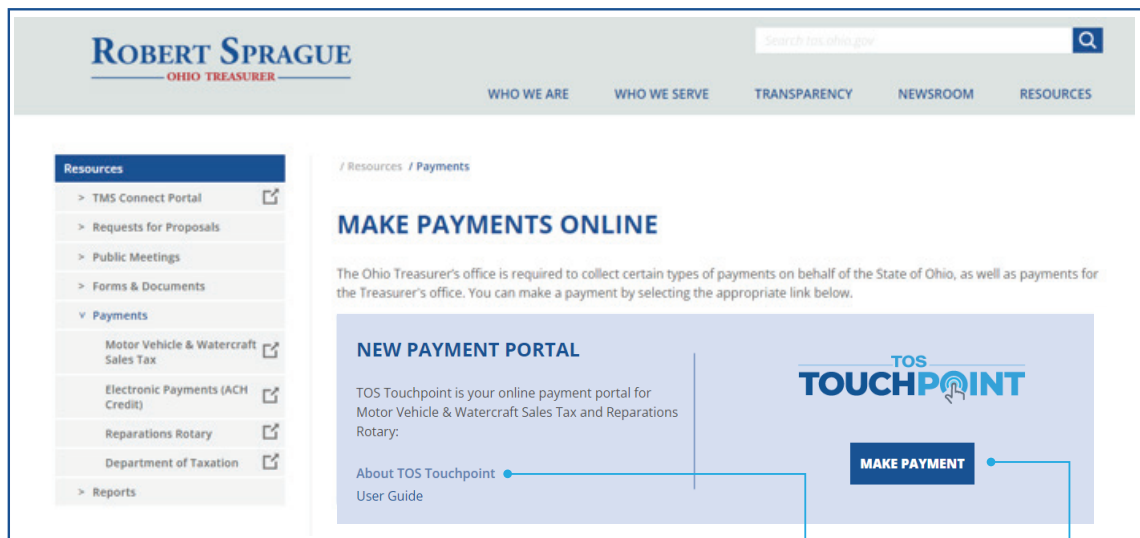


TOS TOUCHPOINT



General User Guide

Launching TOS Touchpoint



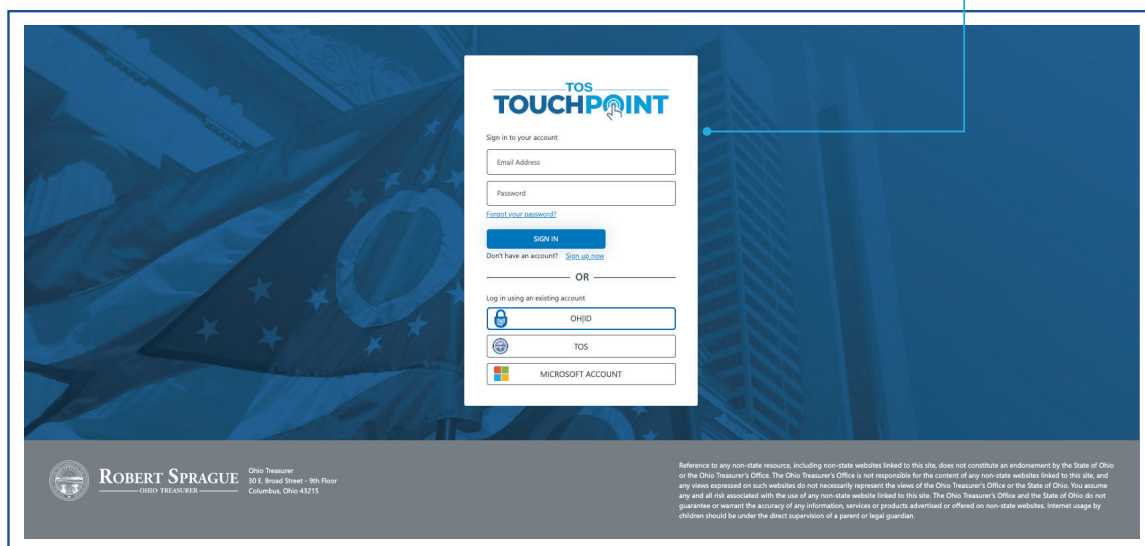
Start by going to the TOS Payments page on the TOS website (<https://tos.ohio.gov/make-payments-on-the-online-payment-portal/>).

For more information about TOS Touchpoint, click on the **"About TOS Touchpoint"** link that is below the **MAKE PAYMENT** button.

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

The registration process begins with:

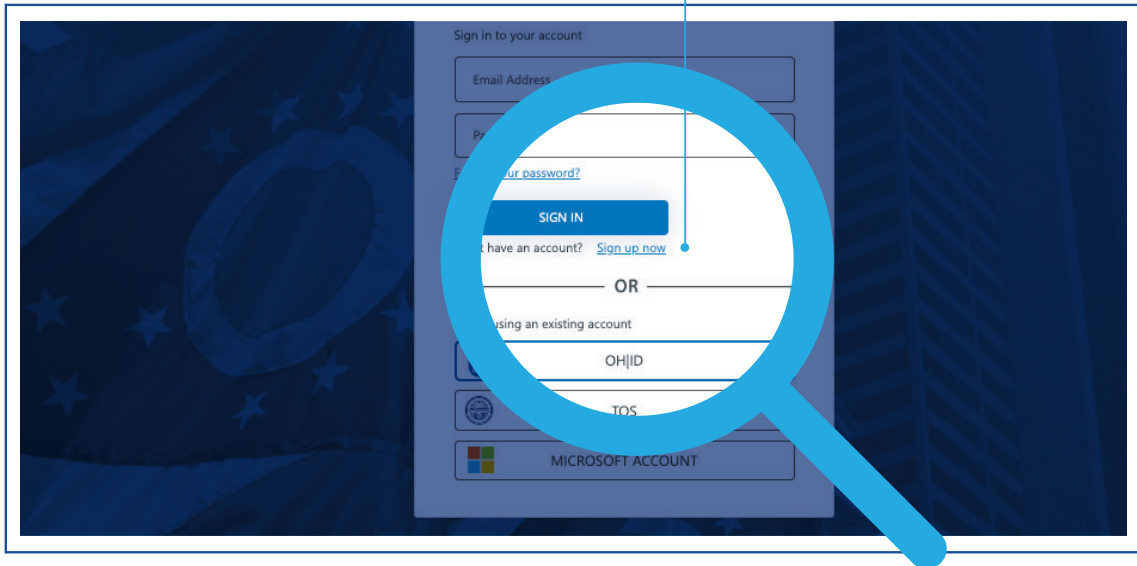
- the one-time creation of a user ID and password; **or**
- the use of an existing **OH|ID**, **Treasurer's office employee ID**, or **Microsoft account**.



Creating An Account

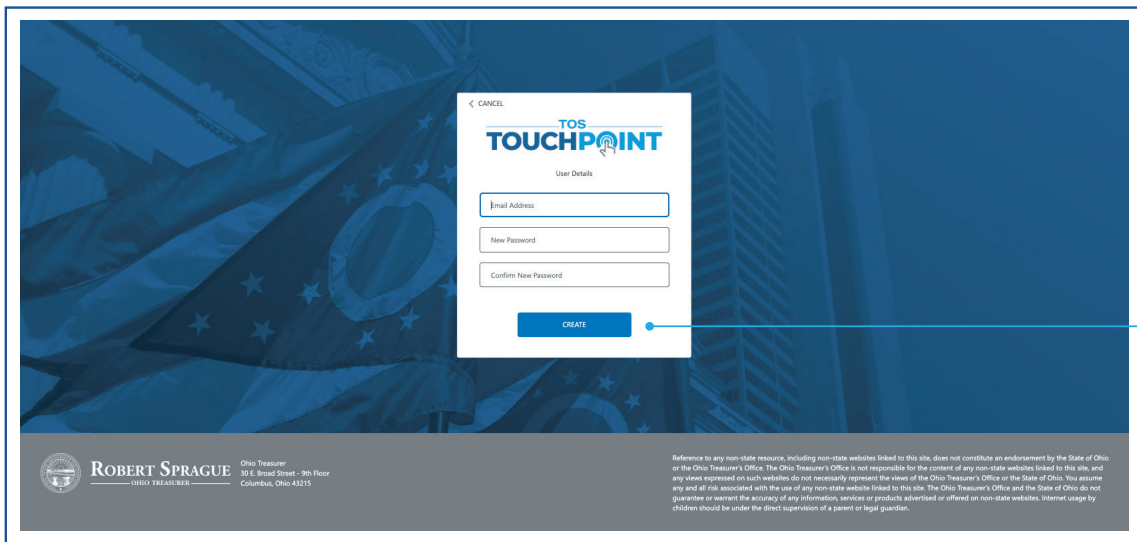
STEP 1:

Click **Sign up now.**



STEP 2:

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



Creating An Account (continued)

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". A blue button labeled "VERIFY CODE" is highlighted. 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 verification message is shown. The email subject is "Verify your email address". The body text says: "Thanks for verifying your jane.doe@garland.co.oh.us account! Your code is: 863961". The email is signed "Sincerely, TOS Touchpoint Administration Dev". At the bottom, it states: "This message was sent from an unmonitored email address. Please do not reply to this message."



Check Your Email for the Verification Code

Creating An Account (continued)

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.

The screenshot displays the TOS Touchpoint interface. At the top, a dark blue header contains the 'TOS TOUCHPOINT' logo. Below this is a gray navigation bar with links: 'My Dashboard', 'TOS Apps', 'Account Settings', and 'Sign Out'. A green notification banner at the top of the main content area reads: 'Account Settings were successfully saved. Go to My Dashboard to continue.' Below the notification is the 'Account Settings' form. The form contains several input fields, some marked with a red asterisk (*) to indicate they are required. The fields and their values are: First Name* (Jane), Last Name* (Doe), Email Address* (Jane.doe@bowlinggreen.gov), Phone Number* (614-123-1234), Organization (Bowling Green Courts), and Company Website (www.bowlinggreenohio.gov). At the bottom left of the form is a blue 'SAVE' button. Blue lines with arrows point from the text in Step 5 to the 'My Dashboard' link, the notification banner, and the 'SAVE' button.

TOS TOUCHPOINT

My Dashboard TOS Apps Account Settings Sign Out

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

Account Settings

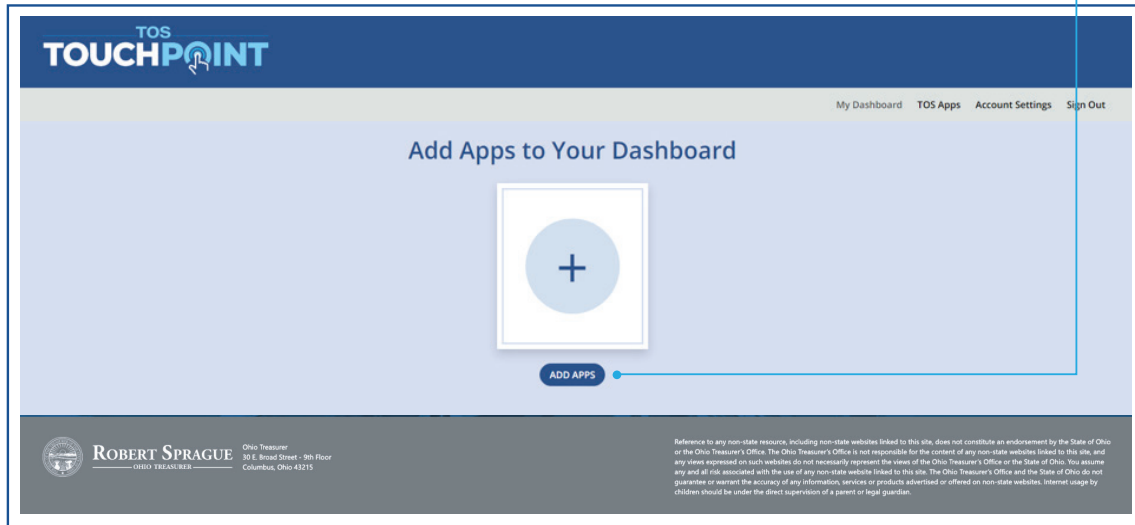
First Name*	Last Name*
Jane	Doe
Email Address*	Phone Number*
Jane.doe@bowlinggreen.gov	614-123-1234
Organization	Company Website
Bowling Green Courts	www.bowlinggreenohio.gov

SAVE

Payment App Access & Setup

STEP 6:

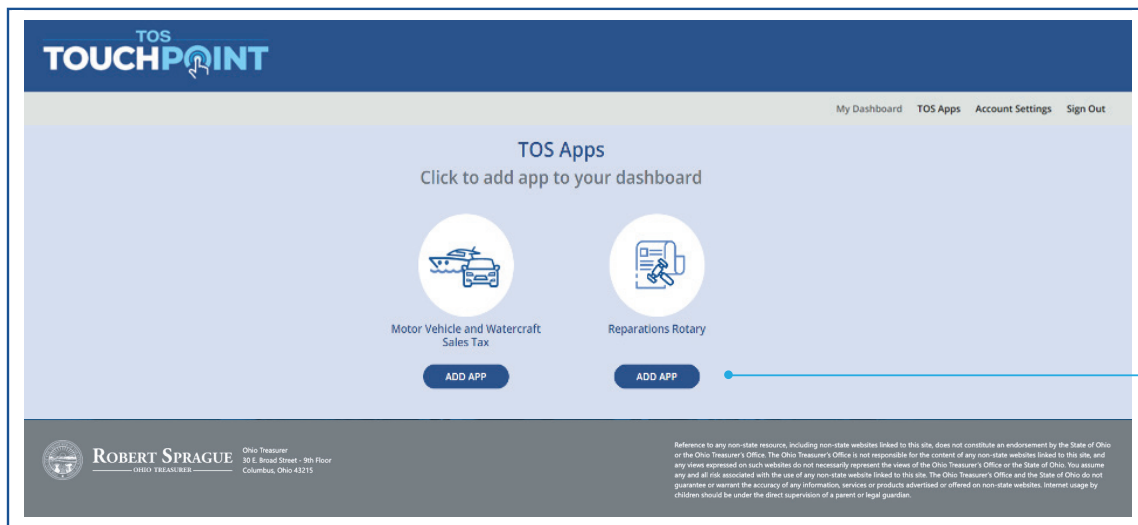
To gain access to make payments for either **Motor Vehicle and Watercraft Sales Tax** or **Reparations Rotary**, click the **+** sign or click the **ADD APPS** button.



STEP 7:

To gain access to the **Motor Vehicle and Watercraft Sales Tax** application, click the **ADD APP** button under the **Motor Vehicle and Watercraft Sales Tax** icon.

To gain access to **Reparations Rotary**, click the **ADD APP** button under the **Reparations Rotary** icon. Gaining access to each app involves the same steps.



Payment App Access & Setup (continued)

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

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

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

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STEP 9:

In the top right menu, click **Make a Payment**.

- If you previously selected the **Admin** role, proceed to **STEP 10**.
- If you previously selected the **Clerk** role, go to **STEP 11**.



Payment App Access & Setup (continued)

STEP 10: ADMIN ROLE

Enter all required information. Note that required information is indicated with a red asterisk (*)

- Verify the **Address** information and make changes as needed.
- Provide **Bank Account** information by clicking the **ADD BANK ACCOUNT** button and entering the **Bank Account Number** and **ABA Routing Number** in the appropriate boxes.

TOS TOUCHPOINT

Make a Payment | FAQ | Manage Agency Information | Request Additional Access | Sign Out

REPARATIONS ROTARY

Agency Information

Agency: BOWLING GREEN COURTS - 1234

Address*: 12345 BOWLING GREEN WAY

Address Line 2:

City*: BOWLING GREEN | State*: OH | ZIP*: 12345

Bank Accounts*

Bank Account Number	ABA Routing Number	
123456789	044000024	EDIT REMOVE

ADD BANK ACCOUNT

Registered Users

First Name	Last Name	Role
JANE	DOE	Admin

SAVE

Bank Accounts*

Bank Account Number	ABA Routing Number	
123456789	044000024	EDIT REMOVE
		DONE

ADD BANK ACCOUNT

Registered Users

First Name	Last Name	Role
Jane	Doe	Admin

SAVE

Note: Users may enter multiple bank accounts by clicking the **DONE** button, then clicking the **ADD BANK ACCOUNT** button, and entering the next bank account information.


- When all required information has been provided, click **SAVE**.
- To make a payment, go to **STEP 11**.

Make A Payment


STEP 11: Make a Payment

To make a payment, select the agency that you represent from the **Agency** drop-down menu, select the bank account from which you want your payment to be withdrawn from the **Select Bank Account** drop-down menu (only the last four digits will be displayed). Select the appropriate **Reporting Period** and enter the collection amounts and the counts, if applicable, to complete the form.

REPARATIONS ROTARY



Reparations Rotary



Make a Payment FAQ Manage Agency Information Request Additional Access Sign Out

REPARATIONS ROTARY

Payment Entry


Please note that the Reparations Rotary form below has been updated. Fields will appear in a different order than on the previous form and new items have been added.

Agency*
BOWLING GREEN MUNICIPAL COURT - 3119

Select Bank Account* ⓘ

Reporting Period Month* Reporting Period Year*

1) Filing Fees (RC 1901.26(C), 1907.24(C), 2303.201(C))




ROBERT SPRAGUE
OHIO TREASURER


Ohio Treasurer
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MOTOR VEHICLE & WATERCRAFT SALES TAX



Motor Vehicle and Watercraft Sales Tax



Make a Payment FAQ Manage County Information Request Additional Access Sign Out

MOTOR VEHICLE & WATERCRAFT SALES TAX

Payment Entry


County*
ADAMS - 1

Select Bank Account* ⓘ

Week Beginning Sunday*
mm/dd/yyyy

Motor Vehicles Watercraft NRMV

Tax Collected For Other Counties



ROBERT SPRAGUE
OHIO TREASURER

Ohio Treasurer
30 E. Broad Street - 9th Floor
Columbus, Ohio 43215

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Make A Payment (continued)

STEP 12:

To continue through the payment process, scroll to the bottom of the page, verify the accuracy of the **Total Remitted**, check the box next to ☒ **"I agree to pay the total remittance amount,"** and click **CONTINUE**.

TOS TOUCHPOINT

Make a Payment FAQ Manage Agency Information Request Additional Access Sign Out

REPARATIONS ROTARY

Payment Entry

Please note that the Reparations Rotary form below has been updated. Fields will appear in a different order than on the previous form and new items have been added.

Agency*
BOWLING GREEN MUNICIPAL COURT - 3119

Select Bank Account* ⓘ

Reporting Period Month*

Total Remitted
\$2,800.00

☒ I agree to pay this total remittance amount.*

CONTINUE

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

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STEP 13:

To continue through the payment process, scroll to the bottom of the page and check the box next to the ☒ **authorization statement** and click **SUBMIT PAYMENT**.

Total Amount Remitted \$2,800.00

Bank Account XXXXXX7895

Bank Name THE HUNTINGTON NATIONAL BANK

☒ I authorize the Ohio Treasurer of State, or its agent, to initiate a debit entry to the account at the depository financial institution indicated above. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of the law.*

NOTE: Daily deposit cut-off time is 3:00 PM Eastern. Any payments made after 3:00 PM Eastern will be processed in the next day's daily deposit.

CHANGE PAYMENT INFORMATION **SUBMIT PAYMENT**

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

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Payment Confirmation

STEP 14:

A **Confirmation Number** will be provided in red text.

This completes the payment submission process.

The screenshot shows the TOS Touchpoint interface. At the top is a dark blue header with the "TOS TOUCHPOINT" logo. Below the header is a navigation bar with links: "Make a Payment", "FAQ", "Manage Agency Information", "Request Additional Access", and "Sign Out". The main content area has the heading "REPARATIONS ROTARY" in blue. Below this, the "Confirmation Number: 327944" is displayed in red. There are two blue buttons: "PRINT THIS PAGE" and "MAKE ANOTHER PAYMENT". At the bottom, there is a footer section. On the left, it features the Ohio Treasurer's Office logo and the name "ROBERT SPRAGUE" with the title "OHIO TREASURER" and address "30 E. Broad Street - 9th Floor, Columbus, Ohio 43215". On the right, there is a disclaimer: "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."