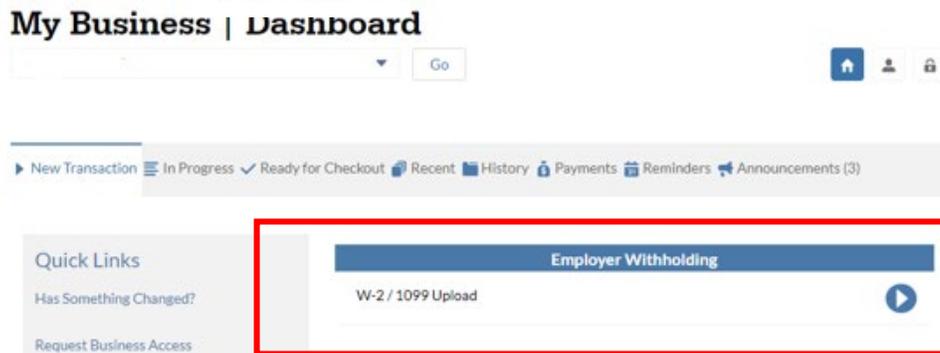# W-2/1099 Upload Permissions

The following is a step-by-step guide to adding the '**W-2 /1099 Upload**' transaction to your Ohio Business Gateway (OBG) Dashboard. These steps are only necessary for users who have not previously filed employer withholding transactions on OBG. For all other users, the transaction will already be available for use on the Dashboard.
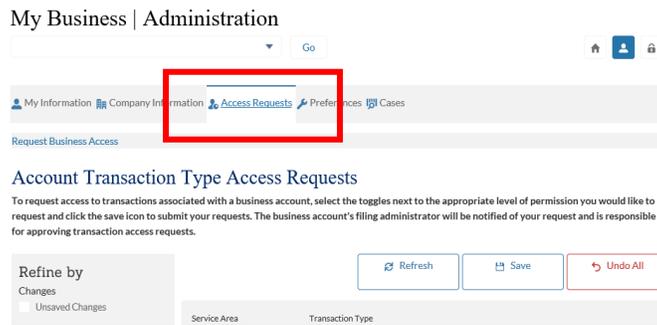

If the transaction is not available on the Dashboard, a user needs to go through the following steps:

1. Select the '**Administration'** button in the top, right-hand corner of your screen.
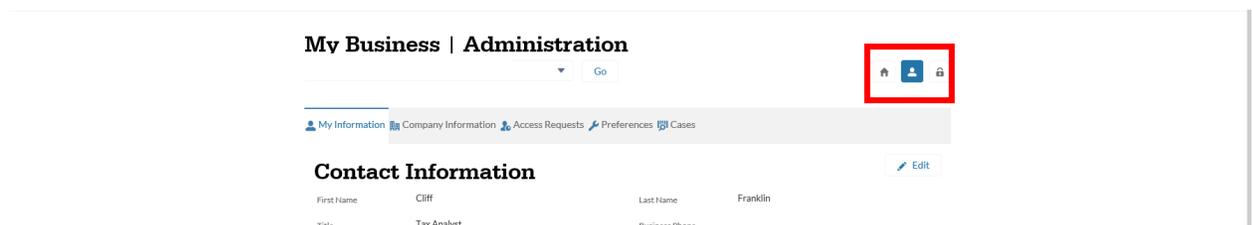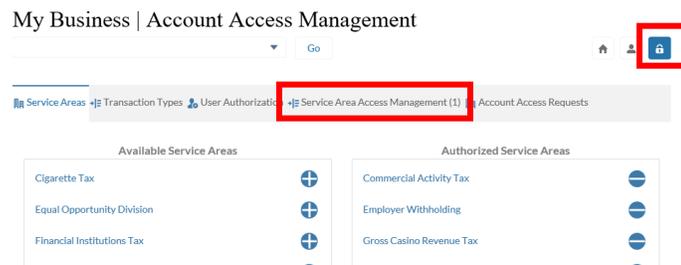
2. Select the '**Access Requests'** tab.

3. Scroll to the '**Service Area Access Requests'** at the bottom of the page. Select the '**Employer Withholding'** service area to move it from the '**Business filing service areas**' column on the left to the '**Filing service areas access requests status**' column on the right. A clock icon will be displayed next to the '**Employer Withholding**' service area indicating that the access request is waiting for approval.
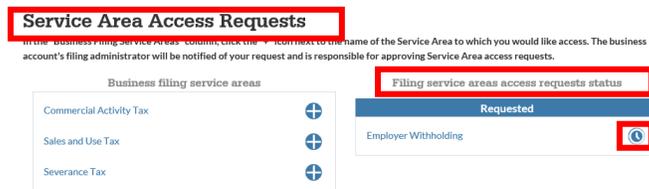

4. Next, scroll back to the top of the page and select the '**Account Access Management'** icon on the top, right-hand corner of your screen.


A notification icon will be displayed on the '**Service Area Access Management'** tab indicating the number of service area access requests present on your account. Select the tab to view the requests.

5. Under the '**Requested Service Area Access'** section, your request will be displayed along with any other active requests.
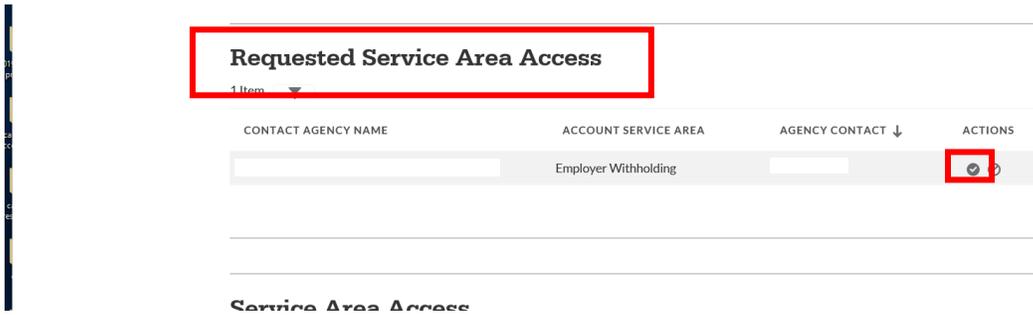
6. Select the checkmark button in the '**Actions**' column to approve your Employer Withholding access request. Select '**confirm**' when prompted. If you need additional information regarding approving or rejecting access requests, please refer to the Helpful Content section. Helpful Content is located at the bottom of the home page at www.gateway.ohio.gov.
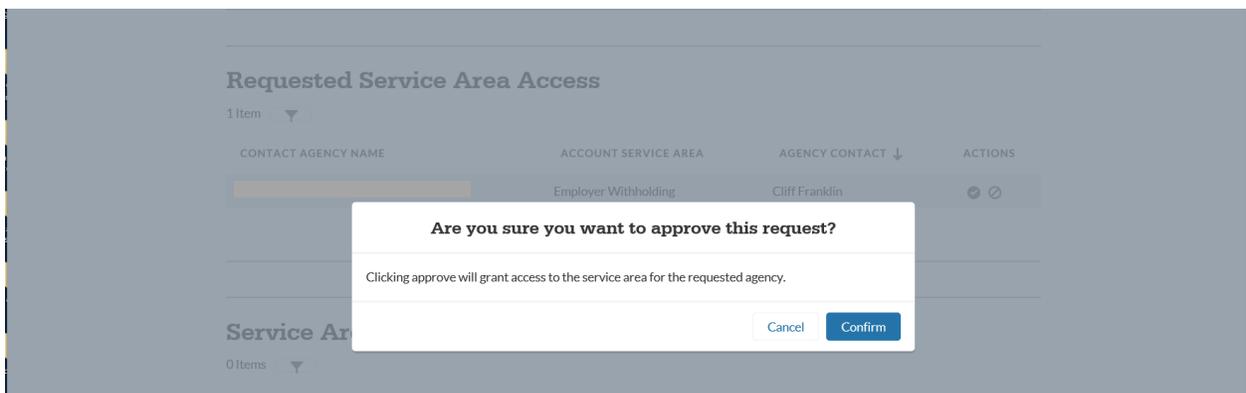

The request is now approved and will display in the '**Service Area Access'** section with a status of **Active.**
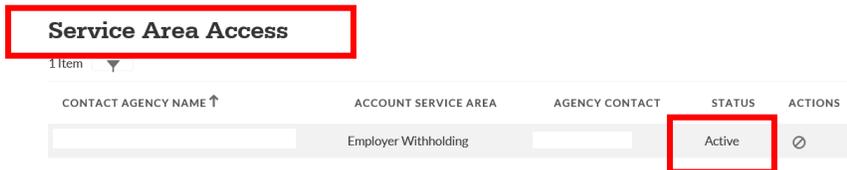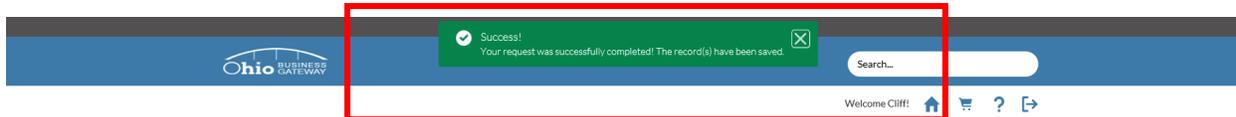

7. Now that the service area is active, permissions must be enabled for the transaction type. Scroll to the top of the page and select the '**User Authorization'** tab.
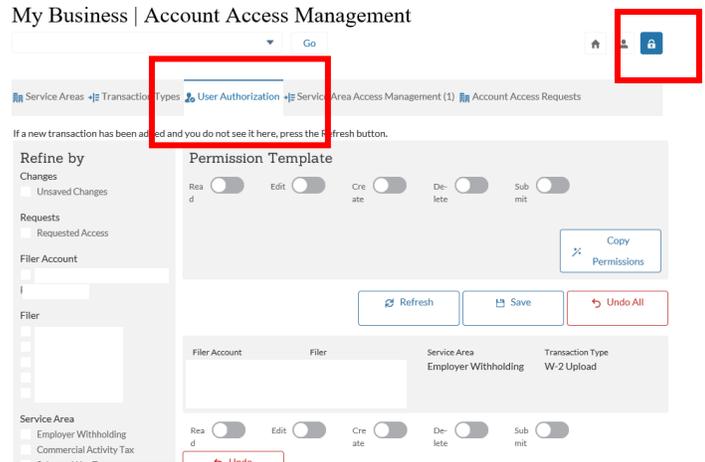
Permission sets for each transaction type and user will be displayed. Grant yourself permissions to the '**W-2 Upload/1099'** transaction by selecting the appropriate toggles.
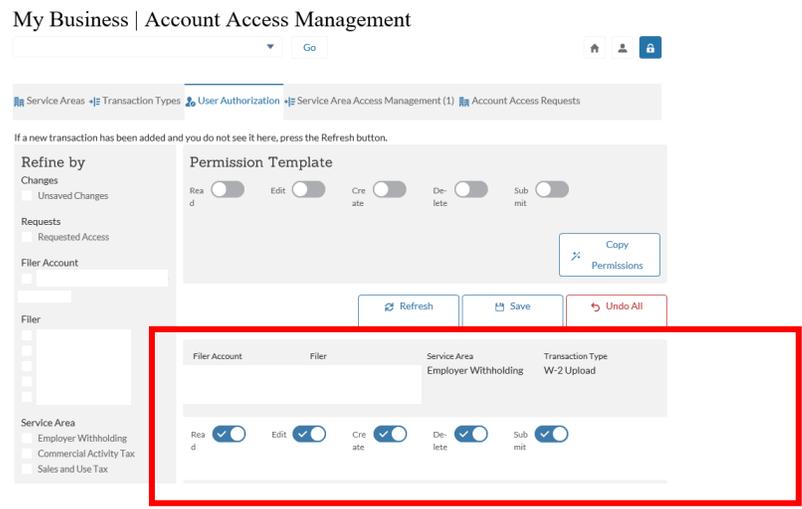
8. Select the '**Save'** button. A success notification will display at the top of the page. Please note that leaving this page without selecting '**save'** will undo the permission toggles that you just selected.

9. Finally, select the home icon or the Ohio Business Gateway logo to return to the Dashboard. The '**W-2 /1099 Upload'** transaction will now be displayed and available for use.