



## Ohio Business Gateway Guide for Ohio DC Users

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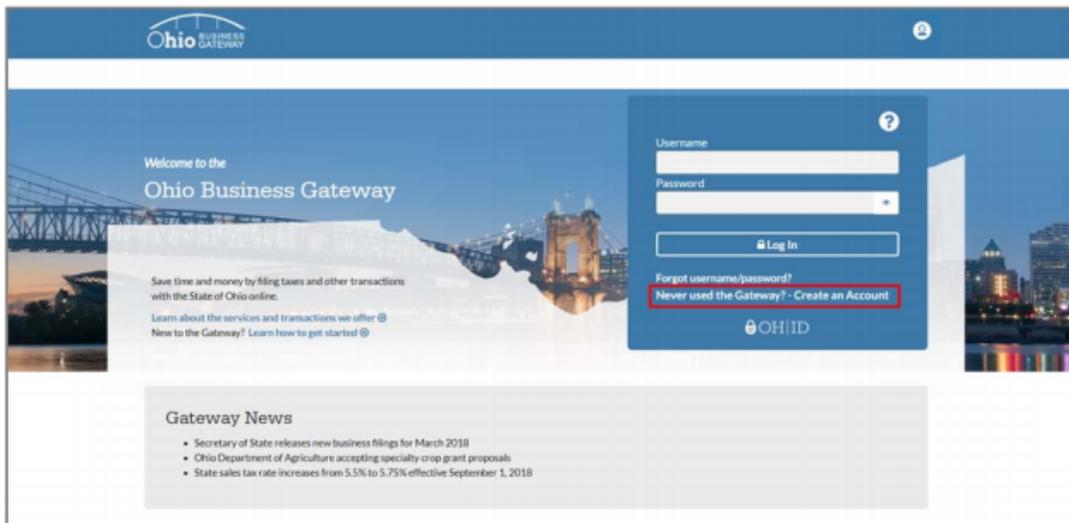
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## 1. Create an Account

The Ohio Business Gateway requires you to establish a personal OH|ID account with your individual SSN. This individual OH|ID account is then linked to your organization's account.

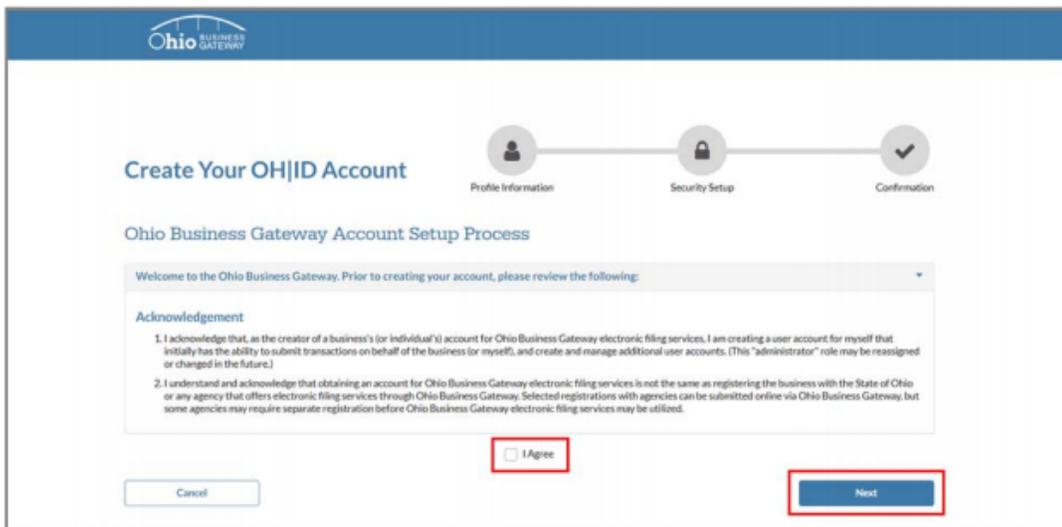
### Visit [gateway.ohio.gov](http://gateway.ohio.gov)

The first step to getting started using the Gateway is creating an OH|ID account. Visit [gateway.ohio.gov](http://gateway.ohio.gov) and click the *Never used the Gateway? - Create an Account* hyperlink near the bottom of the login box.



### 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 to statements and, then, click the "Next" button to continue with the account creation process.



# 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.

The screenshot shows the "Create Your OH|ID Account" page. At the top, there is a progress bar with three steps: "Profile Information" (active), "Security Setup", and "Confirmation". Below the progress bar, a message states: "With an OH|ID profile you can securely and easily access services provided by State of Ohio." The main heading is "OH|ID Profile Information" with a sub-heading "Enter the information below to begin creating your OH|ID profile." Three red boxes highlight the following sections:

- Box 1:** Personal information fields including First Name, Middle Initial, Last Name, Suffix, Email, Email Confirmation, Work Phone Number, Mobile Number, Date of Birth, and Last 4 of SSN.
- Box 2:** Verification Question: "Which of brain, toe, knee, ankle or arm is part of the head?"
- Box 3:** Terms and Conditions section, including a checkbox for "I Agree" and a "Next" button.

At the bottom of the page, there is a navigation bar with links for Home, Privacy & Accessibility, About, Contact, Terms of Service, Bulk Filing, and Help.

# 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.

**Ohio DC Gateway**

## Create Your OH|ID Account

Profile Information | Security Setup | Confirmation

You are almost finished creating your OH|ID account and are one step closer to using the Gateway. You will use the username and password you create below to log in to the Gateway from now on.

### Create OH|ID Username and Password

Create the username and password you would like to use to log in to the Gateway from now on using the guidelines below. It can be the same as the username and password you have used to log in to the Gateway in the past.

Username

Password

Confirm New Password

**Password Guidelines:**

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Numbers (0-9)
  - Special characters (!@#\$%^&\*~"-\_+=~)
- Cannot be one of the last 5 used passwords
- Cannot repeat a similar sequence of characters used in your name or username
  - Ex: If your name or username is John Smith, your password cannot contain "John" or "Smith"

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.

**Choose Password Recovery Methods**  
Select your preferred password recovery method(s) by clicking on the tiles below. Remember that more than one method can be selected.

 <b>Email</b> You will receive a temporary PIN on your email address to reset the forgotten password.	 <b>Mobile Number</b> You will receive a temporary PIN on your mobile number to reset the forgotten password.	 <b>Security Questions</b> Security Questions can be used to reset the forgotten password.
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Email

Mobile Number

Security Question #1  
Please Select Question #1

Security Question #2  
Please Select Question #2

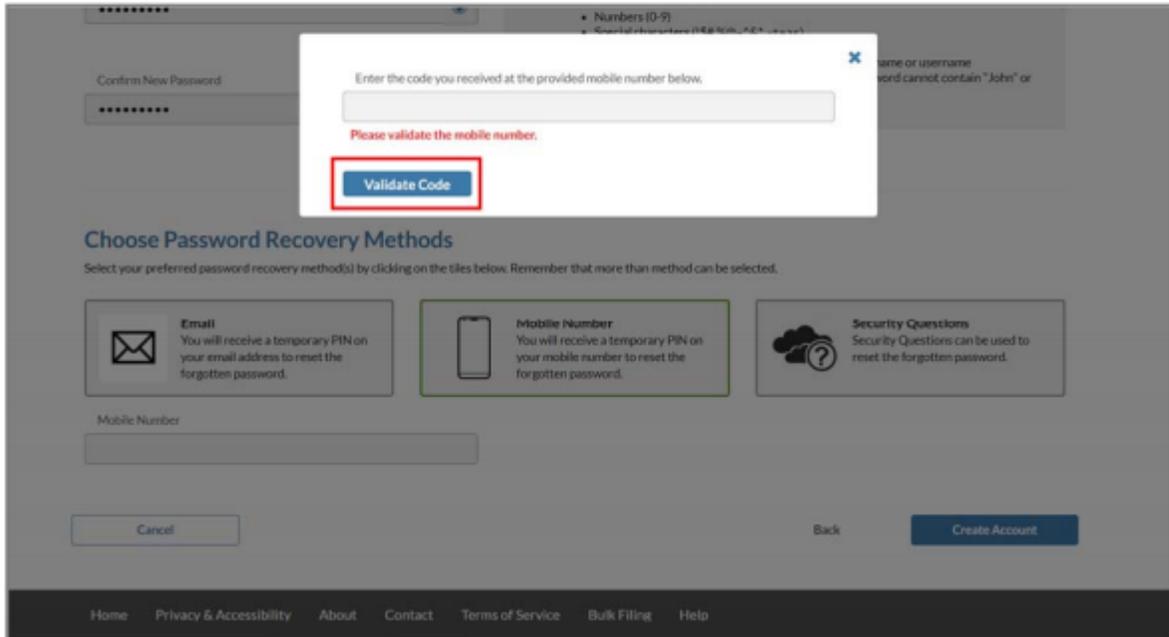
Security Question #3  
Please Select Question #3

Security Question #4  
Please Select Question #4

Home Privacy & Accessibility About Contact Terms of Service Bulk Filing Help

## Input Validation Code (if necessary)

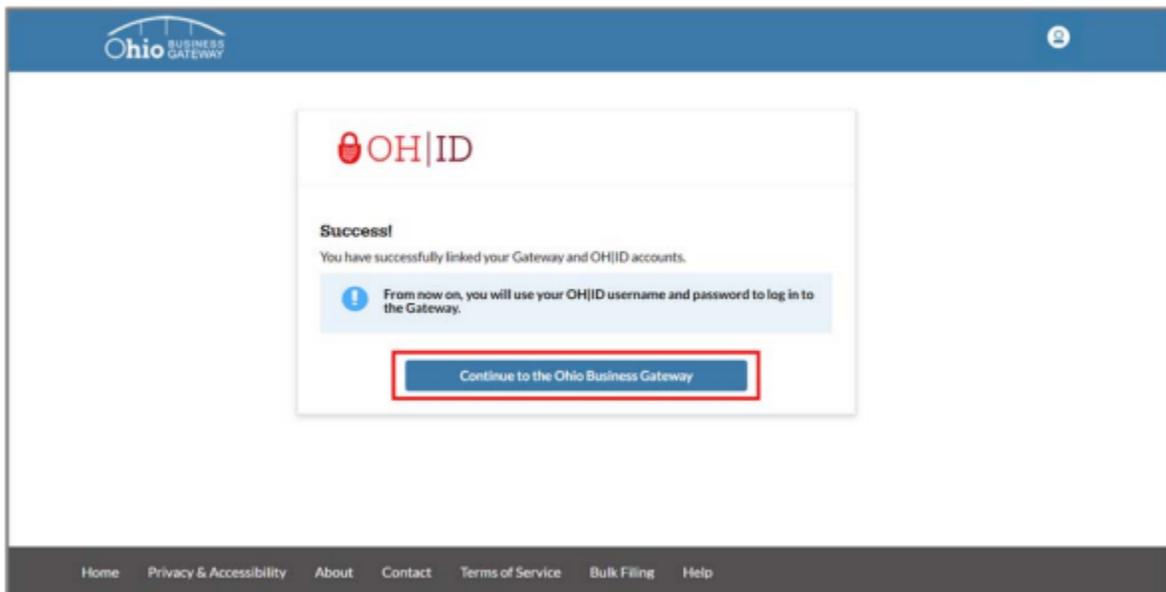
If you chose the “Email” or “Mobile Number” password recovery methods, a temporary PIN will be emailed or texted to you. Enter the temporary PIN and click the “Validate Code” button to confirm your selected password recovery method.



The screenshot shows a web interface for password recovery. At the top, there is a "Confirm New Password" section with a password field. Below it, a modal dialog box is displayed with the text "Enter the code you received at the provided mobile number below." and a text input field. A red box highlights the "Validate Code" button. Below the modal, there is a "Choose Password Recovery Methods" section with three options: "Email", "Mobile Number", and "Security Questions". The "Mobile Number" option is selected. Below the options, there is a "Mobile Number" input field. At the bottom, there are "Cancel", "Back", and "Create Account" buttons. The footer contains links for Home, Privacy & Accessibility, About, Contact, Terms of Service, Bulk Filing, and Help.

## Continue to the Ohio Business Gateway

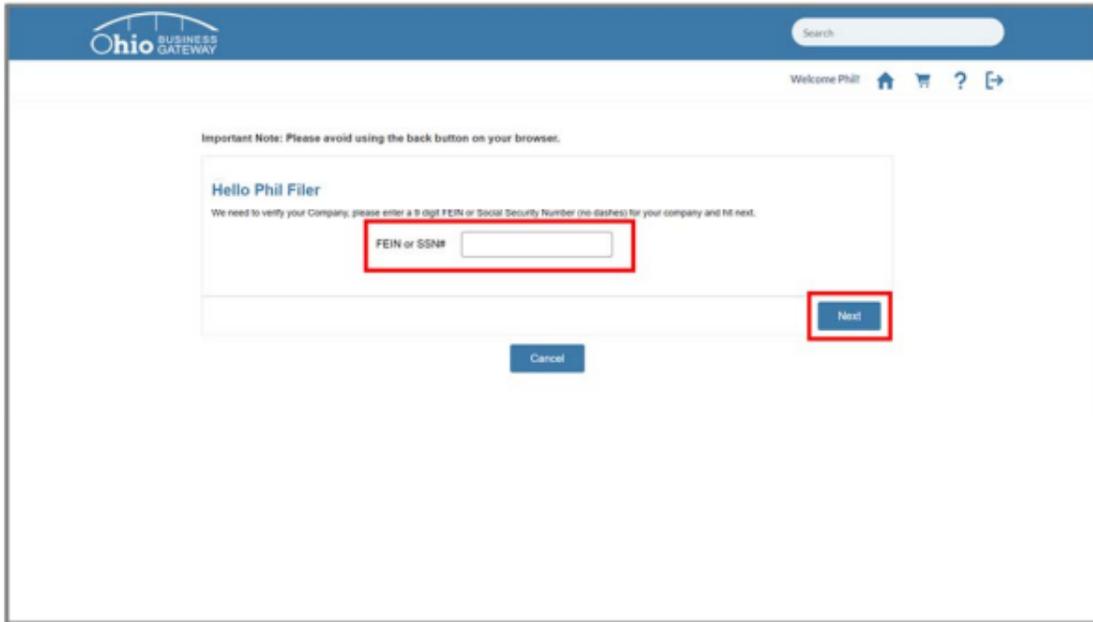
After you have successfully created your OH|ID account, click on the “Continue to the Ohio Business Gateway” button to be directed to the Gateway.



The screenshot shows the Ohio Business Gateway interface. At the top, there is the Ohio Business Gateway logo and a user profile icon. The main content area displays a success message: "Success! You have successfully linked your Gateway and OH|ID accounts." Below this, there is a blue information box with a white exclamation mark icon and the text "From now on, you will use your OH|ID username and password to log in to the Gateway." A red box highlights the "Continue to the Ohio Business Gateway" button. The footer contains links for Home, Privacy & Accessibility, About, Contact, Terms of Service, Bulk Filing, and Help.

## 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.

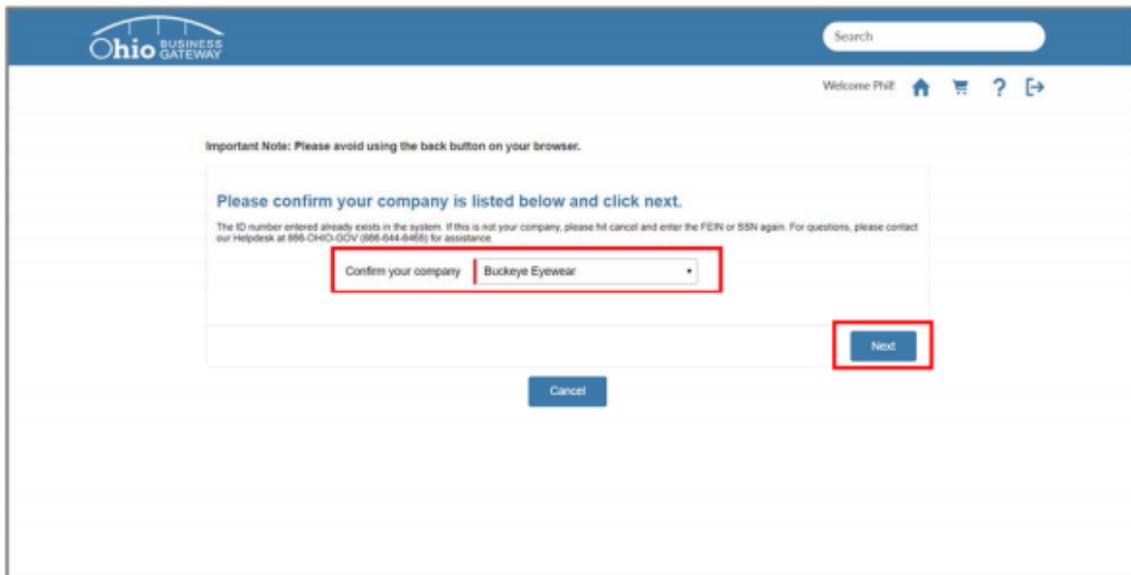


The screenshot shows the Ohio Business Gateway interface. At the top left is the logo with the text "Ohio BUSINESS GATEWAY". At the top right is a search bar and the text "Welcome Phil" followed by navigation icons for home, shopping cart, help, and refresh. Below this is an "Important Note: Please avoid using the back button on your browser." The main content area is titled "Hello Phil Filer" and contains the instruction: "We need to verify your Company, please enter a 9 digit FEIN or Social Security Number (no dashes) for your company and hit next." Below this instruction is a text input field labeled "FEIN or SSN" and a "Next" button. A "Cancel" button is located below the input field. Red boxes highlight the input field and 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.



The screenshot shows the Ohio Business Gateway interface. At the top left is the logo with the text "Ohio BUSINESS GATEWAY". At the top right is a search bar and the text "Welcome Phil" followed by navigation icons for home, shopping cart, help, and refresh. Below this is an "Important Note: Please avoid using the back button on your browser." The main content area is titled "Please confirm your company is listed below and click next." and contains the instruction: "The ID number entered already exists in the system. If this is not your company, please hit cancel and enter the FEIN or SSN again. For questions, please contact our Helpdesk at 866-Ohio-GOV (866-644-6463) for assistance." Below this instruction is a dropdown menu labeled "Confirm your company" with "Buckeye Eyewear" selected. A "Next" button is located to the right of the dropdown menu. A "Cancel" button is located below the dropdown menu. Red boxes highlight the dropdown menu and 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.

The screenshot shows the Ohio Business Gateway interface. At the top, there is a search bar and a welcome message "Welcome Phil!". Below this, an "Important Note" states: "Please avoid using the back button on your browser." The main content area is titled "What is your desired role for this company?". It features a "Desired Role" dropdown menu with three options: "Non Filer", "Filing Administrator", and "Filer". Below the dropdown, there are "Role Descriptions" for each role. The "Non-Filer" description states: "Any employee or associate of the business who does not work with transactions or transaction-related activities. Non-filer users can access their user page, view help/Ad content, and request permission to access transaction or administrative functionality for the business account(s) to which they have access." The "Filer" description states: "Any employee or associate of the business who participates in the transaction filing processes for the business account but does not manage the business account's security settings (i.e. have the ability to grant other users permission to see, create, edit, or submit transactions). Note: This is the minimum required role to have read access to transactions and/or access to transaction pages." The "Filing Administrator" description states: "Any employee or associate of the business who can manage the business account's security settings (i.e. have the ability to grant other users permission to see, create, edit, or submit transactions). User permissions for individual transaction types are granted through the Permissions Management page by a Filing Administrator for the business account." At the bottom of the form, there are three buttons: "Previous", "Next", and "Cancel".

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.

The screenshot shows the Ohio Business Gateway interface. At the top, there is a search bar and a welcome message "Welcome Phil!". Below this, an "Important Note" states: "Please avoid using the back button on your browser." The main content area contains a message: "Access to this account has been requested. You will receive notice when you are approved." Below the message, there are two buttons: "Finish" and "Cancel". The "Finish" button is highlighted with a red box.

## 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.

The screenshot shows the Ohio Business Gateway website interface. At the top, there is a search bar and navigation icons. Below the header, a message reads: "Important Note: Please avoid using the back button on your browser." The main content area displays an error message: "We did not find an account with that FEIN or SSN. If you would like to create that account now please indicate if it will be using a Social Security Number or FEIN to identify the business." Below this message is a form with a dropdown menu labeled "I am using a" with options "FEIN" and "Social Security Number". The "FEIN" option is selected. To the right of the dropdown are "Previous" and "Next" buttons, with the "Next" button highlighted. A "Cancel" button is located below the form.

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.

The screenshot shows the Ohio Business Gateway website interface. At the top, there is a search bar and navigation icons. Below the header, a message reads: "Important Note: Please avoid using the back button on your browser." The main content area displays a form titled "Please tell us a little about the account you wish to create." The form includes a "FEIN Number: 123456789" field. Below this are several input fields: "Company Name", "Street Address 1", "Street Address 2", "City", "State", "Zip Code", and "Phone". The "Company Name" field is highlighted with a red box. To the right of the form are "Previous" and "Next" buttons, with the "Next" button highlighted. A "Cancel" button is located below the form.

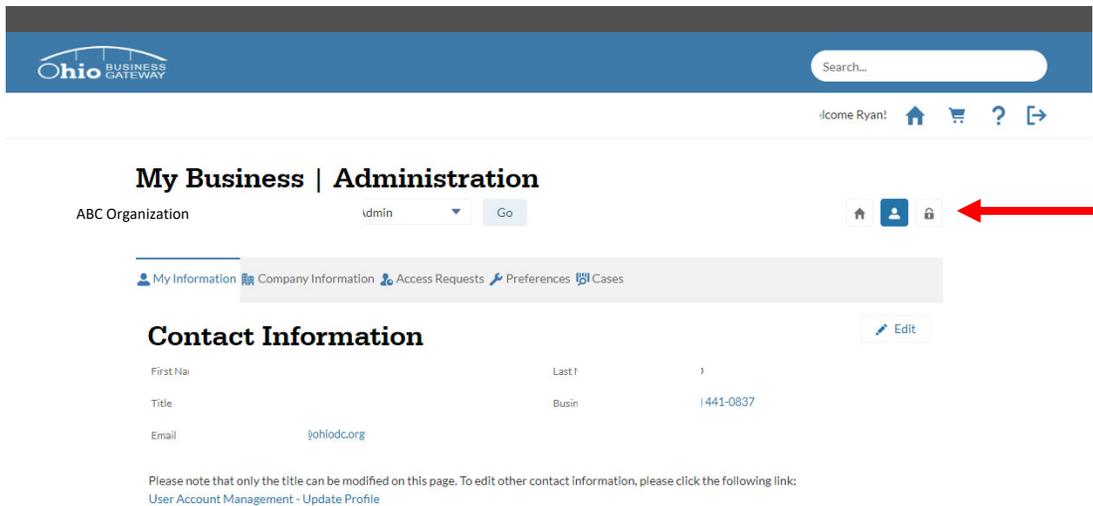
Additional tips, tutorials, and videos from the Ohio Business Gateway can be found [here](#). These include:

- Tips for Getting Started
- First Time Login for Existing Gateway Users
- Creating a New Gateway Account
- Orientation to the Gateway

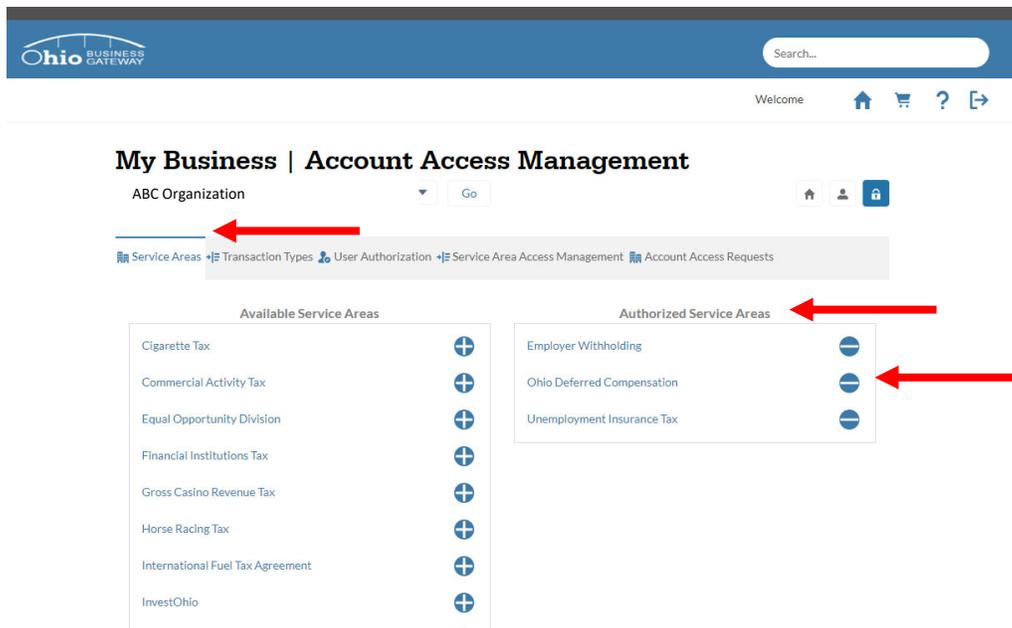
## 2. Enable Ohio Deferred Compensation Access

Select the Account Access Management button (**lock button**) in the top right-hand corner of the home screen.

Please contact us at [finance@ohiodc.org](mailto:finance@ohiodc.org) if you do not see this lock button OR have your filing administrator perform the following steps.



Under *Service Areas / Available Service Areas* please select the blue radio button next to Ohio Deferred Compensation. Once you have selected this radio button, the Ohio Deferred Compensation should appear under *Authorized Service Areas*. Your screen should appear as follows once this is completed.



Under *Transaction Types / Available Transaction Types* please select the blue radio buttons next to all options under the Ohio Deferred Compensation heading. Once you have selected these radio buttons, they should appear under *Authorized Transaction Types*. Your screen should appear as follows once this is completed.

The screenshot displays the Ohio Business Gateway interface. At the top, there is a search bar and a navigation menu. The main heading is "My Business | Account Access Management". Below this, there is a breadcrumb trail: "Service Areas > Transaction Types > Authorized Transaction Types > Service Area Access Management > Account Access Requests". A red arrow points to the "Transaction Types" breadcrumb.

The page is divided into two main sections: "Available Transaction Types" and "Authorized Transaction Types".

**Available Transaction Types:**

- Employer Withholding**
  - Ohio Withholding Registration (+)

**Authorized Transaction Types:**

- Employer Withholding**
  - Maintain Ohio School District List
  - Ohio IT 501 Payment of Income Tax Withheld
  - Ohio IT 941 Annual Reconciliation of Income Tax Withheld
  - Ohio IT 942 4th Quarter/Annual Reconciliation of Income Tax Withheld
  - Ohio IT 942 Quarterly Reconciliation of Income Tax Withheld
  - Ohio School District Withholding Payment Only
  - Ohio SD 101 Payment of School District Income Tax Withheld
  - Ohio SD 141 Annual Reconciliation of School District Income Tax Withheld
  - Ohio Withholding Payment Only
  - W-2 Upload
- Ohio Deferred Compensation**
  - Pay/Reconcile Employee Contribution Billing
  - Update Employer Contact Information and Billing Preference
  - View/Print Change Report
  - View/Print Employee Contribution Billing
  - View/Print Pay Dates
  - View/Print Payment History
- Unemployment & Insurance Tax**

Red arrows point to the "Authorized Transaction Types" heading and the radio buttons for the "Ohio Deferred Compensation" section.

Under *User Authorization*, in the menu on the left-hand side of the page please select:

- Filer = your name
- Service Area = Ohio Deferred Compensation.

## My Business | Account Access Management

ABC Organization     

[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

 Ohio Public Employees Deferred Comp Admin Ohio Deferred Compensation

Filer

 Your Name

Service Area

 Employer Withholding Ohio Deferred Compensation Unemployment Insurance Tax

### Permission Template

Read  Edit  Create  Delete  Submit

Filer Account	Filer	Service Area	Transaction Type
Ohio Public Employees Deferred Comp Admin	Your Name	Employer Withholding	Maintain Ohio School District List

Read  Edit  Create  Delete  Submit

Now please select and **toggle all toggle buttons to blue** which remain on the screen. Then select save.

## My Business | Account Access Management

ABC Organization

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

File Account

Ohio Public Employees

Deferred Comp Admin

Ohio Deferred Compensation

File:

Service Area

Employer Withholding

Ohio Deferred Compensation

Unemployment Insurance

Tax

Transaction Type

Maintain Ohio School District List

Ohio IT 801 Payment of Income Tax Withheld

Ohio IT 845 Annual Reconciliation of Income Tax Withheld

Ohio IT 842 4th Quarter/Annual Reconciliation of Income Tax Withheld

Ohio IT 842 Quarterly Reconciliation of Income Tax Withheld

Ohio School District Withholding Assessment Payment

Ohio School District Withholding Bill Payment

Ohio School District Withholding Payment Only

Ohio SD 100 Payment of School District Income Tax Withheld

Ohio SD 144 Annual Reconciliation of School District Income Tax Withheld

Ohio Withholding Assessment Payment

Ohio Withholding Bill Payment

Ohio Withholding Payment Only

W-2 Upload

Pay Records Employee Contribution Billing

Update Employer Contact Information and Billing Preference

View/Print Change Report

View/Print Employee Contribution Billing

View/Print Pay Dates

View/Print Payment History

JPS Archived Reports

Manage JPS Profile

Unemployment Insurance Tax

Permission Template

Read  Edit  Create  Delete  Submit

Copy Permissions

Refresh Save Undo All

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	Pay/Receive Employee Contribution Billing
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	Update Employer Contact Information and Billing Preference
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Change Report
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Employee Contribution Billing
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Pay Dates
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

File Account	File	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Payment History
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Refresh Save Undo All

Toggle all five buttons to blue

Now navigate to the Ohio Business Gateway **home page**, you should have access to view your bills, change reports, reconcile your bill and make payment via the Ohio Business Gateway!

Your updated homepage should look something like the following:

## My Business | Dashboard

ABC Organization ▼ Go 🏠 👤 🔒

---

▶ New Transaction ☰ In Progress ✓ Ready for Checkout 📄 Recent 📁 History 💰 Payments 📅 Reminders 📢 Announcements

### Quick Links

[Has Something Changed?](#)

[Request Business Access](#)

▼ Clear Current Filters

### Favorites

Show Favorites

### Service Area

Ohio Deferred Compensation

Employer Withholding

Unemployment Insurance Tax

### Ohio Deferred Compensation

<a href="#">View/Print Employee Contribution Billing</a>	<span>▶</span>
<a href="#">View/Print Change Report</a>	<span>▶</span>
<a href="#">Pay/Reconcile Employee Contribution Billing</a>	<span>▶</span>
<a href="#">View/Print Pay Dates</a>	<span>▶</span>
<a href="#">View/Print Payment History</a>	<span>▶</span>
<a href="#">Update Employer Contact Information and Billing Preference</a>	<span>▶</span>

### 3. Reconcile Your Bill

In order to reconcile your bill before you make payment, you should navigate to “Pay/Reconcile Employee Contribution Billing” in the Ohio Deferred Compensation section of your home page.

Ohio Deferred Compensation	
View/Print Employee Contribution Billing	
View/Print Change Report	
Pay/Reconcile Employee Contribution Billing	 
View/Print Pay Dates	
View/Print Payment History	
Update Employer Contact Information and Billing Preference	

**Step 1** of the payment reconciliation process will be to select your bill for payment. Billings are generated two weeks ahead of your payroll, so multiple bills may be available for payment. Please ensure you select the bill you intend to pay. If you wish to pay multiple bills, you can return to the other bills once you finish adding the first bill to your cart



Welcome Anne!    

### Pay/Reconcile Employee Contribution Billing

Company Name	Company ID	Account Number	Reporting Period	Due Date
ABC				
Organization				

Step 1 of 3

#### Select Employee Contribution Billing

\*Denotes a required field

\* Payroll Date - Frequency - Bill Number  

**Step 2** of the payment reconciliation process will be to review your bill and reconcile it to your payroll withholdings. If a billed amount for your employee does NOT match what you withheld, you can change the amount you remit for each employee by selecting the edit button next to the given participant. When editing an individual contribution amount you can choose from several categories for why the change is being made, such as termination of the employee (if the amount was changed to zero) or an employee is returning from leave (deferrals resumed after being paused in previous pay periods).

Note that changes to employee deferrals SHOULD be made by the employee by contacting our service center or through our participant website. Changes elected by participants will be reflected on the first bill generated one month after the request was made by your employee, in accordance with IRS rules. Increasing a contribution amount may result in those additional funds being refunded back to you.

**Pay/Reconcile Employee Contribution Billing**

Company Name: ABC Organization  
 Company ID: [blank]  
 Account Number: 808000 - Regular  
 Reporting Period: [blank]  
 Due Date: [blank]

Step 2 of 4

**Employee Contribution Billing**

Payroll Date: 05/01/2020  
 Payroll Frequency: Bi-weekly  
 Today's Date: 04/16/2020  
 Balance Due: \$5,260.50

Billing Number: 1849048

The file upload functionality below allows you to upload a (txt or csv) file that includes your deferral data so you do not have to manually update the bill on this screen.

Choose File: No file uploaded [Browse] [Upload]

+ Add Participant

SSN	Participant Name	Contribution Amount	Comments
111-11-1111	Employee Name 1	\$x.xx	Edit
111-11-1111	Employee Name 2	\$x.xx	Edit
111-11-1111	Employee Name 3	\$x.xx	Edit
111-11-1111	Employee Name 4	\$x.xx	Edit
111-11-1111	Employee Name 5	\$x.xx	Edit
111-11-1111	Employee Name 6	\$x.xx	Edit
111-11-1111	Employee Name 7	\$x.xx	Edit
111-11-1111	Employee Name 8	\$x.xx	Edit

[Back] [Exit] [Save] [Next]

**Step 3** of the payment reconciliation process is to review your summary after all your edits have been completed. If any changes are still needed you can select “Back” at the bottom of the screen. Once you are satisfied that your billing matches your planned remittance, you should check the box at the bottom of the screen acknowledging the type of payment you are making. Payment types can either be “Regular” transactions funded by your employee’s pre-tax deferrals or “Roth” transactions funded by after-tax dollars. Once you have completed the affirmation for the type of contribution being remitted, you will select “Accept”.

### Pay/Reconcile Employee Contribution Billing

Company Name: ABC  
Organization: Organization

Step 3 of 4

#### Summary

**Employee Contribution Billing**

Payroll Date	8/1/2020
Payroll Frequency	Bi-weekly
Today's Date	4/27/2020
Balance Due	\$5,200.00
Billing Number	1049048
Attention	
Address 1	
Address 2	
City	
State	
Zip	

**Employee Contribution Billing**

SSN	Participant Name	Contribution Amount	Comments
111-11-1111	Employee Name 1	\$x.xx	
111-11-1111	Employee Name 2	\$x.xx	
111-11-1111	Employee Name 3	\$x.xx	
111-11-1111	Employee Name 4	\$x.xx	
111-11-1111	Employee Name 5	\$x.xx	
111-11-1111	Employee Name 6	\$x.xx	
111-11-1111	Employee Name 7	\$x.xx	
111-11-1111	Employee Name 8	\$x.xx	
111-11-1111	Employee Name 9	\$x.xx	
111-11-1111	Employee Name 10	\$x.xx	
111-11-1111	Employee Name 11	\$x.xx	
111-11-1111	Employee Name 12	\$x.xx	
111-11-1111	Employee Name 13	\$x.xx	

I affirm that I am filing a Deferred Comp-Regular transaction.

Back    Exit    Accept

**Step 4** of the payment reconciliation process is to select how you make payment, either (1) Via the Gateway or (2) Not Via the Gateway. Ohio Deferred Compensation strongly recommends payment Via the Gateway to ensure timely processing and investment of your employee’s contributions.

### Pay/Reconcile Employee Contribution Billing

Company Name	Company ID	Account Number	Reporting Period	Due Date
ABC		808000 - Regular		

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Step 4 of 4

#### Payment Selection

\*Denotes a required field

Payment Selection: Select a payment option from the dropdown to determine how and when you would like payment to be made.

Payment Amount \$5,260.50

\* I would like to make a payment for this transaction: --Select-- 

---

Back
Exit
Accept Payment Selections

#### Via the Gateway

Payment will be made electronically within the Gateway. Funds will be withdrawn from your bank account and sent to Ohio DC by ACH.

#### Not via the Gateway

Payment will be remitted via check mailed to our office or through an ACH initiated by your organization separately outside of the Gateway.

Step 4 of 4

#### Payment Selection

\*Denotes a required field

Payment Selection: Select a payment option from the dropdown to determine how and when you would like payment to be made.

Payment Amount \$5,260.50

\* I would like to make a payment for this transaction: Via the Gateway 

\* Payment Options: ACH Debit 

\* When would you like payment to be made?: Pay when I checkout 

---

Back
Exit
Accept Payment Selections

Payment option should be selected as ACH Debit Banking info will be requested in checkout.

The “When would you like payment to be made” option should be selected as “Pay when I checkout.”

Step 4 of 4

#### Payment Selection

\*Denotes a required field

Payment Selection: Select a payment option from the dropdown to determine how and when you would like payment to be made.

Payment Amount \$5,260.50

\* I would like to make a payment for this transaction: Not Via the Gateway 

\* I Acknowledge 

After I complete the checkout process, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. Before choosing this option, please check with the agency being paid to ensure the method is accepted.

---

Back
Exit
Accept Payment Selections

Select the acknowledgment of your understanding that payment must be remitted outside the Gateway.

## 4. Checkout and Bill Payment – Pay with ACH Debit

Once you have reconciled all bills you wish to pay, you should navigate to “Ready for Checkout” in the menu bar of your home page.

### My Business | Dashboard

ABC Organization

Go



▶ New Transaction In Progress ✓ Ready for Checkout (2) Recent History Payments Reminders Announcements (1)

Select either an individual bill, or all bills, that you wish to pay. Select “Proceed To Cart” once your bills are selected.

### My Business | Dashboard

ABC Organization

Go



▶ New Transaction In Progress ✓ Ready for Checkout (2) Recent History Payments Reminders Announcements (1)

If you started a cart prior to 11:00 PM EST on today's date and did not complete the checkout process, select the 'Proceed To Cart' button to continue with that cart.

Choose one or more transactions and then select the 'Proceed To Cart' button at the bottom of the page.

Select All

	Transaction	Payment Date	Payment Amount	
<input type="checkbox"/>	Pay/Reconcile Employee Contribution Billing - 808000	4/29/2020	\$5,260.50	
<input type="checkbox"/>	Pay/Reconcile Employee Contribution Billing - 808001	4/29/2020	\$687.00	

Proceed To Cart

NOTE: If a payment is deleted from the “Ready for Checkout” cart the transaction will be fully deleted from the Ohio Business Gateway. You will not be able to complete the payment process. If you wish to make edits to a bill in your cart, please select the transaction type and return to the reconciliation process. If your bill is deleted, please contact us at [finance@ohiodc.org](mailto:finance@ohiodc.org) so that a new bill can be generated for payment.

After you select your bills for checkout, you will be taken to **Step 1** of the Checkout process where Payment method is specified by selecting “Select ACH Account.”

### Ohio Business Gateway Checkout

Company Name      Company ID

ABC  
Organization

---

Payment Information 1 of 3 steps

[Edit Transaction Payment Method](#)

**Paying By ACH Debit (2 transactions)** [Select ACH Account](#)

Transaction	Amount
× Pay-Pay/Reconcile Employee Contribution Billing	\$5,260.50
× Pay-Pay/Reconcile Employee Contribution Billing	\$687.00
<b>Total ACH Debit Payment</b>	<b>\$5,947.50</b>

[Previous](#)      [Next](#)

You will then add a new account using your banking information or select an account that has been previously entered into the Gateway. Once your payment selection is confirmed you can move on to the next step of checkout.



### Select Account

Select an existing account from the following list or add a new account to use as your payment method.

An existing account may not be edited, it must be deleted and a new account added.

Account	Name	Expires
<a href="#">Select</a>  Checking ...	ABC Organization	<a href="#">Delete</a>

[Cancel](#)      [Add New Account](#)

#### Note on Debit Blocker

*If your organization uses a debit blocker service on your bank account, you will need to provide the following information to your bank to allow an ACH Debit to be sent to us.*

- Account receiving payment: Ohio Deferred Comp
- Debit blocker ID number: 9311284478

In **Step 2** of checkout you will review the bills you selected for payment and acknowledge your authorization for the ACH debit transaction to pay your bill. Once you select “I Acknowledge” you can then select “Complete Checkout.”

### Ohio Business Gateway Checkout

Company Name    Company ID

ABC  
Organization

---

**Confirmation** 2 of 3 steps

Paying By ACH Debit	
Transaction	Amount
Pay-Pay/Reconcile Employee Contribution Billing	\$5,260.50
Pay-Pay/Reconcile Employee Contribution Billing	\$687.00
<b>Total ACH Debit Payment</b>	<b>\$5,947.50</b>

**Payment Account Information**

Account Name    ABC Organization (checking)

Account Number    XXXXXXXXXXXXX

Payments to separate agencies create distinct entries on your account statement. Please ensure you have sufficient funds in your account(s).

I am authorizing the agency (or agencies) being paid to initiate debit entries or charges to my account as per the instructions above. Once confirmed, the Ohio Business Gateway cannot alter, delete or stop a payment instruction. Additionally, I verify that I am authorized to submit the transaction(s) and I acknowledge the Ohio Business Gateway and agency-specific terms of service, including possible penalties of perjury as applicable. [Click here to view acknowledgements.](#)     I Acknowledge

**Step 3** of checkout provides your receipt and confirmation number.

### Ohio Business Gateway Checkout

Company Name    Company ID

ABC  
Organization

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**Receipt** 3 of 3 steps

Confirmation Number: 107752369

**Payment Instructions Received**

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, or an agency may charge you fees, for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to ensure that funds have been transferred (settled).

**Payment to Multiple Agencies**

Payments to separate agencies create distinct entries on your account statement. Please ensure you have sufficient funds in your account(s). I am authorizing the agency

Paying By ACH Debit	
Transaction	Amount
Pay-Pay/Reconcile Employee Contribution Billing	\$5,260.50
Pay-Pay/Reconcile Employee Contribution Billing	\$687.00
<b>Total ACH Debit Payment</b>	<b>\$5,947.50</b>

**Payment Account Information**

Account Name    ABC Organization (checking)

Account Number    XXXXXXXXXXXXX

Payment detail for a paid bill can also be accessed on the “History” tab of your home page.

## My Business | Dashboard

ABC Organization    Go

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## 5. Bill Reconciliation for Large Employers

If you have a bill with a significant number of employees you may wish to upload a text file to the Gateway instead of reconciling each individual manually. The “Upload” feature in Step 2 of the payment reconciliation process can be used to accomplish this. Ohio Deferred Compensation highly encourages using this feature for employers with greater than 100 employees remitting contributions.

<u>Field Name</u>	<u>Data Type</u>	<u>Start/End Pos.</u>		<u>Contents</u>
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number. <b>This number is unique for each pay frequency (Roth and Pre-tax also have distinct numbers)</b>
Pay Date*	9(8)	10	17	Your payroll date
SSN First 5	9(5)	18	22	First 5 Digits of Social Security Number
SSN Last 4	9(4)	23	26	Last 4 Digits of Social Security Number
Termination Code	X(2)	27	28	Does the participant still work for You? Yes = ' ' (spaces) No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date that employee was terminated. Pad with zeroes for current employees
Transaction Amount	9(7)	45	51	Contribution Amount. The amount should not include a decimal point and should be left-padded with zeroes. For example, a \$125.00 deferral amount would be sent as 0012500. Negative values are not permitted.
Name	X(25)	52	76	Participant Name
Filler	X(4)	77	80	Spaces

\* All dates must use yyyyMMdd format (20220601)

For Regular contributions (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth\_defcomp.txt**

**Please note that regular deferrals, Roth contributions, and different pay frequencies are on separate bills and cannot be combined in the same file.**

If you need further information on file upload, please contact the IT Department at [IS@ohiodc.org](mailto:IS@ohiodc.org) or Jason Chang at (614) 441-0848.

## **6. Contact Information**

For billing related questions, please contact the Ohio Deferred Compensation finance team at [finance@ohiodc.org](mailto:finance@ohiodc.org) for assistance.

For technical issues, including password resets and service outages, please contact the Ohio Business Gateway Help Desk at 866-644-6468.