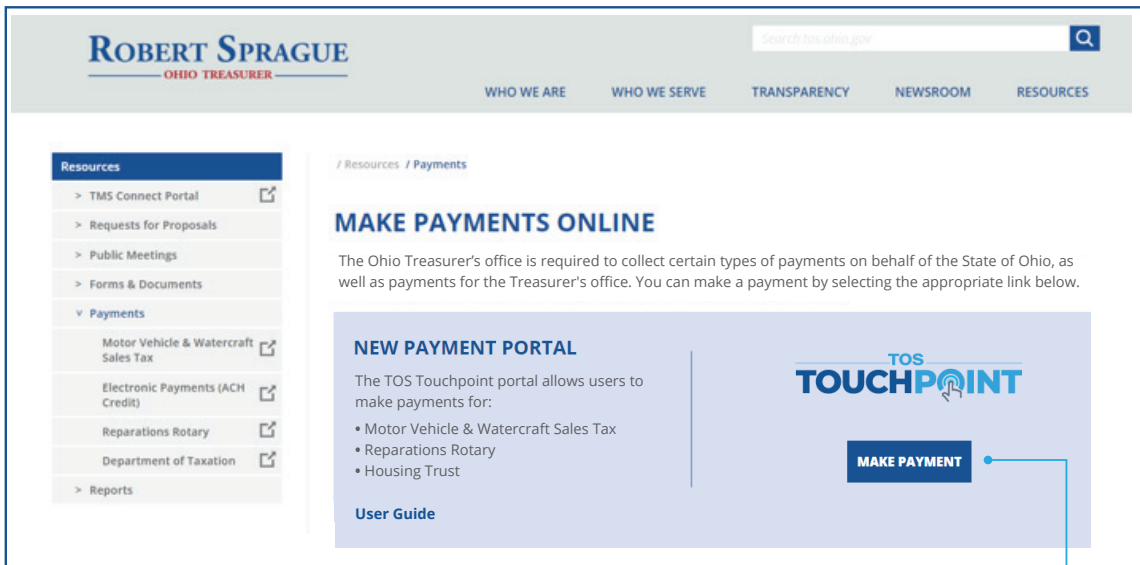


TOS TOUCHPOINT



General User Guide

Launching TOS Touchpoint

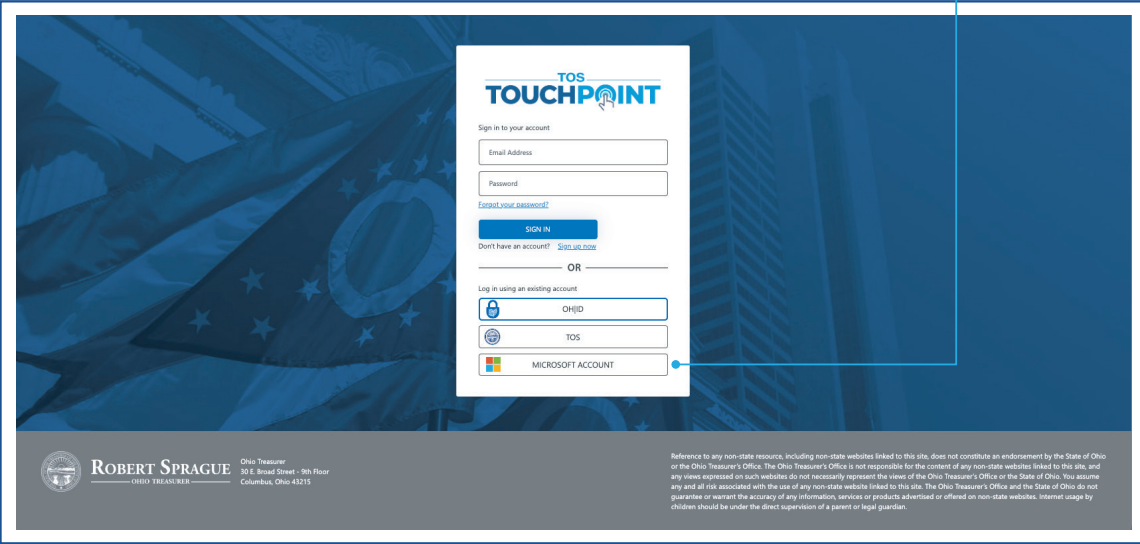


Start by going to the TOS Payments page on the TOS website (<https://tos.ohio.gov/make-payments-on-the-online-payment-portal/>).

To start the registration process, click **MAKE PAYMENT**.

The registration process begins with:

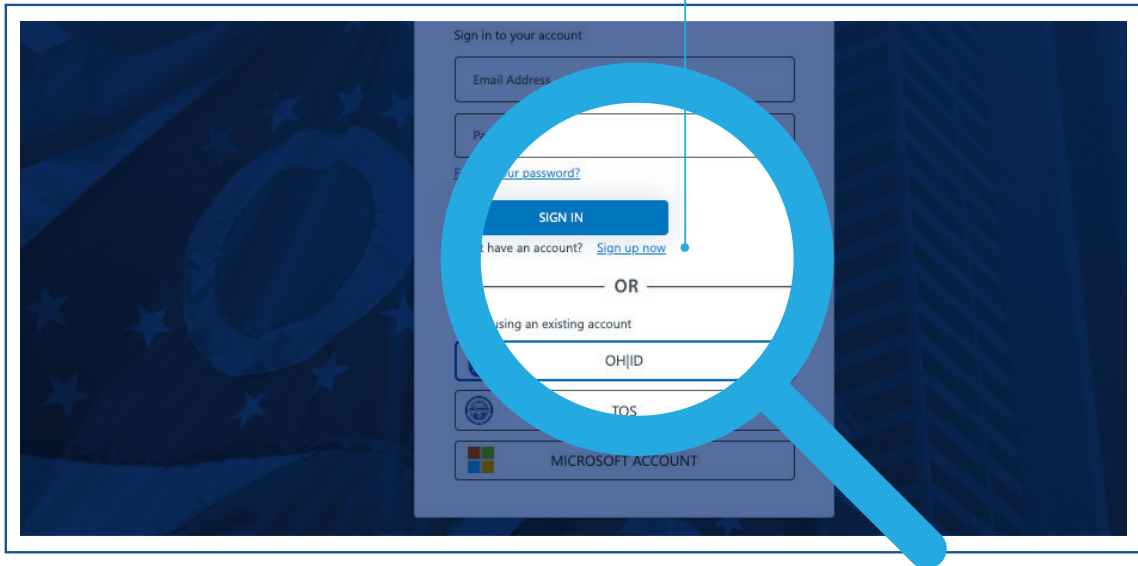
- the one-time creation of a user ID and password; **or**
- the use of an existing **OH|ID**, **Treasurer’s office employee ID**, or **Microsoft account**.



Creating An Account

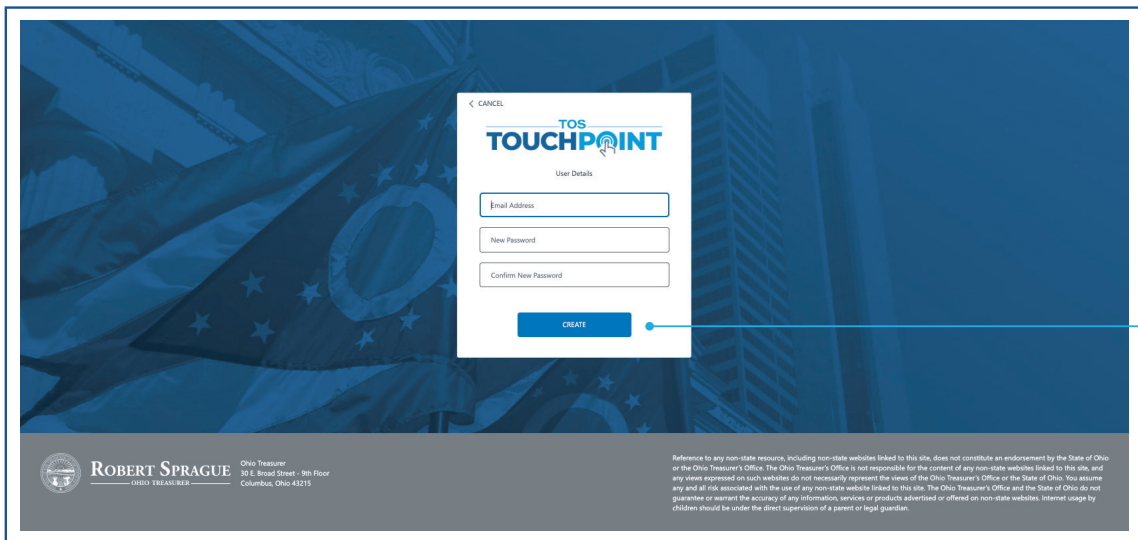
STEP 1:

Click **Sign up now.**



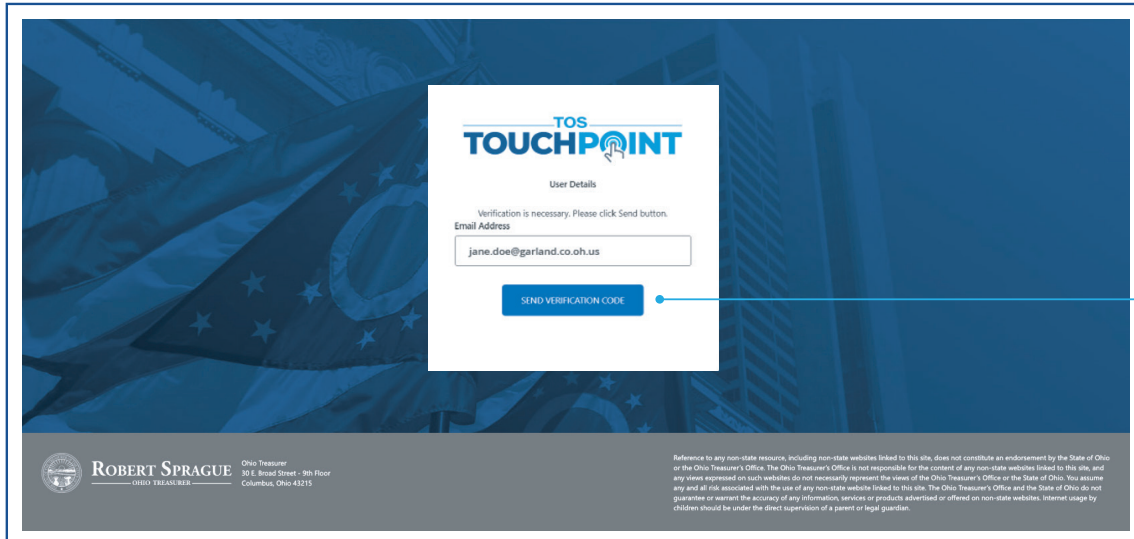
STEP 2:

Enter your business **Email Address** and **New Password** and click the **CREATE** button.



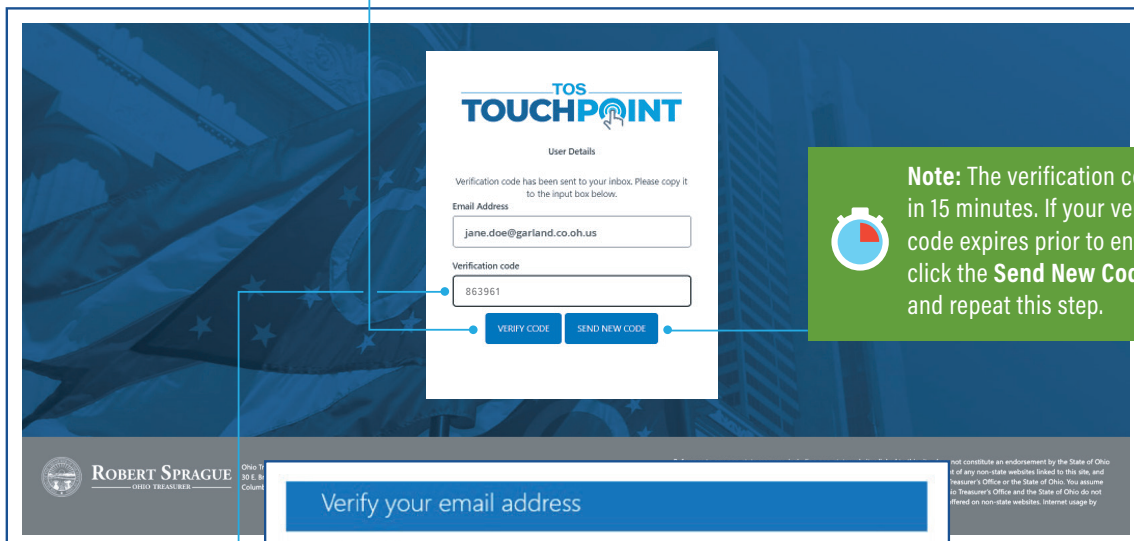
STEP 3:

To verify your email address, click the **SEND VERIFICATION CODE** button.

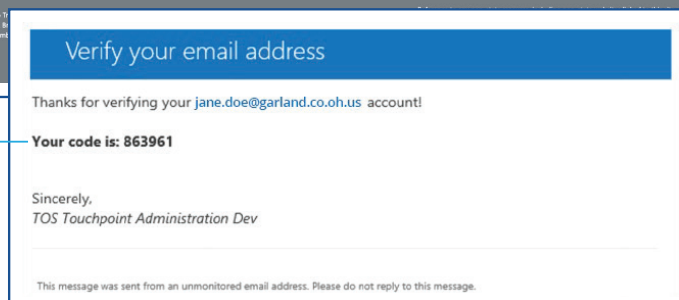


STEP 4:

You will receive an email on behalf of **TOS Touchpoint Admin** at the email address you entered (see below). Retrieve the 6-digit code, enter it in the box, and click the **VERIFY CODE** button.




**Check Your Email for
 the Verification Code**



STEP 5:

Enter the required fields and click the **SAVE** button. Note that required fields are indicated with a red (*) asterisk. Click on the **My Dashboard** link in the gray navigation bar.

✔
Notification
Account
Settings
Successfully
Saved.

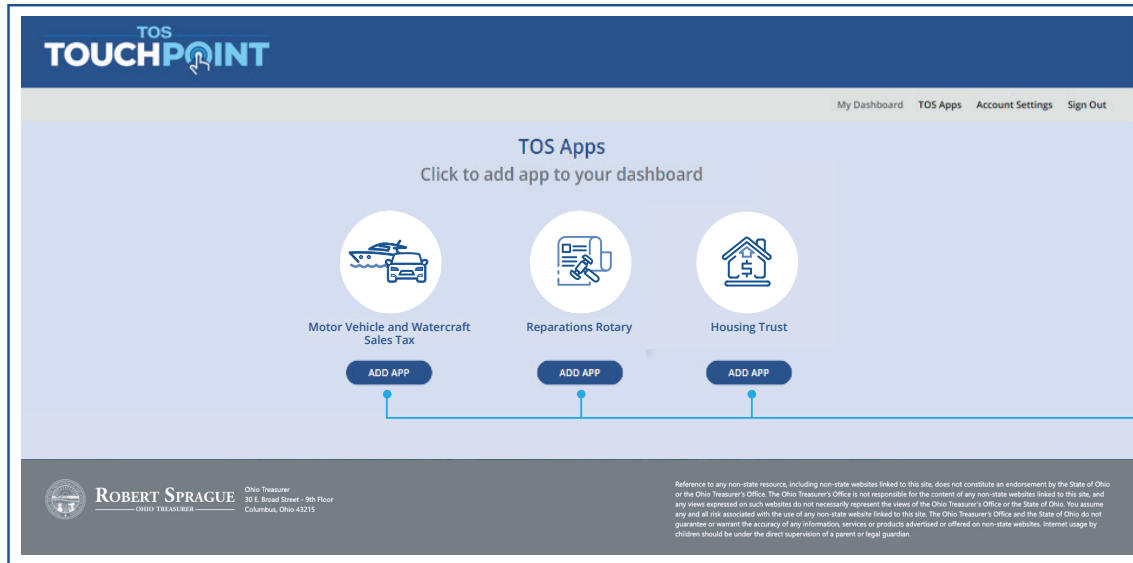
STEP 6:

To gain access to make payments for either **Motor Vehicle and Watercraft Sales Tax**, **Reparations Rotary**, or **Housing Trust** click the **+** sign or click the **ADD APPS** button.

Application Access & Setup

STEP 7:

To gain access to **Motor Vehicle and Watercraft Sales Tax**, **Reparations Rotary**, or **Housing Trust** applications, click the **ADD APP** button under the **Motor Vehicle and Watercraft Sales Tax**, **Reparations Rotary**, or **Housing Trust** icons. Gaining access to each app involves the same steps.



STEP 8: Requesting Agency Access

Select the agency you represent from the **Agency** drop-down menu, select your role from the **Role** drop-down menu, and use the **Last Payment** field to enter the most recent payment amount that your entity submitted to the Ohio Treasurer's office. Once all appropriate information has been entered, click the **SUBMIT** button.

ROLES

Admin or Manager – Only this role allows for adding and maintaining a bank account number. The admin or manager can perform all functions and at least one admin is required for an account.

Clerk or Staff – This role allows for all functions, except adding or maintaining bank account numbers. Bank account numbers are masked in the clerk or staff view.

STEP 9:

To begin the payment process, click on: **Make a Payment**

For additional instructions click on the **FAQ**

