

TOS TOUCHPOINT



Touchpoint Setup

USER GUIDE

TOS Touchpoint serves as a secure single sign-on authentication tool, allowing users to access a dashboard with multiple TOS applications using a single set of credentials. This eliminates the issue of remembering different passwords for each application. You will only need to setup TOS Touchpoint registration once.

After registering with TOS Touchpoint users will be directed to a TOS app library which will allow users to customize their Dashboard by loading TOS business applications needed to do business with the Office of Ohio Treasurer.

Launching TOS Touchpoint

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.**

TOS TOUCHPOINT

Sign in to your account

Email Address

Password

Forgot your password?

SIGN IN

Don't have an account? [Sign up now](#)

OR

Log in using an existing account

OH|ID

TOS

MICROSOFT ACCOUNT

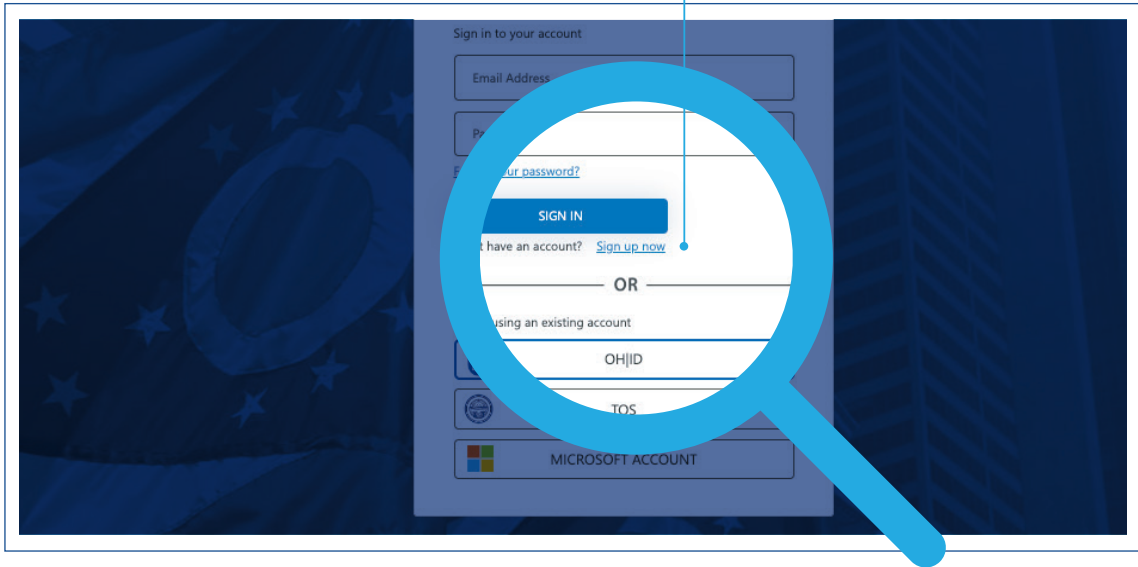
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Creating An New User Account

To create a new user account, follow these steps.

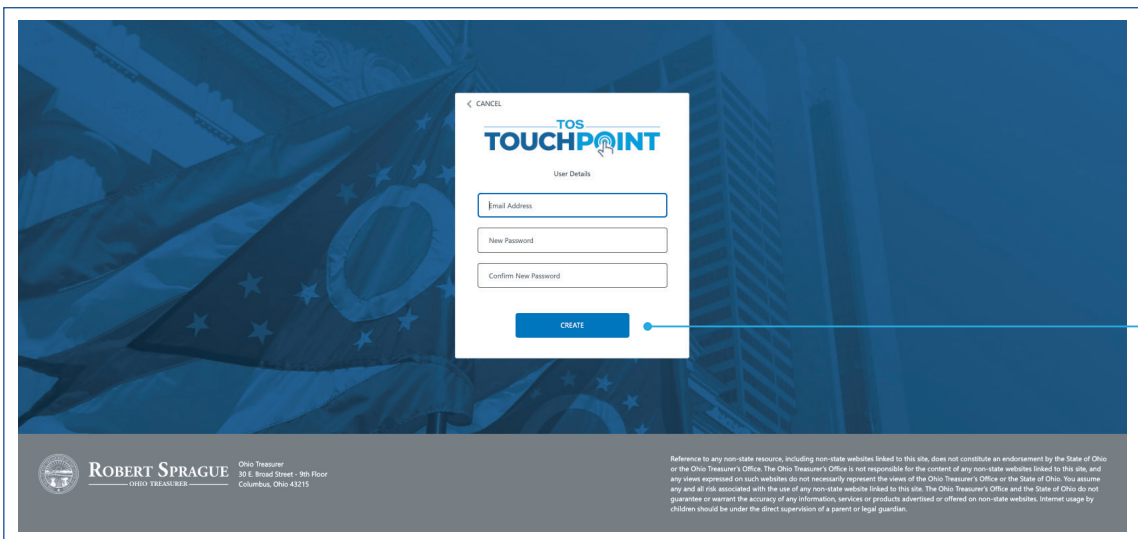
STEP 1:

Click **Sign up now**.



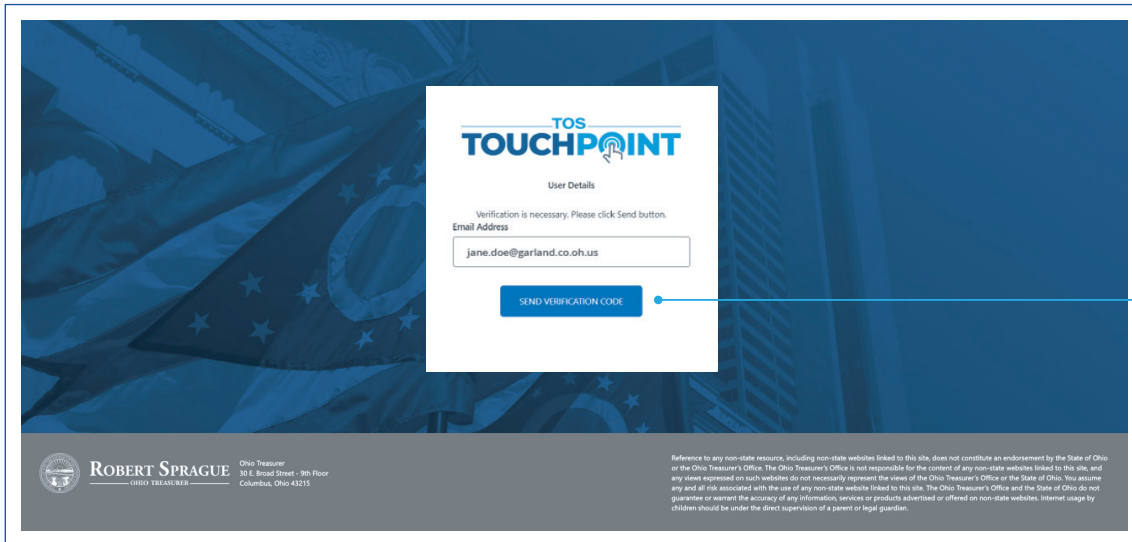
STEP 2:

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



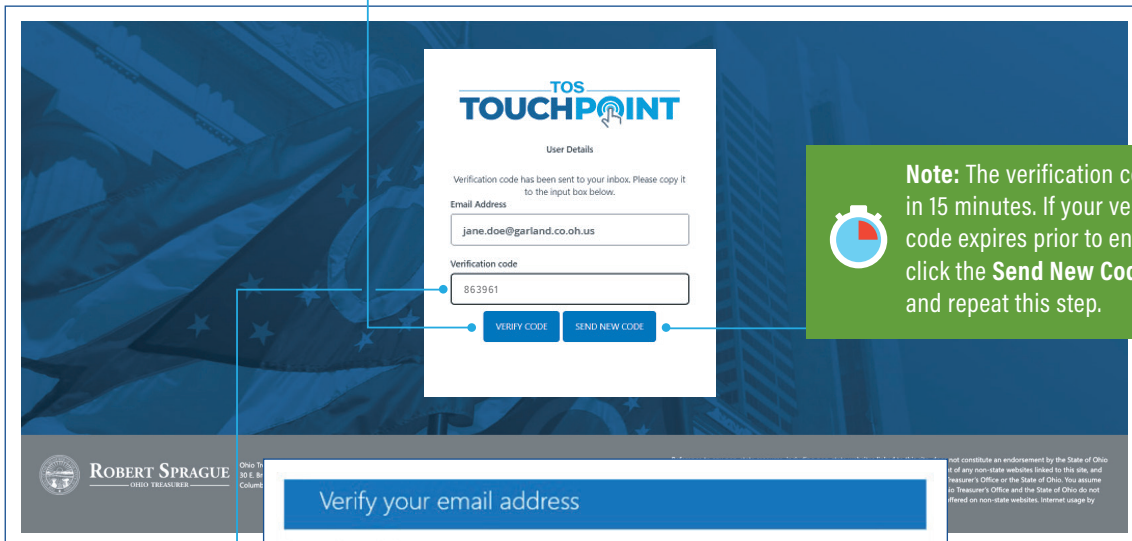
STEP 3:

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

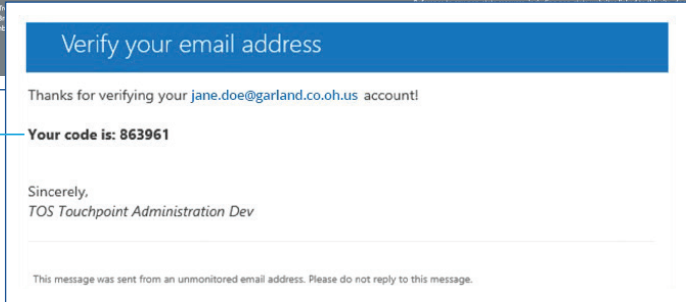


STEP 4:

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**



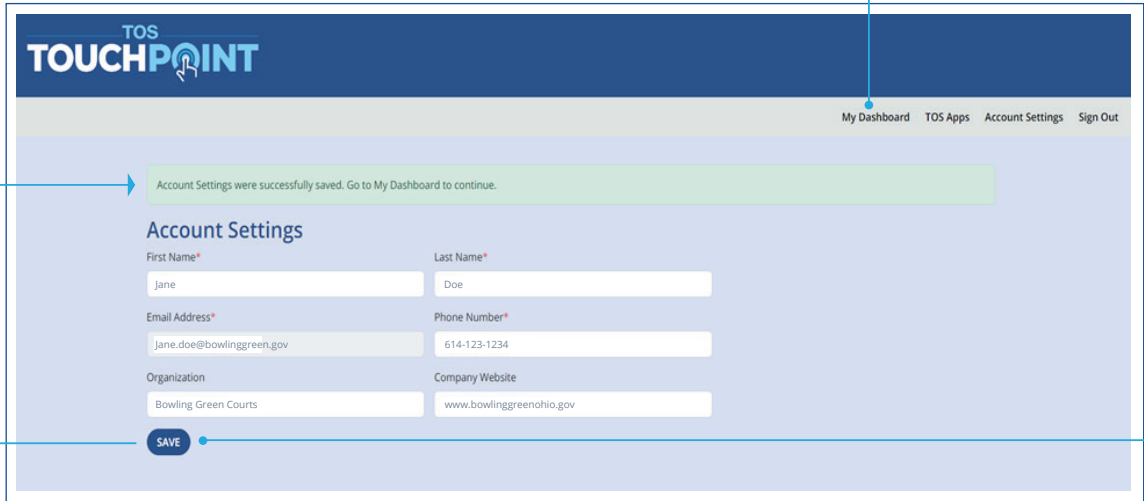
STEP 5:

Enter the required fields and click the **SAVE** button.

Note that required fields are indicated with a red (*) asterisk.

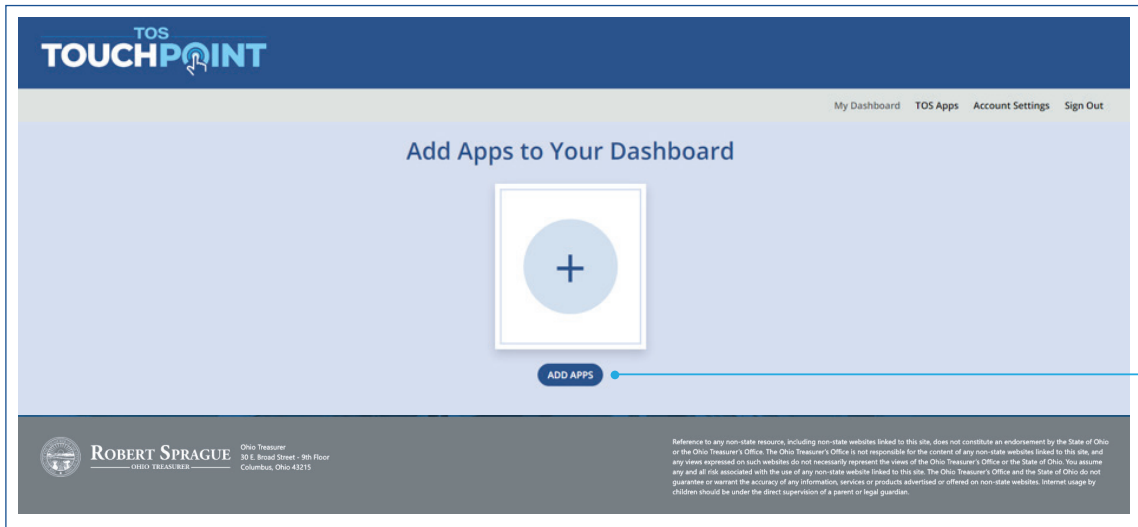
Click on the **My Dashboard** link in the gray navigation bar.

✓
**Notification
Account
Settings
Successfully
Saved.**



STEP 6:

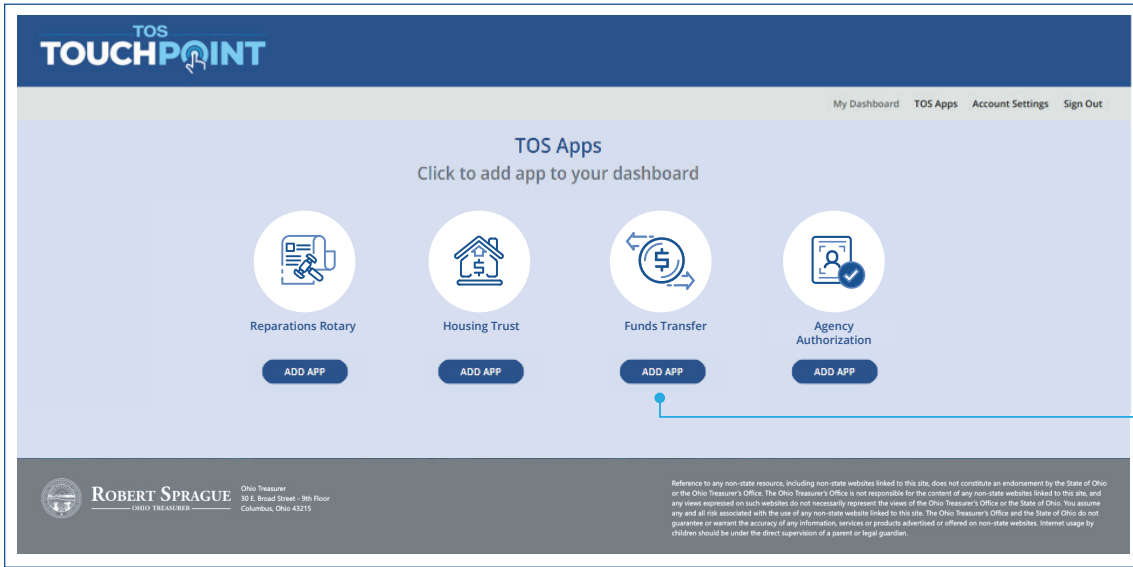
To gain access to Apps, click the **+** sign or click the **ADD APPS** button.



Application Access & Setup

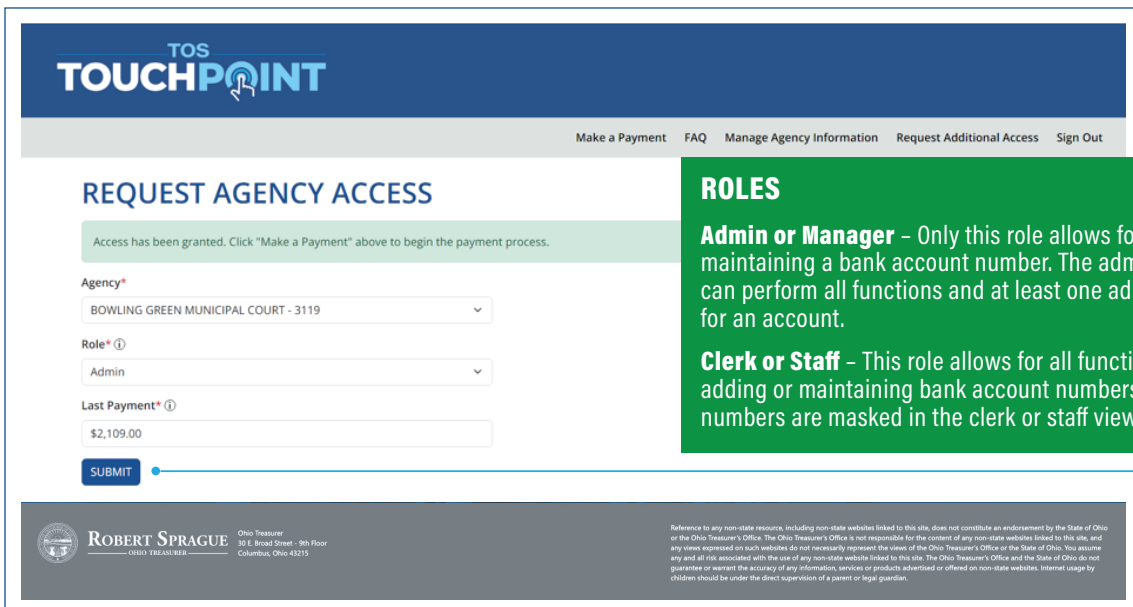
STEP 7:

To gain access to TOS applications, click the **ADD APP** button under the app needed.



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.



STEP 9:

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

For additional instructions click on the **FAQ**

