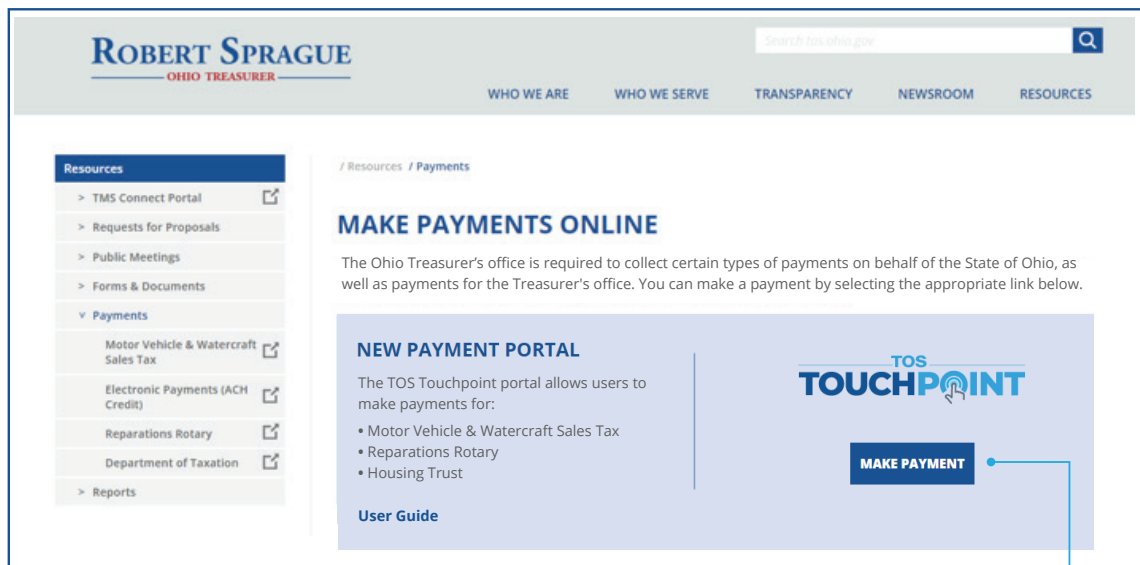


# TOS TOUCHPOINT



## General User Guide

## Launching TOS Touchpoint

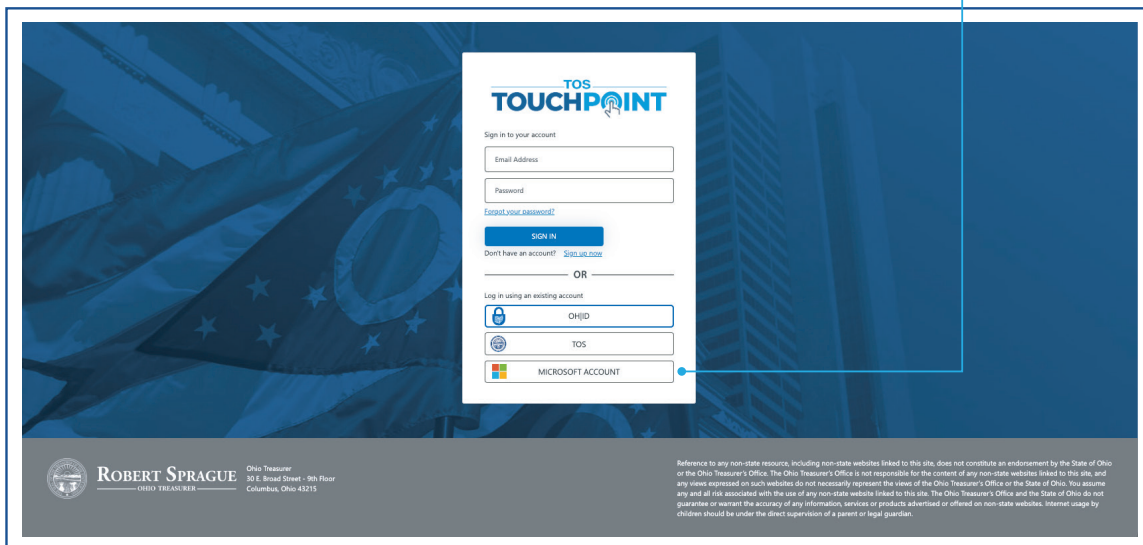


**Start** by going to the TOS Payments page on the TOS website (<https://tos.ohio.gov/make-payments-on-the-online-payment-portal/>).

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

**The registration process begins with:**

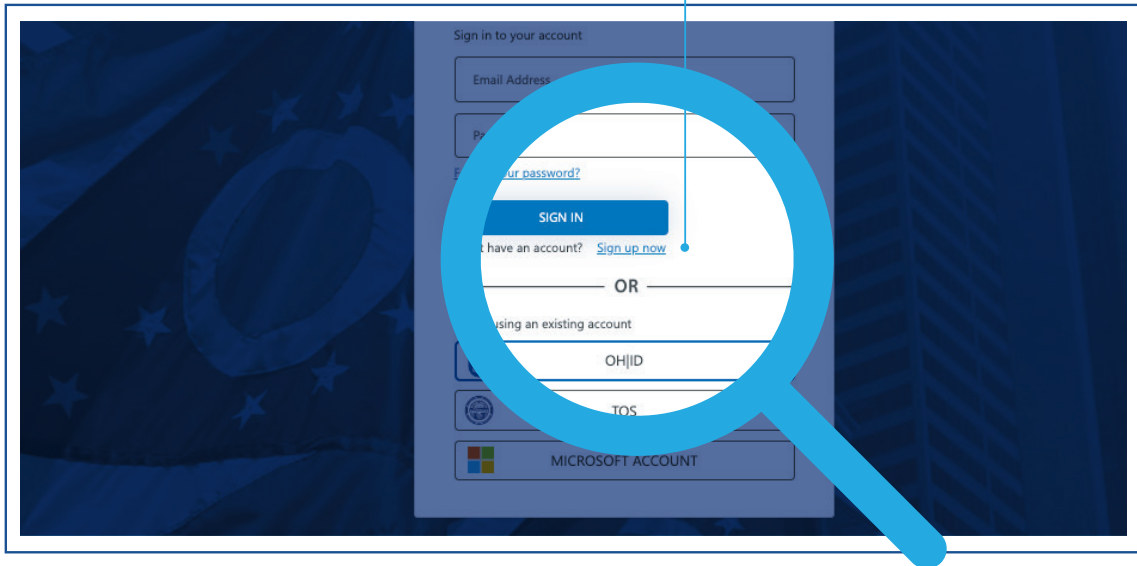
- the one-time creation of a user ID and password; **or**
- the use of an existing **OH|ID**, **Treasurer's office employee ID**, or **Microsoft account**.



## Creating An Account

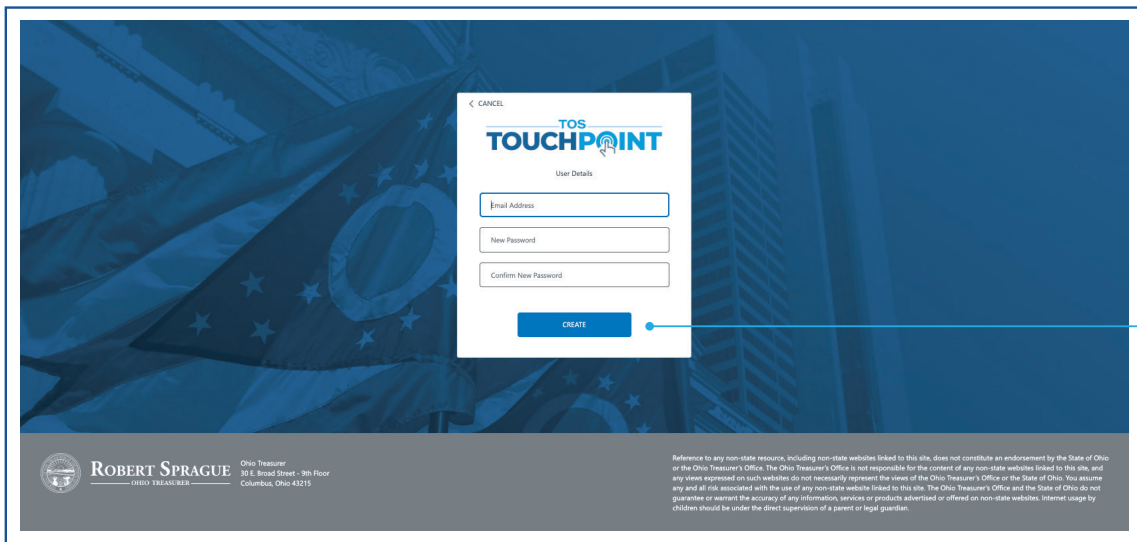
### STEP 1:

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.

The screenshot shows the TOS Touchpoint User Details page. At the top, the TOS Touchpoint logo is displayed. Below it, the text "User Details" is shown. A message states: "Verification is necessary. Please click Send button." The "Email Address" field contains "jane.doe@garland.co.oh.us". A blue button labeled "SEND VERIFICATION CODE" is highlighted with a blue line and a dot. The footer includes the Robert Sprague Ohio Treasurer logo and contact information, along with a disclaimer about non-state resources.

**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.

The screenshot shows the TOS Touchpoint User Details page with the "Verification code" field filled with "863961". The "VERIFY CODE" button is highlighted with a blue line and a dot. A green callout box with a clock icon contains the text: "Note: The verification code expires in 15 minutes. If your verification code expires prior to entering it, click the **Send New Code** button and repeat this step." Below the main form, an email preview is shown with the subject "Verify your email address". The email body says: "Thanks for verifying your jane.doe@garland.co.oh.us account! Your code is: 863961". It is signed "Sincerely, TOS Touchpoint Administration Dev". At the bottom of the email preview, it says: "This message was sent from an unmonitored email address. Please do not reply to this message." To the left of the email preview, there is an icon of an envelope with a checkmark and the text "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.

TOS TOUCHPOINT

My Dashboard TOS Apps Account Settings Sign Out

Account Settings were successfully saved. Go to My Dashboard to continue.

### Account Settings

First Name\* Last Name\*

Jane Doe

Email Address\* Phone Number\*

Jane.doe@bowlinggreen.gov 614-123-1234

Organization Company Website

Bowling Green Courts www.bowlinggreenohio.gov

SAVE

## 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.

TOS TOUCHPOINT

My Dashboard TOS Apps Account Settings Sign Out

### Add Apps to Your Dashboard

+

ADD APPS

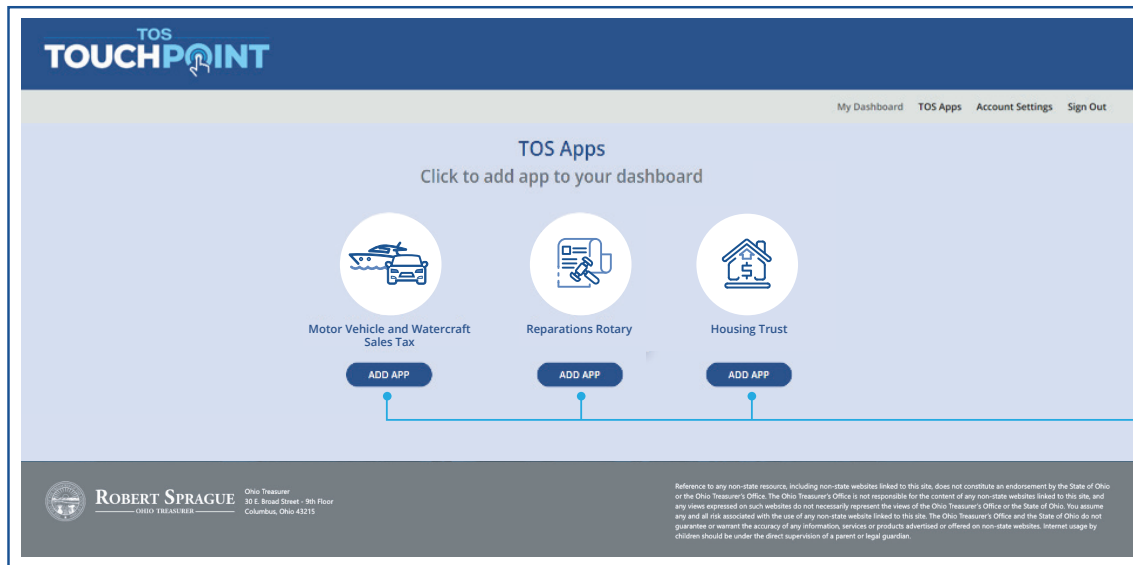
ROBERT SPRAGUE  
OHIO TREASURER  
30 E. Broad Street - 9th Floor  
Columbus, Ohio 43215

Reference to any non-state resource, including non-state websites linked to this site, does not constitute an endorsement by the State of Ohio or the Ohio Treasurer's Office. The Ohio Treasurer's Office is not responsible for the content of any non-state websites linked to this site, and any views expressed on such websites do not necessarily represent the views of the Ohio Treasurer's Office or the State of Ohio. You assume any and all risk associated with the use of any non-state website linked to this site. The Ohio Treasurer's Office and the State of Ohio do not guarantee or warrant the accuracy of any information, services or products advertised or offered on non-state websites. Internet usage by children should be under the direct supervision of a parent or legal guardian.

## 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.

**REQUEST AGENCY ACCESS**

Access has been granted. Click "Make a Payment" above to begin the payment process.

Agency\*  
BOWLING GREEN MUNICIPAL COURT - 3119

Role\* ⓘ  
Admin

Last Payment\* ⓘ  
\$2,109.00

**SUBMIT**

**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**

