TOS TOUCHPOINT
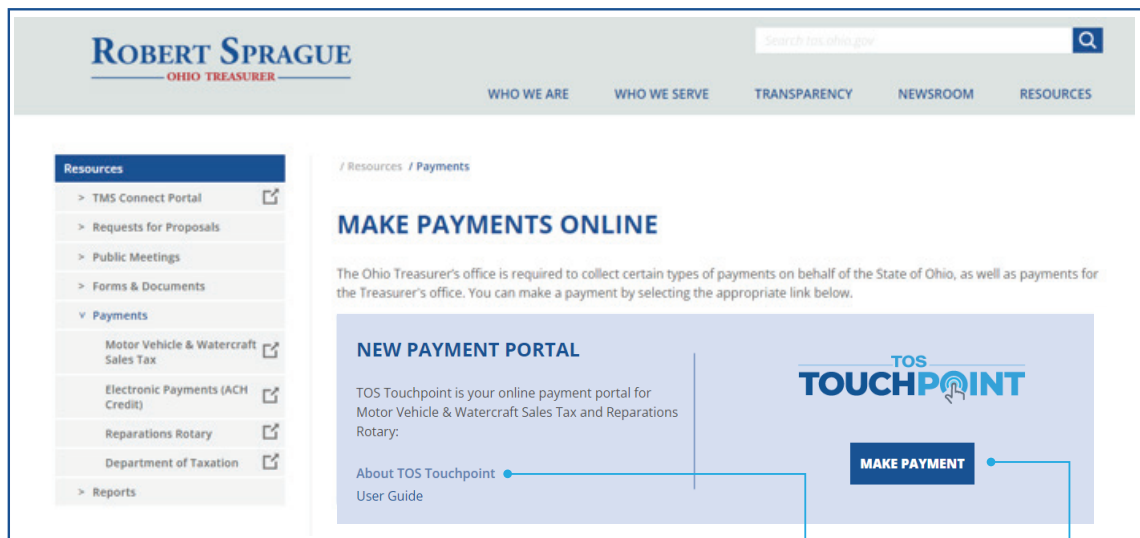
General User Guide

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.**
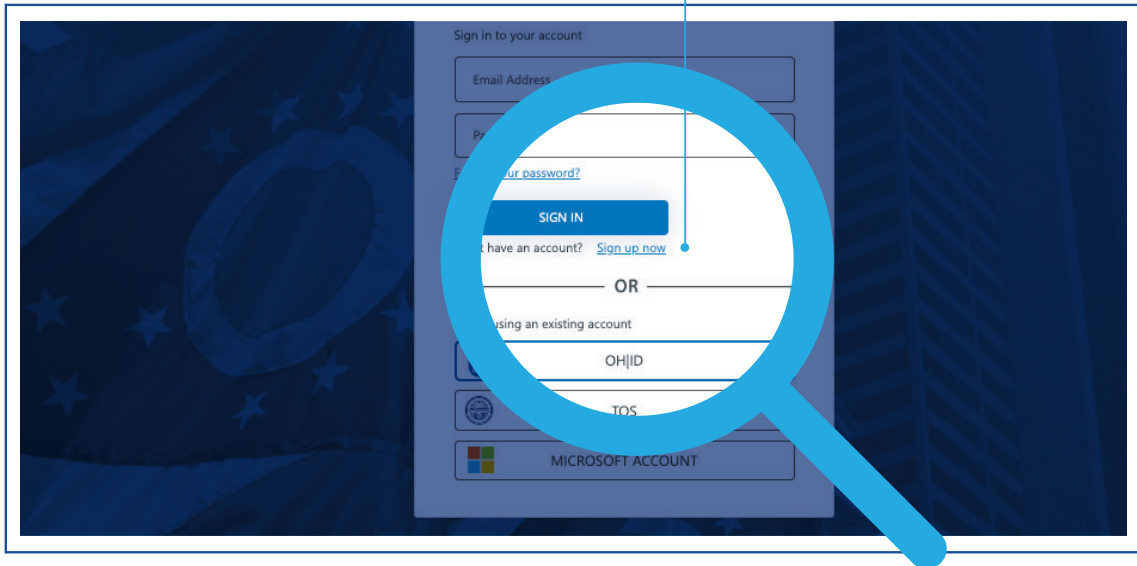
The registration process begins with:
- the one-time creation of a user ID and password; **or**
- the use of an existing **OH|ID**, **Treasurer's office employee ID**, or **Microsoft account**.
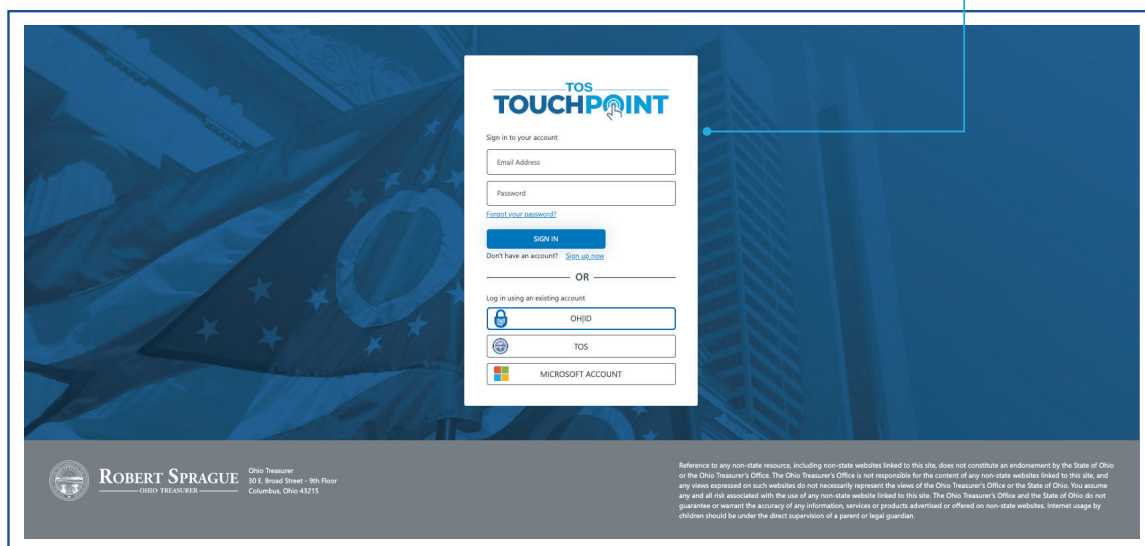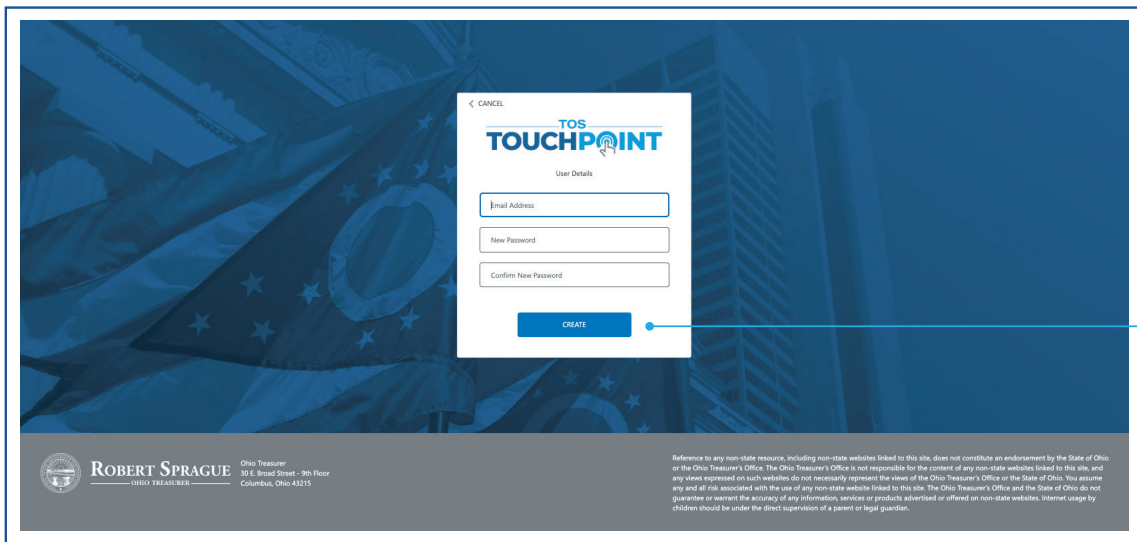
Creating An Account

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.

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.

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.

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.
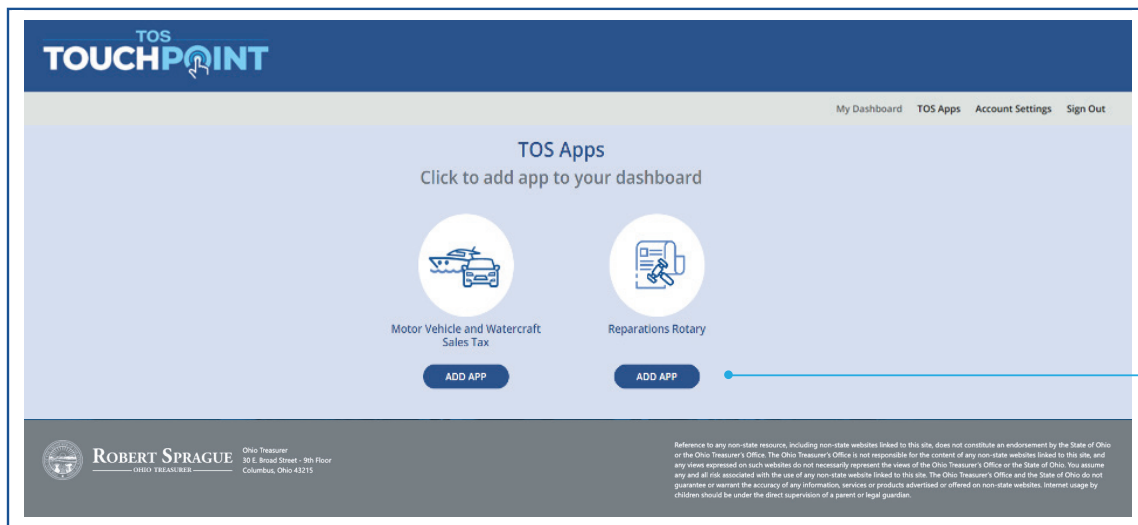
Payment App Access & Setup

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.
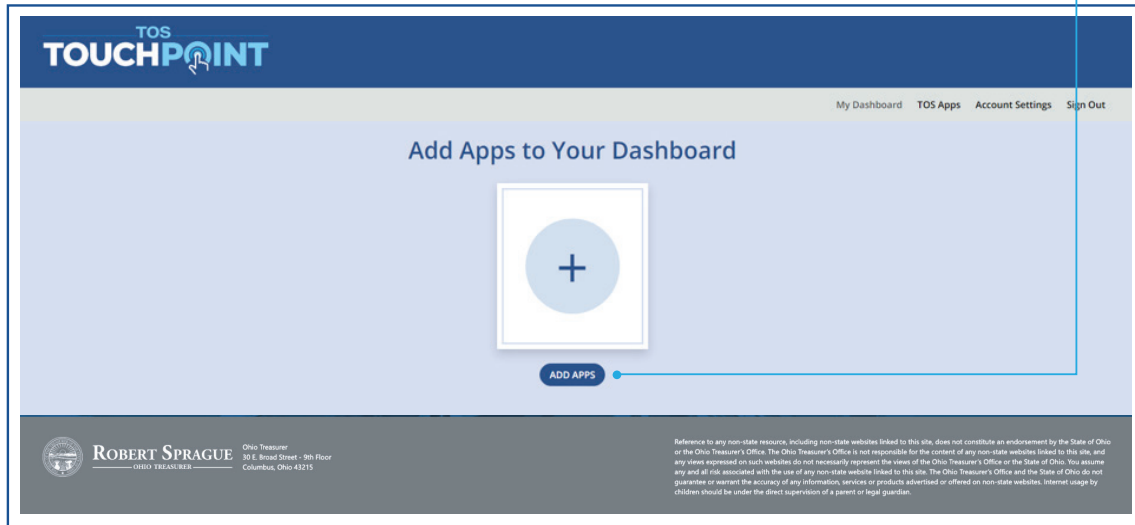
STEP 7:

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 <u>recent payment amount</u> that your entity submitted to the Ohio Treasurer's office. Once all appropriate information has been entered, click the **SUBMIT** button.

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.

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 (∗)

a. Verify the **Address** information and make changes as needed.

b. 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.

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.

c. When all required information has been provided, click **SAVE**.

d. 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

MOTOR VEHICLE & WATERCRAFT SALES TAX

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**.

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**.

Payment Confirmation

STEP 14:

A **Confirmation Number** will be provided in red text.
This completes the payment submission process.