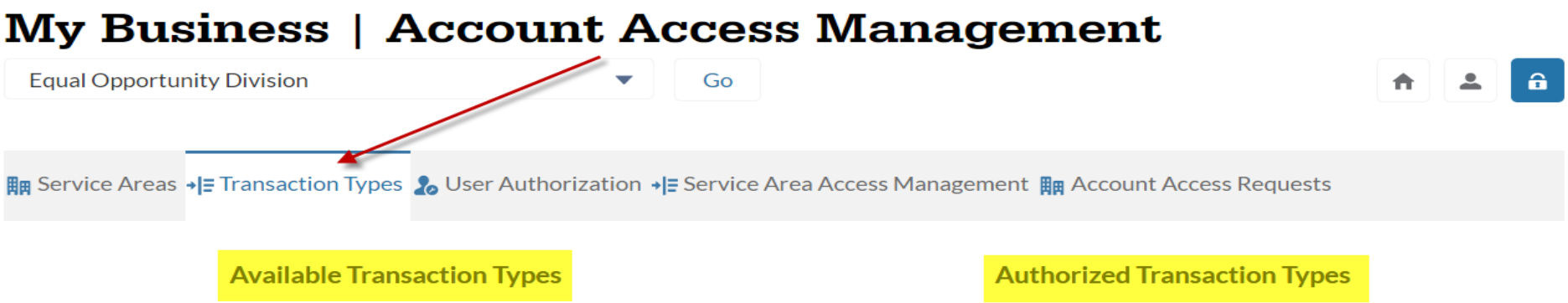
- Cigarette Tax
- Equal Opportunity Division

On the right are service areas a user is authorized to access. If Equal Opportunity Division is not already there, it will be listed on the left as available.

STEP TWO:

Click the plus sign icon next to Equal Opportunity Division to “Add” it to your authorized service areas.

Account Access Management

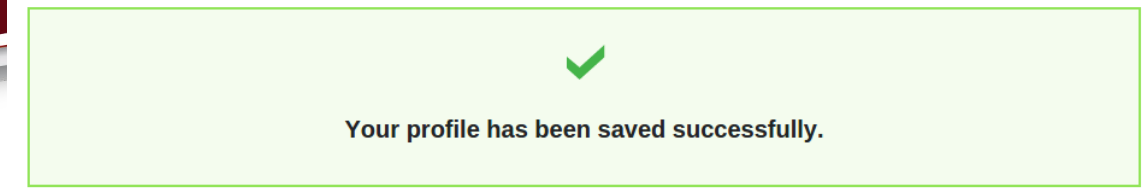


In much the same way you just did, on the right are transaction types (or forms/applications) a user is authorized to access. If Equal Opportunity Division forms are not already there, they will be listed on the left as available.

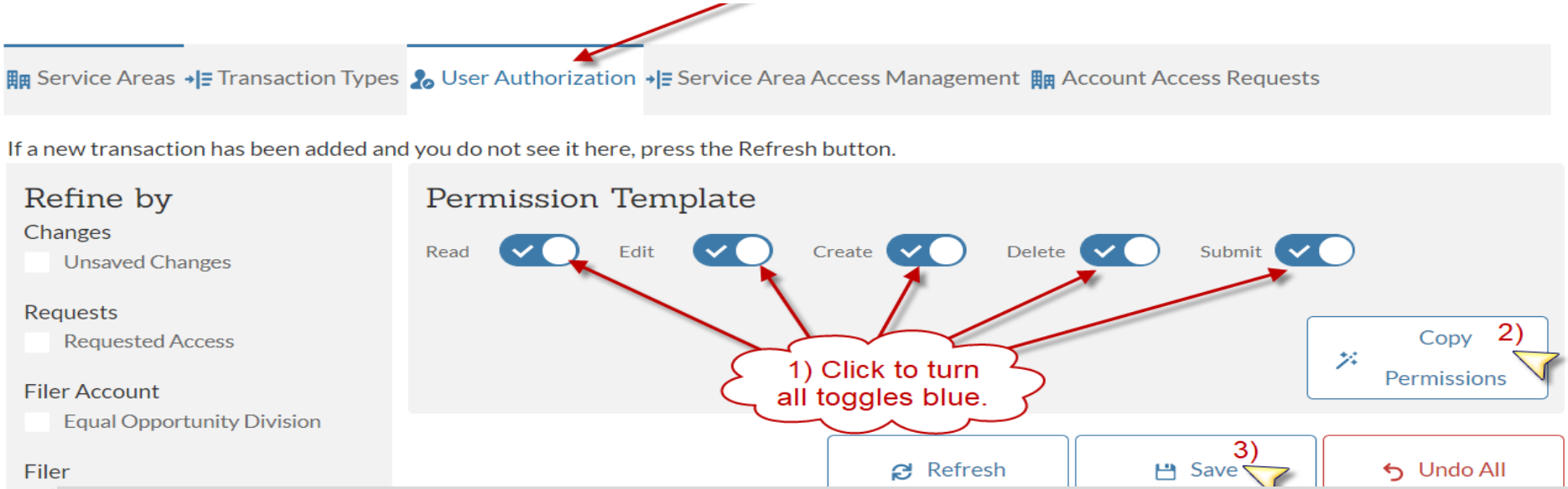
STEP THREE:

Click the plus sign icon next to EDGE Mediation Complaint Form to “Add” it to your authorized transaction types.

After adding, it will look like this.



Account Access Management



At the top is a Permission Template which will apply permissions to any form(s) a user has just added to the authorized transactions.

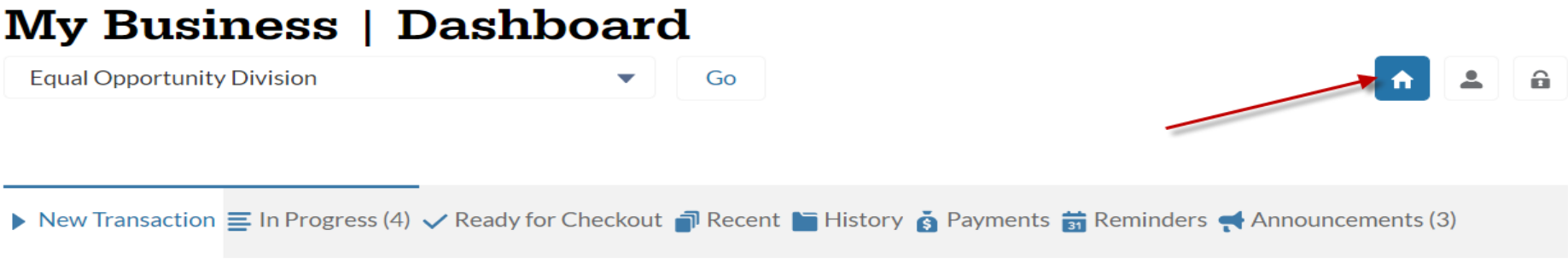
STEP FOUR, FIVE, AND SIX (quick-click steps):

Click the all toggles on the permissions template to allow those actions.

Click “Copy Permissions.”

Click “Save.”

Account Access Management



Clicking on the house button brings users back to the My Business Dashboard. Newly added transactions are now on the Dashboard and available to start.

STEP SEVEN and EIGHT (quick-click steps):

Click house button to return to My Business Dashboard.

Click arrow next to Mediation Complaint Form to start form.

We
can
help

For more information

Website:
www.das.ohio.gov/eod;
www.mbe.ohio.gov;
www.edge.ohio.gov; or
www.das.ohio.gov/vbe

Contact us:
Research, Reporting and Recruitment Unit
4200 Surface Road
Columbus, OH 43228
Phone: 614-466-8380
Email: das-eod.research@das.ohio.gov