

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



Welcome to the Ohio Business Gateway

Save time and money by filing taxes and other transactions with the State of Ohio online.

[Learn about our services and transactions](#) ↻

[Learn how to get started](#) ↻

[Learn about upcoming changes to the Gateway](#) ↻

Username

Password

 Log In

By logging in, I agree to the [terms of service](#)

[Trouble logging in?](#)

[Forgot username/password?](#)

[Never used the Gateway? - Create an Account](#)



Frequently Asked Questions

- [How do I log in to the modernized Gateway?](#)
- [How do I add Service Areas or transactions to a business account?](#)
- [How do other users gain access to my or my client's business account?](#)
- [View more FAQs](#)

Gateway News

- [Logging into the modernized Gateway](#)
- [Getting familiar with the modernized Gateway](#)
- [How to get help on the modernized Gateway](#)

To get started, navigate to the OH|ID Business portal by going to: <https://gateway.ohio.gov>.

Step 2. Log into OH|ID

Ohio BUSINESS GATEWAY

Welcome to the
Ohio Business Gateway

Save time and money by filing taxes and other transactions with the State of Ohio online.

[Learn about our services and transactions](#)

[Learn how to get started](#)

[Learn about upcoming changes to the Gateway](#)

Username
jtaxpayer1

Password
.....

[Log In](#)

By logging in, I agree to the [terms of service](#)

[Trouble logging in?](#)
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OH|ID

Frequently Asked Questions

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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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

My Business | Dashboard

Taxpayer, Joe

New Transaction In Progress Ready for Checkout Recent History Payments Reminders Announcements

Quick Links

[Has Something Changed?](#)

[Request Business Access](#)

Favorites

Show Favorites

Service Area

International Fuel Tax Agreement

International Fuel Tax Agreement

International Fuel Tax Return	
International Fuel Tax Agreement Payment	
IFTA License Renewal	
IFTA Single-Trip Fuel Use Tax Permit	

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.

The screenshot shows the Ohio Business Gateway dashboard. At the top left is the Ohio Business Gateway logo. At the top right is a search bar and a welcome message "Welcome Joe!" with icons for home, shopping cart, help, and user profile. The main heading is "My Business | Dashboard". Below this is a dropdown menu for "Taxpayer, Joe" and a "Go" button. A navigation bar contains links for "New Transaction", "In Progress", "Ready for Checkout", "Recent", "History", "Payments", "Reminders", and "Announcements". On the left side, there are sections for "Quick Links", "Favorites", and "Service Area". The "Quick Links" section includes "Has Something Changed?", "Request Business Access", and a "Clear Current Filters" button. The "Favorites" section has a "Show Favorites" checkbox. The "Service Area" section has an "International Fuel Tax Agreement" checkbox. The main content area is titled "International Fuel Tax Agreement" and lists four options: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit". Each option has a blue play button icon to its right. A red arrow points to the play button for "International Fuel Tax Agreement Payment".

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.

The screenshot shows the Ohio Business Gateway interface. At the top left is the logo for Ohio Business Gateway. At the top right is a search bar and a navigation menu with icons for home, shopping cart, help, and a link icon. Below the navigation is a header for "International Fuel Tax Agreement Payment". A table displays the current taxpayer information: Company Name (Taxpayer, Joe), Company ID (***.**-7777), Account Number, and Reporting Period. A progress bar indicates "Step 1 of 4". The main heading is "Make a Payment". A red asterisk legend states "*Denotes a required field". Two red arrows point to the "* Account Number" and "* Search By" fields. The "Account Number" field is a dropdown menu with "01004025" selected. The "Search By" field is a dropdown menu with "--Select--" selected. At the bottom are three buttons: "Exit", "Save", and "Next".

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***.**-7777		

Step 1 of 4

Make a Payment

*Denotes a required field

* Account Number

* Search By

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.

International Fuel Tax Agreement Payment

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***-**-7777		

Step 1 of 4

Make a Payment

*Denotes a required field

* Account Number

 * Search By



- Select--
- Filing Period
- Billing Notice
- Assessment Notice

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.

International Fuel Tax Agreement Payment

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***-**-7777		

Step 1 of 4

Make a Payment

*Denotes a required field

* Account Number

01004025

* Search By

Filing Period

Exit

Save

Next

Step 8. User must specify the Filing Year and the Filing Period the payment is intended for.

International Fuel Tax Agreement Payment

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***-**-7777	01004025	

Step 2 of 4

Make a Payment - by Filing Period

*Denotes a required field

* Filing Year (YYYY)

* Filing Period

January-March
January-March
April-June
July-September
October-December

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.



Search

Welcome Joe!



International Fuel Tax Agreement Payment

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***-**-7777	01004025	

Step 2 of 4

Make a Payment - by Filing Period

*Denotes a required field

* Filing Year (YYYY)

2017

* Filing Period

October-December

Back

Exit

Save

Next



Step 10. On the Summary page, the user can specify the amount of the payment they wish to submit for the specified filing period.

International Fuel Tax Agreement Payment

Company Name Taxpayer, Joe	Company ID ***-**-7777	Account Number 01004025	Reporting Period 10/1/2017 - 12/31/2017
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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

\$

Back

Exit

Accept

ACH Debit payments on the Gateway made be made up to \$99 Million dollars.

Step 11. In this example, the amount of the payment for the 4th Quarter, 2017 will be \$500.00. The Accept button must be selected to proceed with the payment process.



Welcome Joe!    

International Fuel Tax Agreement Payment

Company Name	Company ID	Account Number	Reporting Period
Taxpayer, Joe	***.**-7777	01004025	10/1/2017 - 12/31/2017

Step 3 of 4

Summary

Make a Payment

Account Number 0100

Make a Payment - by Filing Period

Reporting Period 10/1/2017 - 12/31/2017

Payment Amount

* Payment Amount \$ 



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.

Ohio BUSINESS GATEWAY Search

Welcome Joe!

International Fuel Tax Agreement Payment

Company Name Taxpayer, Joe	Company ID ***-**-7777	Account Number 01004025	Reporting Period 10/1/2017 - 12/31/2017
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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 \$500.00

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

* Payment Options

* When would you like payment to be made?

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.

The screenshot displays the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. A search bar is located at the top right. Below the search bar, the user is greeted with 'Welcome Joe!' and navigation icons for home, shopping cart, help, and logout. The main heading is 'My Business | Dashboard'. Below this, there is a dropdown menu for 'Joe Taxpayer' and a 'Go' button. To the right are icons for home, user profile, and lock. A horizontal navigation bar contains several tabs: 'New Transaction', 'In Progress', 'Ready for Checkout (1)', 'Recent', 'History', 'Payments', 'Reminders', and 'Announcements'. A red arrow points to the 'Ready for Checkout (1)' tab. Below the navigation bar, there are two main sections. On the left is a sidebar with 'Quick Links' (including 'Has Something Changed?' and 'Request Business Access'), 'Favorites' (with a 'Show Favorites' checkbox), and 'Service Area' (with a checkbox for 'International Fuel Tax Agreement'). On the right is a section titled 'International Fuel Tax Agreement' with a list of four items, each with a play button icon: 'International Fuel Tax Return', 'International Fuel Tax Agreement Payment', 'IFTA License Renewal', and 'IFTA Single-Trip Fuel Use Tax Permit'.

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.

Ohio BUSINESS GATEWAY

Search...

Welcome Joe!

My Business | Dashboard

Joe Taxpayer

New Transaction In Progress **Ready for Checkout (1)** Recent History Payments Reminders Announcements

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.

Transaction	Payment Date	Payment Amount	
 International Fuel Tax Agreement Payment - 0100 [redacted] - 10/1/2017 - 12/31/2017	11/14/2018	\$500.00	

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.

The screenshot shows the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. At the top right is a search bar and a welcome message "Welcome Joe!" with navigation icons for home, shopping cart, help, and logout. The main heading is "My Business | Dashboard". Below this is a dropdown menu for "Joe Taxpayer" and a "Go" button. To the right are icons for home, user profile, and lock. A navigation bar contains links for "New Transaction", "In Progress", "Ready for Checkout (1)", "Recent History", "Payments", "Reminders", and "Announcements". A message states: "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." Below the message is a "Select All" button. A table lists transactions with columns for Transaction, Payment Date, and Payment Amount. The first transaction is "International Fuel Tax Agreement Payment - 01005012 - 10/1/2017 - 12/31/2017" with a payment date of 11/14/2018 and amount of \$500.00. A green checkmark icon is next to the transaction, and a trash can icon is to its right. At the bottom right is a "Proceed To Cart" button.

Joe Taxpayer Go Home User Lock

New Transaction In Progress **Ready for Checkout (1)** Recent History Payments Reminders Announcements

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	
International Fuel Tax Agreement Payment - 01005012 - 10/1/2017 - 12/31/2017	11/14/2018	\$500.00	

Proceed To Cart

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.

The screenshot displays the Ohio Business Gateway Checkout interface. At the top, the logo for Ohio Business Gateway is on the left, and a search bar is on the right. Below the logo, the user is greeted with "Welcome Joe!" and navigation icons for home, shopping cart, help, and a back arrow. The main heading is "Ohio Business Gateway Checkout".

Below the heading, there are two fields: "Company Name" with the value "Taxpayer, Joe" and "Company ID" with the value "***.**-7777".

A progress bar indicates "Payment Information" as the current step, labeled "1 of 3 steps".

A button labeled "Edit Transaction Payment Method" is highlighted with a red arrow pointing to it from the right.

The main content area is titled "Paying By ACH Debit (1 transactions)" and includes a link for "Help creating ACH Payments". It contains a table with the following data:

Transaction	Amount
× Pay-International Fuel Tax Agreement Payment	\$500.00

Below the table, the "Total ACH Debit Payment" is shown as "\$500.00".

The "ACH Account Information" section includes a dropdown menu for "Account Type" (set to "Business Checking") and several input fields for "Name", "Routing Number", "Account Number", and "Confirm Account Number". A red arrow points to the "ACH Account Information" label.

To the right of the input fields is a visual representation of a check stub with the following fields:

044072324	0000123456789	0123
Routing #	Account #	Check #

At the bottom right, there are "Previous" and "Next" buttons. A red arrow points to the "Next" button.

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.

The screenshot displays the Ohio Business Gateway Checkout interface. At the top, the logo for Ohio Business Gateway is on the left, and a search bar, user greeting 'Welcome Joe!', and navigation icons are on the right. The main heading is 'Ohio Business Gateway Checkout'. Below this, a summary section shows 'Company Name: Taxpayer, Joe' and 'Company ID: ***.**-7777'. A progress bar indicates 'Payment Information' as the first of three steps. An 'Edit Transaction Payment Method' button is visible. The main content area is titled 'Paying By ACH Debit (1 transactions)' and includes a 'Help creating ACH Payments' link. A table lists the transaction: 'Pay-International Fuel Tax Agreement Payment' for \$500.00. Below the table, the 'Total ACH Debit Payment' is \$500.00. The 'ACH Account Information' section contains several required fields marked with red asterisks: Account Type (Business Checking), Name (Joe Taxpayer), Routing Number (044072324), Account Number (redacted), and Confirm Account Number (redacted). To the right, a visual representation of a check shows the routing number 044072324, account number 0000123456789, and check number 0123. At the bottom, 'Previous' and 'Next' buttons are present, with a red arrow pointing to the 'Next' button.

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.

Ohio Business Gateway Checkout

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

Payment Information

1 of 3 steps

[Edit Transaction Payment Method](#)

Payment Processing

✓ Your ACH Debit information has been accepted.

[Cancel](#) [Confirm](#)

Paying By ACH

Transaction	Amount
Pay-Internal	\$500.00
Total ACH Debit	\$500.00

ACH Account Information

Account Type: Business Checking

* Name: Joe Taxpayer

* Routing Number: 044072324

* Account Number:

* Confirm Account Number:

044072324 0000123456789 0123

Routing # Account # Check #

[Previous](#) [Next](#)

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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

Ohio Business Gateway Checkout

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

Confirmation 2 of 3 steps

Paying By ACH Debit	
Transaction	Amount
Pay-International Fuel Tax Agreement Payment	\$500.00
Total ACH Debit Payment	\$500.00

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

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.



Search

Welcome Joe!



Ohio Business Gateway Checkout

Company Name
Taxpayer, Joe

Company ID
***.**-7777

Receipt

3 of 3 steps

Confirmation Number:
970026642

Please navigate to the home page and click on the history tab to view your transaction receipt(s). A printable summary is available there for your convenience.

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

Paying By ACH Debit

Transaction	Amount
Pay-International Fuel Tax Agreement Payment	\$500.00
Total ACH Debit Payment	\$500.00

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.

The screenshot displays the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. A search bar is located at the top right. Below the search bar, the user is greeted with "Welcome Joe!" and navigation icons for home, shopping cart, help, and logout. The main heading is "My Business | Dashboard". Below this, there is a dropdown menu for "Taxpayer, Joe" and a "Go" button. To the right of these are icons for home, user profile, and lock. A horizontal navigation bar contains several tabs: "New Transaction", "In Progress", "Ready for Checkout", "Recent", "History", "Payments", "Reminders", and "Announcements". A red arrow points to the "History" tab. Below the navigation bar, there are two main sections. On the left is a sidebar with "Quick Links" (including "Has Something Changed?" and "Request Business Access"), "Favorites" (with a "Show Favorites" checkbox), and "Service Area" (with a checkbox for "International Fuel Tax Agreement"). On the right is a table titled "International Fuel Tax Agreement" with four rows, each containing a link and a play button icon: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit".

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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

My Business | Dashboard

Taxpayer, Joe

[▶ New Transaction](#) [In Progress](#) [✓ Ready for Checkout](#) [Recent](#) **History** [Payments](#) [Reminders](#) [Announcements](#)

To see transaction history for Cigarette Tax, Master Settlement Agreement, Motor Fuel Tax, Municipal Net Profit Return Tax, Other Tobacco Products Tax, or Replacement Tire Fee [click here](#)

Transaction History

15 Items

RECEIPT	SERVICE AREA	CONFIRMATION	TRANSACTION	PERIOD	PAYMENT	FILED ON ↓	STATUS
100010518	International Fuel Tax Agreement	970026642	International Fuel Tax Agreement Payment - 01004025	10/1/2017 - 12/31/2017	\$500.00	5/23/2018 10:48 AM	Filed
100010515	International Fuel Tax Agreement	970026640	IFTA License Renewal - 01004025	1/1/2019 - 12/31/2019		5/23/2018 9:53 AM	Filed
100010509	International Fuel Tax Agreement	970026631	IFTA Single-Trip Fuel Use Tax Permit		\$48.00	5/22/2018 4:58 PM	Filed

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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

Transaction Receipt
100010518

[Print Payment Receipt](#)

Receipt Information

Receipt Number 100010518	Confirmation Number 970026642
Business Account Taxpayer, Joe	Filing Confirmation
Transaction International Fuel Tax Agreement Payment - 01004025 10/1/2017 - 12/31/2017	Filed By Joe Taxpayer
	Filed On 5/23/2018 10:48 AM

Payment Information

Payment Type ACH Debit	Payment Amount \$500.00
Payment / Defer Date 5/23/2018	Payment Fee \$0.00

For Cancelled Payments Only

Cancelled By	Cancellation Date/Time
--------------	------------------------

Attachment	Created Date
IFTA Payment.pdf	5/23/2018

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.

Payment Receipt - a3Kr0000003Tx5.pdf 1 / 1

Transaction Receipt

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

Transaction Information

Receipt Number:	100010518
Confirmation Number:	970026642
Business Account:	Taxpayer, Joe
Transaction Name:	International Fuel Tax Agreement Payment - 01004025 10/1/2017 - 12/31/2017
Filed By:	Joe Taxpayer
Filed On:	5/23/2018 10:48:53 AM

Payment Information

Payment Type:	ACH Debit
Payment Amount:	\$500.00
Payment Date:	05/23/2018

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.