Modernized Gateway 3.0 How To-Submitting a License Renewal

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 an IFTA License Renewal for an IFTA account via the new filing portal.

There are several important points that you must remember when applying for an IFTA License Renewal online via the Gateway:

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

2. **IFTA License Renewals are accepted by Taxation beginning October 1st. The online Renewal Period is October 1st – December 31st.**

3. ** Users must have an IFTA account with Taxation and that account must be in good standing (active, non-revoked, current with all filings, no outstanding balances, and no active renewal for the upcoming year)**

4. **Online renewal via the Gateway is only a submission of the renewal application. The applications are processed by the Excise Division in the order in which they are received and the IFTA License and Decals will be mailed in mid-December.**

**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://Ohid.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 “IFTA License Renewal” transaction.

Click the blue arrow icon to initiate a License Renewal for the IFTA account.
Step 5. The system will display a disclaimer for the IFTA License Renewal process. To proceed with the renewal process, the acknowledgement box must be checked, and then select the Next button.

The disclaimer advises the user that IFTA renewals are only available online from October 1st – December 31st. After that period expires, renewals must be requested via paper application.

The disclaimer also advises that replacement and/or additional decals may not be obtained online. They must be requested via paper application.
Step 6. Upon navigating to the IFTA License Renewal screen, the IFTA account number should default to the existing account number issued by Taxation. Additionally, the License Year will default to the upcoming license year. To proceed with the renewal process, selected the Next button.

When submitting a renewal 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.

The License Year field is not available for editing by the User. The system populates the field with the upcoming License Year by default so that renewals for past years are not applied for in error.
Step 7. At this time, the system will verify that the account is in good standing (active, non-revoked, no active renewal, no outstanding balances, etc.) If the account is eligible for renewal, the following screen in the License Renewal process will be displayed.

**IFTA License Renewal**

Company Name: Taxpayer, Joe

Company ID: ****-7777

Account Number: 0100

**Step 2 of 4**

**International Fuel Tax Agreement Renewal**

* Denotes a required field

* Number of Decal (sets) Needed

Account Contact

DBA (Doing Business As)  
Contact Name

* Phone Number  
Ext

* Fax Number

* Email Address

Mailing Address

* Mailing Address Line 1  
Mailing Address Line 2

* City  
* State  
* Zip Code

Country: USA

Please verify the mailing address listed, as all decals will be mailed to the address listed above.

If the user's account is not in good standing, the system will display the following error message: “**Account is not eligible for Renewal. Please contact the Excise and Energy Tax Division for further information.**” and the renewal process cannot proceed.
Step 8. After the required fields have been completed, select the File button to proceed with the License Renewal process.

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

Note: The mailing address will pre-populate with details on file with Taxation if the user has submitted a renewal for the prior year. If this occurs, the user only needs to verify the address details that are populated and make changes as necessary.
Step 9. The system standardizes the mailing address that was entered on the previous screen. To accept the address, select the Save button.
Step 10. User should review all renewal information provided on the Summary page to ensure that all details displayed are correct. Once the details have been verified as accurate, the user must check the acknowledgement box and select the File button to submit the License Renewal request.
Step 11. Upon a successful submission, the Gateway will advise that the License Renewal request has been successfully renewed. To print the Renewal Summary, select the Exit button or the Home icon to return to the Dashboard to access the History tab.

The renewal that has been submitted will be reviewed by the Excise Division in the order in which it is received. A new License will be issued for the renewal year and will be mailed to the IFTA account holder along with the appropriate sets of decals. The license and decals are not mailed out until mid-December.
Step 12. Upon navigating back to the Home page, the user's Dashboard will be displayed. To access the IFTA Renewal for printing, select the History tab.
Step 13. To access the transaction information, which includes the Trip Permit, the user must select the Receipt Number.
Step 14. Upon selecting the Receipt, the system will display details from that specific transaction. In the Attachment section, the user may select the PDF document they wish to print. There is also an option to select the Print Transaction Receipt button.

The IFTA License Renewal PDF will contain the details submitted during the renewal process. The Print Transaction Receipt will contain simple details such as when the renewal was submitted and who filed the renewal request.
Step 15. In this example, we have selected the IFTA License Renewal PDF (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.