Modernized Gateway 3.0 How To-IFTA Single Trip Permit

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 applying for an IFTA Single Trip Permit via the new filing portal.

There are several important points that you must remember when applying for a Single Trip Permit online via the Gateway:

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

2. When applying for a Single Trip Permit, all company detail (Name, Company ID, Address, etc.) as well as all vehicle detail (Vehicle Identification Number & Unit Number) should be readily available.

3. Users who have had an IFTA account and have let it lapse into a Revoked or Suspended status are not eligible for a Single Trip Permit.

4. Payments for this type of permit may only be made using a Credit Card. A service fee will be applied by the Third-Party Credit Card processing company. Taxation does not have the authority or ability to waive the processing fee.

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.

NOTE: All names, addresses, and account details used in this tutorial are used strictly for testing purposes and do not represent actual taxpayer data.
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 Single-Trip Fuel Use Permit” transaction.

Click the blue arrow icon to initiate a Single Trip Permit registration.
Step 5. Input the required Business Information for the Single Trip Permit.

When applying for a Single Trip Permit, 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.
Step 6. Once all required fields have been completed, you must select the “Next” button to proceed with the application process.

The “Save” button may be utilized to save the information that has been entered in the application at that time and may return at a later date and/or time to resume the application process.

When entering the Date and Time, users may manually enter the date and time or use the widget tools to assist when entering the data.

Single Trip Permits may be requested for 1-4 days. Each day associated with the permit costs $12.00.
Step 7. Summary page will display all details entered on the previous screen. If everything appears correct, select the “Accept” button to proceed with the application process.

If any discrepancies are identified with the Business Information, the “Back” button may be used to return to the previous screen to make corrections.

The Perjury Statement must have been acknowledged before proceeding with the application process.
Step 8. User must specify how they wish to pay for the Single Trip Permit on the Payment Selection page. Once the appropriate selection has been made, select the “Accept Payment Selections” button to proceed.

The system will default the payment selections to the acceptable payment options for a Single Trip Permit. Even though there appear to be multiple options for payment method, the default is the only acceptable manner for obtaining a Single Trip Permit. DO NOT attempt to change the selection options.

Payment amount will be equal to the Number of Days requested on the Trip Permit * $12.00. In this example it was specified that the trip permit be four days in length which equates to $48.00.

The “Back” button may be used to make corrections to the Trip Permit details. The “Exit” button may be used to exit the transaction.
Step 9. 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 10. Upon selecting the Ready for Checkout tab, the system will display all transactions that are ready to be submitted.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Payment Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFTA Single-Trip Fuel Use Tax Permit</td>
<td>11/14/2018</td>
<td>$48.00</td>
</tr>
</tbody>
</table>
Step 11. 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 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

<table>
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</tr>
</thead>
<tbody>
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<td>11/14/2018</td>
<td>$48.00</td>
</tr>
</tbody>
</table>

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 12. The Ohio Business Gateway Checkout page will display the transaction(s) details that are attempting to be completed, as well as the type of payment attempting to be made. Select the “Next” button to proceed.

Users can edit their payment method from this page by selecting the “Edit Transaction Payment Method” button. It is recommended that this option not be utilized for Single Trip Permit transactions as they can only be paid using a Credit Card.

User may also cancel their payment by selecting the “X” by the Pay-IFTA Single-Trip Fuel Use Permit statement.

The service fee is applied by the Third-Party Credit Card processing company. Taxation does not have the authority or ability to waive the service fee.
Step 13. An advisory message is displayed indicating that the system will redirect the user to the 3rd Party provider who processes credit card payments to enter their credit card information. Select the “Confirm” button to proceed.
Step 14. The checkout page will advise the amount due for the Single Trip Permit as well as the amount of the service fee. Next, the user must enter their Payment Information. All required fields must be completed to proceed with payment submission.

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 credit card details, the system will display an error message and the payment will be unable to be submitted.
Step 15. Billing Information is also required for payment submission.

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.
Step 16. After all fields have been completed, select the “Continue” button.

For this example, the Credit Card number has been redacted for security purposes.
Step 17. Credit Card payment details must be verified. Once completed, select the “Confirm” button to proceed with payment submission.
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 selecting to complete checkout. Once the Complete Checkout button has been clicked, the credit card will be charged, and a Single Trip Permit will be issued.
Step 20. Upon a successful checkout, the Gateway will issue a receipt containing a confirmation number for the transaction. To print the Single Trip Permit, select the Home icon in the upper right corner of the screen.
Step 21. Upon navigating back to the Home page, the user's Dashboard will be displayed. To access the Single Trip Permit 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 only transaction available for review is the Single Trip Permit that was previously obtained. To access the transaction information, which includes the Trip Permit, the user must select the Receipt Number.

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 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 documents for either the Single Trip Permit Summary or Single Trip Fuel Use Permit.

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. User may select the document by clicking on the PDF link.
Step 24. In this example, we have selected the IFTA Single-Trip Fuel Use Tax Permit.pdf link (as shown above). Upon selection, the system will display 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.

As specified on the Trip Permit, this document must be kept in the cab of the vehicle specified on the Permit and may be presented to Law Enforcement should it be requested during the trip through Ohio.

That concludes the tutorial for obtaining an IFTA Single Trip Permit. Users may contact the Excise and Energy Division at (855)466-3921 for any additional questions they may have regarding the application process.