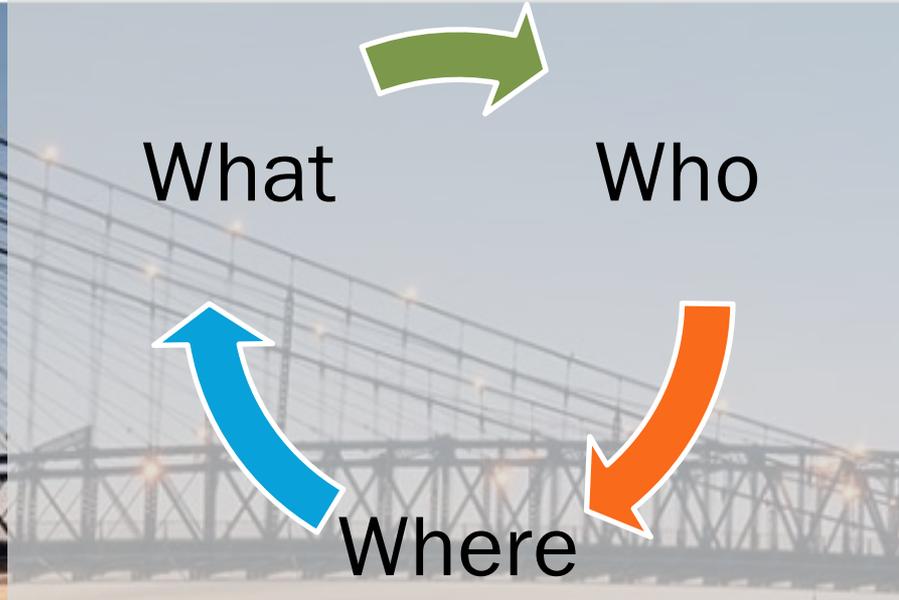


Ohio Business Gateway Tips

“How Do I...

complete the MBE or EDGE application?”



But first...





What:

*“What is the
Ohio Business Gateway?”*

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:

*“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 Unified Application!



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.**



Username

Password

Log In

By logging in, I agree to the [terms of service](#)

Trouble logging in?

Forgot username/password?

Never used the Gateway? - Create an Account

OH|ID

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.

My Business | Dashboard

Equal Opportunity Division Go Home User Lock

[▶ New Transaction](#) [☰ In Progress \(3\)](#) [✓ Ready for Checkout](#) [📄 Recent](#) [📁 History](#) [💰 Payments](#) [📅 Reminders](#) [📢 Announcements \(3\)](#)

Quick Links

[Has Something Changed?](#)

[Request Business Access](#)

Favorites

Show Favorites

Service Area

Equal Opportunity Division

Cigarette Tax

Equal Opportunity Division	
Affirmative Action Program Verification	▶
Certificate of Compliance Application	▶
Construction Compliance I-29	▶
Cross Certification Application	▶
EDGE Mediation Complaint Form	▶
Recertification Affidavit	▶
Unified Application	▶

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

Reminders 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

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.

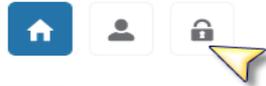
In Quick Links, users can request access to any additional business they may be affiliated.

Dashboard Navigation

My Business | Dashboard

Equal Opportunity Division

Go



▶ New Transaction ☰ In Progress (6) ✓ Ready for Che (3)

Quick Links

Has Something Changed?

Request Business Access

▼ Clear Current Filters

Favorites

Show Favorites

Service Area

For the sake of this example, let's assume that the user has Filing Administrator access but is unable to locate the Unified Application. The Unified Application allows users to apply for MBE, EDGE, or both on one "unified" application.

STEP ONE:

Click on the padlock icon at the upper right.

EDGE Mediation Complaint Form

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

My Business | Account Access Management

Equal Opportunity Division

Go



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

Available Transaction Types

Authorized Transaction Types

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 Unified Application to “Add” it to your authorized transaction types.

After adding, it will look like this.

Equal Opportunity Division

Affirmative Action Program Verification

Certificate of Compliance Application



Your profile has been saved successfully.

Account Access Management

Service Areas → Transaction Types → **User Authorization** → Service Area Access Management → Account Access Requests

If a new transaction has been added and you do not see it here, press the Refresh button.

Refine by

Changes

Unsaved Changes

Requests

Requested Access

Filer Account

Equal Opportunity Division

Filer

Permission Template

Read Edit Create Delete Submit

1) Click to turn all toggles blue.

Copy ²⁾
Permissions

Refresh

Save ³⁾

Undo All

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

My Business | Dashboard

Equal Opportunity Division

Go



▶ New Transaction  In Progress (4)  Ready for Checkout  Recent  History  Payments  Reminders  Announcements (3)

Quick Links

Equal Opportunity Division

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 Unified Application to start application.

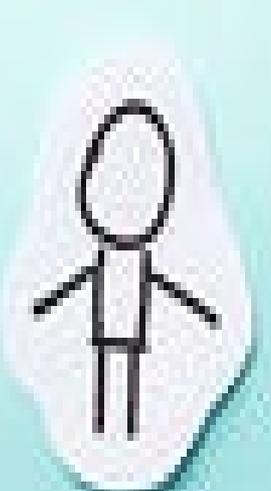
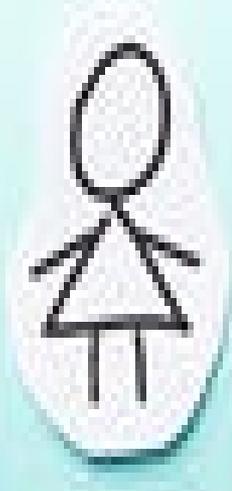
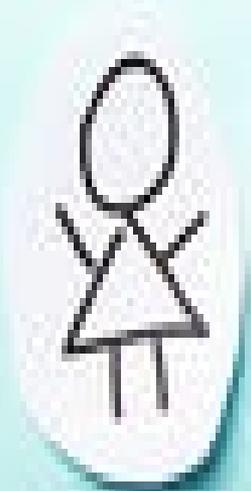
 Unified Application



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

