Modernized Gateway 3.0 How To-IFTA Payment Only

Beginning May 21st, 2018 applications, return filings and payments for Ohio taxpayers may be made electronically through the “Modernized Gateway”, formally known as “The Ohio Business Gateway” or “OBG”. This How-To tutorial will walk you through submitting Payment Only for an IFTA account via the new filing portal.

There are several important points that you must remember when submitting a payment online via the Gateway:

1. Users must have registered to access the Modernized Gateway via OH|ID.

2. Payments for IFTA may be made using ACH Debit via the Gateway. Those filers who wish to make a payment via ACH Credit must contact the Treasurer-State of Ohio for assistance in setting up their payments.

3. When submitting a payment, all payment detail (Account Number, Routing Number, etc.) should be readily available. Please note the Gateway does not retain payment information and must be entered each time a payment is submitted.

NOTE: The following job aide will contain instructions for each accompanying screen capture. Be sure to review the text above and below each screen capture for a thorough understanding of the application process.

***All names, addresses, and account details used in this tutorial are used strictly for testing purposes and do not represent actual taxpayer data.
Step 1. Access the Modernized Gateway via OH|ID

To get started, navigate to the OH|ID Business portal by going to: [https://gateway.ohio.gov](https://gateway.ohio.gov).
Step 2. Log into OH|ID

You will log into your OH|ID account by entering your existing Username and Password and clicking Log In.

If you have forgotten your Username and/or Password, you must utilize the Forgot Username/Password link for assistance in retrieving your information.

If you do not have an existing account, please see the How To-Create a New OH|ID Account for walk-through instructions.
Step 3. Upon logging-in, the system will navigate to the Ohio Business Gateway “Home” page where your account’s Dashboard will be displayed.

The Dashboard will default to the “New Transaction” tab. This area allows user to select the transaction(s) they wish to initiate. Should your Dashboard not display transactions for IFTA (International Fuel Tax Agreement), your account set-up process may not have been completed. Please see the How-To tutorial for “Initial Gateway Registration” for directions on how to add services and transactions.
Step 4. For this tutorial, we will be selecting the “International Fuel Tax Agreement Payment” transaction.

Click the blue arrow icon to initiate a payment only for an IFTA account.
Step 5. Upon navigating to the Make a Payment screen, the IFTA account number should default to the existing account number issued by Taxation.

When submitting a payment for IFTA, fields that are designated with a red asterisks (*) are required fields. To proceed with the application, those fields must be populated with valid values. If invalid data is entered while completing the application, the system will display an error message and the application may not be saved or progress to the next page.

If your business holds more than a single IFTA account, you may use the drop-down menu to select the appropriate number for your filing.
Step 6. When submitting a payment only for IFTA, the payment may be submitted for 3 different options: Filing Periods, Billing Notices, or Assessments. Select the option most appropriate for the payment that is being submitted.

Based upon the Search By option that is selected, please ensure all pertinent details are readily available, such as Filing Period dates, Billing Notice IDs, Assessment Numbers. Failure to have the appropriate information available may delay the process for submitting the payment.
Step 7. In this example, we will target the payment to a Filing Period. The Next button must be selected to proceed with the payment process.
Step 8. User must specify the Filing Year and the Filing Period the payment is intended for.

The system permits the user to input the Filing Year for the payment. There is a drop-down menu containing the four quarterly filing periods applicable to IFTA filings.
Step 9. In this example, we will target the payment to the 4th Quarter, 2017. The Next button must be selected to proceed with the payment process.
Step 10. On the Summary page, the user can specify the amount of the payment they wish to submit for the specified filing period.

ACH Debit payments on the Gateway made be made up to $99 Million dollars.
**International Fuel Tax Agreement Payment**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company ID</th>
<th>Account Number</th>
<th>Reporting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer, Joe</td>
<td>***-7777</td>
<td>01004025</td>
<td>10/1/2017 - 12/31/2017</td>
</tr>
</tbody>
</table>

**Step 3 of 4**

**Summary**

- **Make a Payment**
  - Account Number: 01004025

- **Make a Payment - by Filing Period**
  - Reporting Period: 10/1/2017 - 12/31/2017

- **Payment Amount**
  - Payment Amount: 500.00

In addition to specifying the amount of the payment, the user also can review the payment details, such as Account Number and Reporting Period, for the payment transaction. If any changes need to be made, the Back button can be used to navigate to prior pages within the Payment process.
Step 12. User must specify how they wish to submit their payment on the Payment Selection page. Once the appropriate selections have been made, select the “Accept Payment Selections” button to proceed.

The system will default the payment selections to the acceptable options for a Payment Only for IFTA. Payments may be deferred for select filing periods. If a deferral is permitted, the drop-down menu for “When would you like payment to be made” will contain the option for deferring.

The “Back” button may be used to make corrections to the Payment details. The “Exit” button may be used to exit the transaction.
Step 13. Upon accepting the Payment Selections, the system will navigate back to the Home page and display the user’s Dashboard. The Dashboard will indicate that a transaction is Ready for Checkout.

When a transaction is Ready for Checkout, the system indicates this by placing the number of transactions in parenthesis() next to the Ready for Checkout tab.
Step 14. Upon selecting the Ready for Checkout tab, the system will display all transactions that are ready to be submitted.

Transaction | Payment Date | Payment Amount
---|---|---
International Fuel Tax Agreement Payment - 0100 | 11/14/2018 | $500.00

Choose one or more transactions and then select the 'Proceed To Cart' button at the bottom of the page.
Step 15. The appropriate transaction must be selected for checkout. This is done by clicking on the “+” icon next to the transaction. Once selected, the icon will transition to a ✓. To move on, select the “Proceed to Cart” button.

If a transaction is not selected, the application process cannot proceed.

Should the user decide that they no longer wish to proceed with the checkout of the transaction, they may use the Trashcan icon to delete the transaction.
Step 16. The Ohio Business Gateway Checkout page will display the transaction(s) details for the payment, as well as the type of payment attempting to be made.

Users can edit their payment method from this page by selecting the “Edit Transaction Payment Method” button. However, it is recommended that users not attempt to change this option for a Payment Only transaction for their IFTA account. The selections made in prior steps are the only valid options for this type of transaction.
Step 17. ACH Account Information such as Account Type, Name, Routing Number, and Account Number must be entered before proceeding with the payment. Once completed, select the “Next” button to proceed.

Fields that are designated with a red asterisks (*) are required fields. To proceed with the payment, those fields must be populated with valid values. If invalid data is entered while completing the application, the system will display an error message and the payment will be unable to be submitted.

The Account Number is redacted automatically by the system for security purposes.
Step 18. An advisory message is displayed indicating that the system has accepted the ACH Debit information provided on the checkout page. Select the “Confirm” button to proceed.
Step 19. Upon navigating back to the Ohio Business Gateway Checkout page, the payment details must be confirmed to finish the transaction. The acknowledgement must be checked prior to selecting the “Complete Checkout” button.

A final review of the transaction should be performed prior to checking the acknowledgement box and opting to complete checkout. Once the Complete Checkout button has been clicked, the specified account will be charged, and a payment will be made for the IFTA filing period.
Step 20. Upon a successful checkout, the Gateway will issue a receipt containing a confirmation number for the transaction. To print the Payment Summary, select the Home icon in the upper right corner of the screen.

Ohio Business Gateway Checkout

Company Name: Taxpayer, Joe
Company ID: ****-7777

Receipt

Confirmation Number: 970026642

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 (or agencies) being paid to initiate debit entries or charges to my account as per the instructions above. Once confirmed, the Ohio
Step 21. Upon navigating back to the Home page, the user's Dashboard will be displayed. To access the Payment Summary for printing, select the History tab.

When selecting the History tab, a User will be able to access all the transactions that have been submitted via the Gateway. Users who utilized the old Ohio Business Gateway system will also be able to access their past transactions from prior years.
Step 22. In this example, the Transaction History area displayed multiple transactions available for review. To access the transaction information for the Payment Only, the appropriate Receipt Number must be selected.

General information is provided for each submission on the Transaction History page. Details such as the Service Area and the Confirmation Number will assist the user in locating the transaction they wish to access and review.
Step 23. Upon selecting the Receipt, the system will display details from that specific transaction. In the Attachment section, the user may select the PDF document for the IFTA Payment.

The Receipt Information area contains important information such as: Confirmation Number, Transaction Type, Filed By, and Filed-On Date. The Payment Information area contains important information such as: Payment Type, Payment Amount, and Payment Date.

For simplified viewing and printing, attachments are available in a PDF format and may be selected by clicking on the PDF link. Users may also print the details on the screen by selecting the Print Payment Receipt button.
Step 24. In this example, we have selected the Print Payment Receipt button (as shown above). Upon selection, the system will create a PDF document which can be viewed and printed.

Use the Printer Icon in the upper right corner of the page to select print options.

User may also elect to save the document to their PC. To do so, they must select the save Icon in the upper right corner of the page.

That concludes the tutorial for submitting a Payment Only for an IFTA account. Users may contact the Excise and Energy Division at (855)466-3921 for any additional questions they may have regarding the payment process.