

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



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

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 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 "IFTA License Renewal" play button.

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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

IFTA License Renewal

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

Set Transaction as Favorite.

International Fuel Tax Agreement License Renewal

IFTA licenses may be renewed electronically between October 1st and December 31st each year. If you need to renew your license outside of that period, request additional decals, or request replacement decals, please contact the Excise and Energy Tax Division at 1-855-466-3921.

This transaction is used to renew existing licenses only. To apply for a new IFTA account, please contact the number above.

* Acknowledge

* You must click the Acknowledge box above to proceed.

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.

Ohio BUSINESS GATEWAY Search

Welcome Joe!

IFTA License Renewal

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

Step 1 of 4

Renewal Information

*Denotes a required field

* Account Number

License Year

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.

Welcome Joe!    

IFTA License Renewal

Company Name Taxpayer, Joe	Company ID ***-**-7777	Account Number 0100 <input type="text"/>
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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

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.

IFTA License Renewal

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

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

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

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.

IFTA License Renewal

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

Step 2 of 4

International Fuel Tax Agreement Renewal

Address Validation

Mailing Address
You entered: 4485 Northland Ridge Blvd Columbus OH 43229
We found:
4485 Northland Ridge Blvd, Columbus, OH 43229-5404



Mailing Address

* Mailing Address Line 1: 4485 Northland Ridge Blvd Mailing Address Line 2:

* City: Columbus * State: OH * Zip Code: 43229 Country: USA

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

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.

IFTA License Renewal

Company Name Taxpayer, Joe	Company ID ****-7777	Account Number 01004025
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Step 3 of 4

Summary

Renewal Information

Filing Confirmation

Account Number

01004025

License Year

2019

International Fuel Tax Agreement Renewal

Number of Decal (sets) Needed

25

Account Contact

DBA (Doing Business As)

Joe P. Taxpayer Company

Contact Name

Joe P. Taxpayer

Phone Number

(123) 456-7890

Ext

Fax Number

(123) 456-7890

Email Address

jt@oal.com

Mailing Address

Mailing Address Line 1

4485 Northland Ridge Blvd

Mailing Address Line 2

City

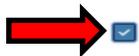
Columbus

State

OH

Zip Code

43229-5404



I declare under penalties of perjury that this return or claim (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return and report.

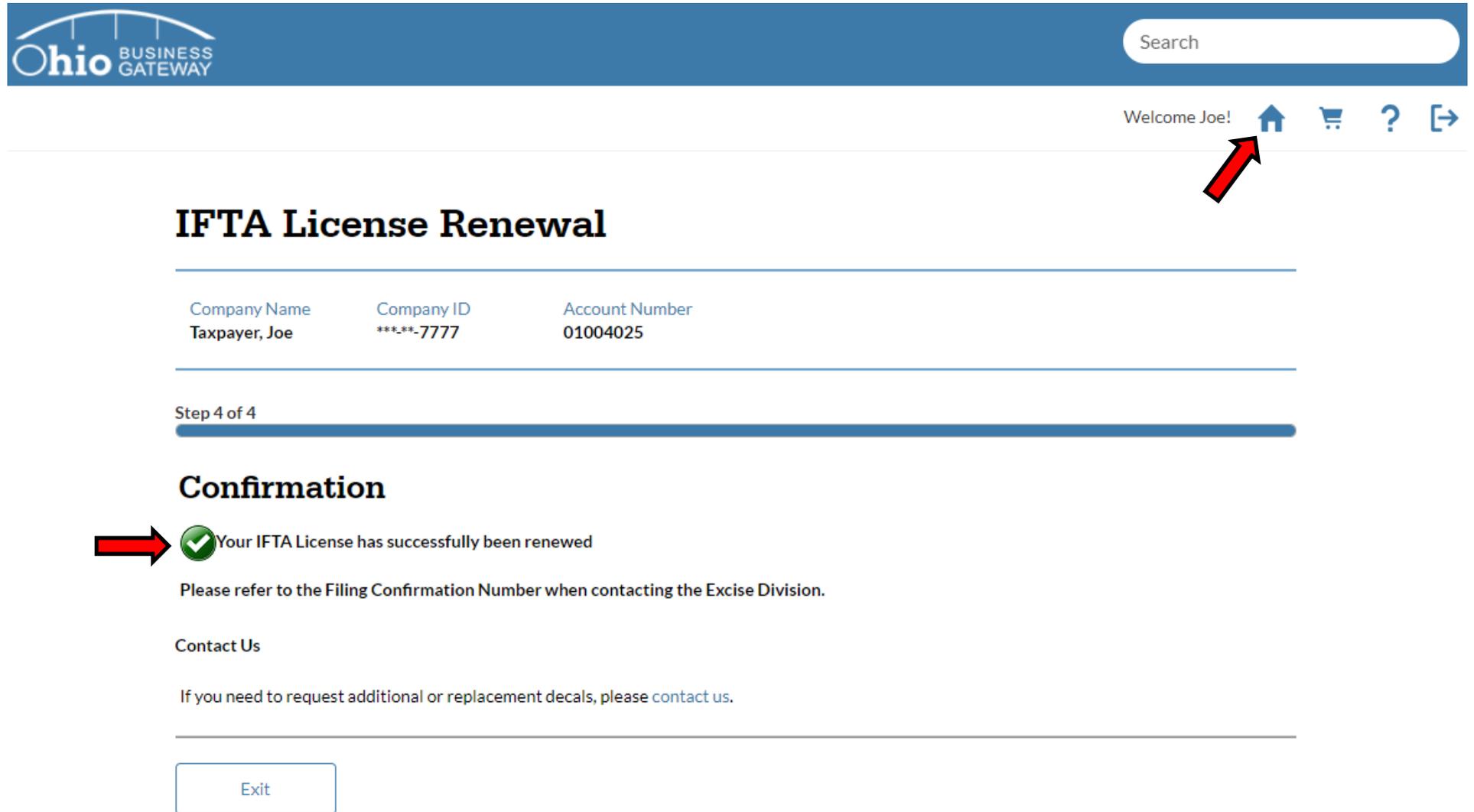
Back

Exit



File

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 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 area with the text "Welcome Joe!" and icons for Home, Shopping Cart, Help, and Logout. A red arrow points to the Home icon. Below the navigation is a section titled "IFTA License Renewal" with a table of company information:

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

Below the table is a progress indicator showing "Step 4 of 4" with a blue bar. The main heading is "Confirmation". A red arrow points to a green checkmark icon next to the text: "Your IFTA License has successfully been renewed". Below this is the instruction: "Please refer to the Filing Confirmation Number when contacting the Excise Division." There is a "Contact Us" section with the text: "If you need to request additional or replacement decals, please contact us." At the bottom is an "Exit" button.

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.

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 icons for home, shopping cart, help, and a share icon. 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 a 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 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".

Step 13. To access the transaction information, which includes the Trip Permit, the user must select the Receipt Number.

The screenshot displays the Ohio Business Gateway interface. 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 share. The main heading is "My Business | Dashboard". Below this, there is a dropdown menu for the taxpayer name, currently set to "Taxpayer, Joe", and a "Go" button. To the right of the dropdown 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". Below the navigation bar, a link provides information on how to view transaction history for various taxes. The main section is titled "Transaction History" and shows "14 Items" with a dropdown arrow. A table lists the transactions with columns for Receipt, Service Area, Confirmation, Transaction, Period, Payment, Filed On, and Status. A red arrow points to the first row of the table.

RECEIPT	SERVICE AREA	CONFIRMATION	TRANSACTION	PERIOD	PAYMENT	FILED ON ↓	STATUS
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
100010508	International Fuel Tax Agreement	970026630	IFTA Single-Trip Fuel Use Tax Permit		\$48.00	5/22/2018 4:52 PM	Filed

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.

Ohio BUSINESS GATEWAY

Search

Welcome Joe!

Transaction Receipt
100010515 [Print Transaction Receipt](#)

Receipt Information

Receipt Number 100010515	Confirmation Number 970026640
Business Account Taxpayer, Joe	Filed By Joe Taxpayer
Transaction IFTA License Renewal - 01004025 1/1/2019 - 12/31/2019	Filed On 5/23/2018 9:53 AM

Attachment	Created Date
IFTA License Renewal.pdf	5/23/2018

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.

The screenshot shows a PDF document titled "International Fuel Tax Agreement License Renewal" displayed in a browser window. The browser's address bar shows "servlet.FileDownload" and the page number "1 / 1". In the top right corner of the PDF, there are icons for refresh, download, and print. The document content includes:

**International Fuel Tax Agreement
License Renewal**

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

Business Information

Filed On	05/23/2018
Confirmation Number	970026640
License Year	2019
Account Number	01004025
Number of Decals (sets) Requested	25
Trade Name/DBA	Joe P. Taxpayer Company
Contact Name	Joe P. Taxpayer
Phone Number	(123) 456-7890 Ext
Fax Number	(123) 456-7890
Email Address	jt@oal.com
Mailing Address	4485 Northland Ridge Blvd Columbus, OH 43229-5404

In the bottom right corner of the browser window, there are three circular navigation icons: a double arrow for zooming, a plus sign for zooming in, and a minus sign for zooming out.

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.