

## **Modernized Gateway 3.0 How To-IFTA Single Trip Permit**

Beginning May 21<sup>st</sup>, 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.***

## 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?](#)  
[Forgot username/password?](#)  
[Never used the Gateway? - Create an Account](#)

OH|ID

### Frequently Asked Questions

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- [How do I add Service Areas or transactions to a business account?](#)
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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.

**My Business | Dashboard**

Taxpayer, Joe

Welcome 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 Single-Trip Fuel Use Permit” 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" (with "Has Something Changed?" and "Request Business Access"), "Favorites" (with "Show Favorites"), and "Service Area" (with "International Fuel Tax Agreement"). The main content area is titled "International Fuel Tax Agreement" and lists four options, each with a blue play button icon: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit". A red arrow points to the play button icon for the "IFTA Single-Trip Fuel Use Tax Permit" option.

Click the blue arrow icon to initiate a Single Trip Permit registration.

## Step 5. Input the required Business Information for the Single Trip Permit.



Welcome Joe!



# IFTA Single-Trip Fuel Use Tax Permit

Company Name  
Taxpayer, Joe

Company ID  
\*\*\*.\*\*-7777

Step 1 of 3

## Business Information

\*Denotes a required field

\* Vehicle Owner's FEIN/SSN

\* Vehicle Owner's Company Name/Individual Name

\* Street Address

\* City

State

\* Zip Code

\* Country

\* Start Date/Time

 :  

\* No. of Days <sup>i</sup>

Vehicle Unit #

\* Manufacturer's Serial #

Exit

Save

Next

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.

 Search...  
Welcome Joe!    

## IFTA Single-Trip Fuel Use Tax Permit

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Company Name Taxpayer, Joe	Company ID **,*7777
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Step 1 of 3

### Business Information

\*Denotes a required field

* Vehicle Owner's FEIN/SSN .....	* Vehicle Owner's Company Name/Individual Name Joe Taxpayer		
* Street Address 666 N Inglewood Ave			
* City inglewood	State CA	* Zip Code 90203	* Country USA
* Start Date/Time 12/01/2018  06 : 00 AM	* No. of Days  4		
Vehicle Unit # 123XYZ	* Manufacturer's Serial # 123456789R123456B		

---

Exit  Save  Next

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.

**Ohio BUSINESS GATEWAY** Search... Welcome Joe!

## IFTA Single-Trip Fuel Use Tax Permit

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

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Step 2 of 3

### Summary

Business Information	
Vehicle Owner's FEIN/SSN	*****
Vehicle Owner's Company Name/Individual Name	Joe Taxpayer
Street Address	666 N Inglewood Ave
City	Inglewood
State	CA
Zip Code	90302-2924
Country	USA
Start Date/Time	Dec 1, 2018 6:00:00 AM
No. of Days	4
Vehicle Unit #	123XYZ
Manufacturer's Serial #	123456789R123456B

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.

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.

**Ohio BUSINESS GATEWAY** Search

Welcome Joe! Home Shopping Cart Help Exit

## IFTA Single-Trip Fuel Use Tax Permit

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

Step 3 of 3

### 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: \$48.00

\* I would like to make a payment for this transaction: Via the Gateway

\* Payment Options: Credit Card

\* When would you like payment to be made?: Pay when I checkout

Back      Exit      Accept Payment Selections

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.

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 (with a red notification badge showing '1'), 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 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'), a 'Clear Current Filters' button, 'Favorites' (with a 'Show Favorites' checkbox), and 'Service Area' (with an 'International Fuel Tax Agreement' checkbox). 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 10. Upon selecting the Ready for Checkout tab, the system will display all transactions that are ready to be submitted.



Search...

Welcome Joe!



## My Business | Dashboard

Taxpayer, Joe

Go



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	
IFTA Single-Trip Fuel Use Tax Permit	11/14/2018	\$48.00	

Proceed To Cart

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.

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 navigation area with the text 'Welcome Joe!' and icons for home, shopping cart (with a red '1' notification), help, and share. The main heading is 'My Business | Dashboard'. Below this is a user selection dropdown showing 'Taxpayer, Joe' and a 'Go' button. 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 row shows a checked transaction: 'IFTA Single-Trip Fuel Use Tax Permit' with a payment date of '11/14/2018' and a payment amount of '\$48.00'. A trashcan icon is visible to the right of the transaction. At the bottom right is a 'Proceed To Cart' button.

Ohio BUSINESS GATEWAY

Search...

Welcome Joe!

## My Business | Dashboard

Taxpayer, Joe

Go

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	
<input checked="" type="checkbox"/> IFTA Single-Trip Fuel Use Tax Permit	11/14/2018	\$48.00	

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 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.

**Ohio Business Gateway** Search

Welcome Joe! Home Shopping Cart Help Logout

## Ohio Business Gateway Checkout

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

### Payment Information 1 of 3 steps

[Edit Transaction Payment Method](#)

Paying By Credit Card (1 transactions)	
Transaction	Amount
<input type="checkbox"/> Pay-IFTA Single-Trip Fuel Use Tax Permit	\$48.00
You will enter your credit card information through our authorized 3rd party provider on the next screens	
<b>Total Credit Card Payment</b>	<b>\$49.20</b>

Service Fee: \$1.20

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

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 3<sup>rd</sup> Party provider who processes credit card payments to enter their credit card information. Select the “Confirm” button to proceed.

The screenshot shows the Ohio Business Gateway Checkout page. 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 navigation icons. The main heading is "Ohio Business Gateway Checkout". Below this, there are fields for "Company Name" (Taxpayer, Joe) and "Company ID" (\*\*\*-\*\*-7777). A progress indicator shows "1 of 3 steps". A modal dialog box titled "Payment Processing" is centered on the screen. It contains a green checkmark icon and the text: "Please be aware that once your credit card information is entered into the third party system and you select 'Confirm' you are no longer able to cancel this checkout." At the bottom of the modal are "Cancel" and "Confirm" buttons. A red arrow points to the "Confirm" button. Below the modal, the "Paying By Credit Card" section is visible, showing a table of transactions:

Transaction	Amount
× Pay-IFTA Single-Trip Fuel Use Tax Permit	\$48.00
You will enter your credit card information through our authorized 3rd party provider on the next screens	
Service Fee	\$120
<b>Total Credit Card Payment</b>	<b>\$49.20</b>

At the bottom of the page are "Previous" and "Next" buttons.

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.

 Ohio BUSINESS GATEWAY

## Ohio Business Gateway Checkout

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### Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

For assistance locating the card security code, please select the following:

 **IFTA Single-Trip Fuel Use Tax Permit Payment Summary**

---

**Total**

\$48.00

 **IFTA Single-Trip Fuel Use Tax Permit - Fee Payment Summary**

---

**Total**

\$1.20

**Payment Information**

\* Credit Card Number

\* Credit Card Type

\* Expiration Month

\* Expiration Year

\* Card Security Code

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.

**Billing Information**

First Name <input type="text"/>	Middle Name <input type="text"/>
* Last/Business Name <input type="text"/>	* Phone <input type="text"/>
* Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>
* City <input type="text"/>	* State/Province/Region <input type="text"/>
* Zip/Postal Code <input type="text"/>	Country <input type="text"/>
Email <input type="text"/>	

**Technical Support**

If you need technical support for this online payment processing application, please send an email to [cpssupport@cbossinc.com](mailto:cpssupport@cbossinc.com).

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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.

### Payment Information

* Credit Card Number xxxxxxxxxxxx	* Credit Card Type Visa
* Expiration Month 12 - December	* Expiration Year 2025
* Card Security Code 123	

### Billing Information

First Name Joe	Middle Name Q
* Last/Business Name Taxpayer	* Phone 1234567890
* Address Line 1 666 N Inglewood Ave	Address Line 2
* City Inglewood	* State/Province/Region CA
* Zip/Postal Code 90302	Country United States
Email JT@oal.com	

#### Technical Support

If you need technical support for this online payment processing application, please send an email to [cpssupport@cbossinc.com](mailto:cpssupport@cbossinc.com).

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.

**Billing Information**

First Name Joe	Middle Name
* Last/Business Name Taxpayer	* Phone 1234568790
* Address Line 1 666 N Inglewood Avenu	Address Line 2
* City Inglewood	* State/Province/Region CA
* Zip/Postal Code 90302	Country United States
Email JT@oal.com	



**Technical Support**

If you need technical support for this online payment processing application, please send an email to [cppsupport@cbossinc.com](mailto:cppsupport@cbossinc.com).

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 Credit Card	
Transaction	Amount
Pay-IFTA Single-Trip Fuel Use Tax Permit	\$48.00
Service Fee	\$1.20
<b>Total Credit Card Payment</b>	<b>\$49.20</b>

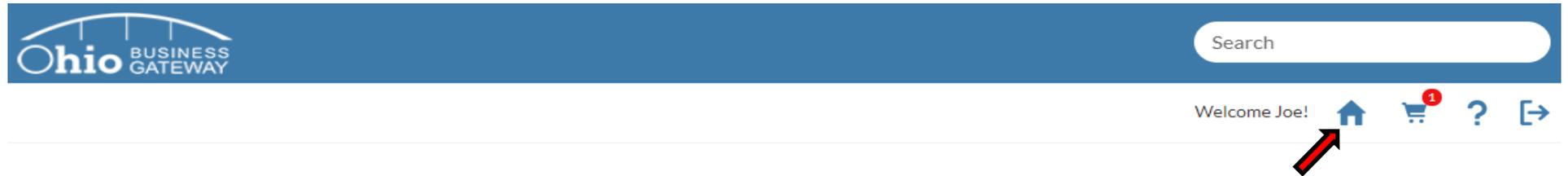
Payments to separate agencies create distinct entries on your account statement. Please ensure you have sufficient funds in your account(s).

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

[Previous](#) [Cancel Checkout](#) [Complete Checkout](#)

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.



## Ohio Business Gateway Checkout

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

### Receipt

3 of 3 steps

 Confirmation Number:  
970026631

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 Credit Card	
Transaction	Amount
<b>Pay-IFTA Single-Trip Fuel Use Tax Permit</b>	<b>\$48.00</b>
<b>Service Fee</b>	<b>\$1.20</b>
<b>Total Credit Card Payment</b>	<b>\$49.20</b>

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

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 share. The main heading is "My Business | Dashboard". Below this, there is a dropdown menu for "Taxpayer, Joe" 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", "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 items: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit", each with a play button icon.

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.

The screenshot shows 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, it says "Welcome Joe!" followed by icons for home, shopping cart, help, and a share icon. The main heading is "My Business | Dashboard". Below this is a dropdown menu for "Taxpayer, Joe" 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", "Recent", "History", "Payments", "Reminders", and "Announcements". Below the navigation bar is a link: "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". The main section is titled "Transaction History" and shows "13 Items" with a dropdown arrow. Below this is a table with the following data:

RECEIPT	SERVICE AREA	CONFIRMATION	TRANSACTION	PERIOD	PAYMENT	FILED ON ↓	STATUS
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
100010507	International Fuel Tax Agreement	970026629	International Fuel Tax Agreement Return - 01004025 - Original	10/1/2017 - 12/31/2017	\$220.61	5/22/2018 4:17 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 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 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 a link icon. The main content area is titled "Transaction Receipt" with the receipt number "100010509" and a "Print Payment Receipt" button. The page is divided into several sections: "Receipt Information" (highlighted with a red arrow), "Payment Information" (highlighted with a red arrow), "For Cancelled Payments Only", and "Attachment" (with two items highlighted by red arrows). The "Attachment" section lists two PDF files: "IFTA Single-Trip Fuel Permit Summary.pdf" and "IFTA Single-Trip Fuel Use Tax Permit.pdf", both created on 5/22/2018.

Transaction Receipt	
100010509	
<a href="#">Print Payment Receipt</a>	
<b>Receipt Information</b>	
Receipt Number 100010509	Confirmation Number 970026631
Business Account Taxpayer, Joe	Filed By Joe Taxpayer
Transaction IFTA Single-Trip Fuel Use Tax Permit	Filed On 5/22/2018 4:58 PM
<b>Payment Information</b>	
Payment Type Credit Card	Payment / Defer Date ⓘ 5/22/2018
Payment Amount \$48.00	Payment Fee ⓘ \$1.20
<b>For Cancelled Payments Only</b>	
Cancelled By	Cancellation Date/Time
<b>Attachment</b>	
IFTA Single-Trip Fuel Permit Summary.pdf	Created Date 5/22/2018
IFTA Single-Trip Fuel Use Tax Permit.pdf	Created Date 5/22/2018

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. 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.

servlet.FileDownload 1 / 1

Ohio Department of Taxation  
Energy Tax Division  
PO Box 530  
Columbus, OH 43216-0530  
tax.ohio.gov

FUT 101-D  
Rev. 9/12

### Single-Trip Fuel Use Tax Permit

Permit Number	624182610002	Issue Date	05/22/2018
FEIN / SSN	*****7777		
Name	Joe Taxpayer		
Street Address	666 N Inglewood Ave		
City, State, and Zip code	Inglewood, CA 90302-2924		
Country	USA		

This letter is your authority to operate the following vehicle

123XYZ	In the state of	123456789R123456B
	Ohio from	
<b>Vehicle unit number</b>		<b>Manufacturer's serial number</b>
6/1/2018 6:00:00 AM	To	6/5/2018 6:00:00 AM
<b>Date / Time</b>		<b>Date / Time</b>

and must be carried in the cab of the vehicle as proof of registration for payment of fuel use tax with this department, according to section 5728.03 of the Ohio Revised Code.

**Ohio fee paid: \$48.00**

\*\*\*\*\*This single-trip fuel tax permit has been issues by the Energy Tax Division of the Ohio Department of Taxation

\*\*\*\*\*This single-trip fuel use tax permit is not valid if fuel use tax / IFTA account is under suspension / revoked. \*\*\*\*\*

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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.