

# Ohio Deferred Compensation Gateway User Guide

## Create an Account

(This step may be skipped if you already have an account)

- Navigate to <https://business.gateway.ohio.gov/>
- Select “Never used the Gateway? - Create an Account”
- Establish an account and then associate your account using your organization's Federal Employee ID Number
- Your filing Administrator may then have to approve this association if an account has already been set up for your organization.

## Enable Ohio Deferred Compensation Access

Select the Account Access Management button (**lock button**) in the top right hand corner of the home screen.

- Please contact us at [finance@ohiodc.org](mailto:finance@ohiodc.org) if you do not see this lock button or have your filing administrator perform the following steps.

The screenshot displays the Ohio Business Gateway user interface. At the top, there is a blue header with the Ohio Business Gateway logo on the left and a search bar on the right. Below the header, the user is greeted with "Welcome Ryan!". The main content area is titled "My Business | Administration" and features a search bar for the entity name. In the top right corner of this section, there are navigation icons: a home icon, a user profile icon, a lock icon (highlighted with a red box and a red arrow), and a help icon. Below the navigation icons, there is a horizontal menu with options: "My Information", "Company Information", "Access Requests", "Preferences", and "Cases". The "Contact Information" section is visible, with fields for First Name, Last Name, Title, Business Phone, and Email. An "Edit" button is located to the right of the contact information fields. At the bottom of the page, a note states: "Please note that only the title can be modified on this page. To edit other contact information, please click the following link: User Account Management - Update Profile".

Under *Service Areas / Available Service Areas* please select the blue radio button next to Ohio Deferred Compensation. Once you have selected this radio button, the Ohio Deferred Compensation should appear under *Authorized Service Areas*. Your screen should appear as follows once this is completed.

The screenshot displays the Ohio Business Gateway interface. At the top, there is a search bar and a welcome message for 'Ryan'. The main heading is 'My Business | Account Access Management'. Below this, there is a field for 'Your Entity name here' and a 'Go' button. A navigation bar contains several options: 'Service Areas', 'User Authorization', 'Service Area Access Management', and 'Account Access Requests'. The 'Service Areas' option is selected and highlighted with a red box. Below the navigation bar, there are two columns: 'Available Service Areas' and 'Authorized Service Areas'. The 'Available Service Areas' column lists various taxes and services, each with a blue plus sign icon. The 'Authorized Service Areas' column lists 'Employer Withholding', 'Ohio Deferred Compensation', and 'Unemployment Insurance Tax', each with a blue minus sign icon. The 'Ohio Deferred Compensation' item is highlighted with a red box, indicating it has been selected. A red arrow points from the 'Service Areas' navigation item to the 'Available Service Areas' column, and another red arrow points from the 'Available Service Areas' column to the 'Authorized Service Areas' column.

Under *Transaction Types / Available Transaction Types* please select the blue radio buttons next to all options under the Ohio Deferred Compensation heading. Once you have selected these radio buttons, they should appear under *Authorized Transaction Types*. Your screen should appear as follows once this is completed.

The screenshot displays the Ohio Business Gateway interface. At the top, there is a search bar and a welcome message for 'Ryan!'. The main heading is 'My Business | Account Access Management'. Below this, there is a search box for the entity name and a navigation menu. The 'Transaction Types' menu item is highlighted with a red box and a red arrow. The page is divided into two main sections: 'Available Transaction Types' and 'Authorized Transaction Types'. The 'Authorized Transaction Types' section is further divided into 'Employer Withholding' and 'Ohio Deferred Compensation'. The 'Ohio Deferred Compensation' section contains several items, each with a blue radio button. Red arrows point to these radio buttons, indicating they should be selected. The items in the 'Ohio Deferred Compensation' section are: 'Pay/Reconcile Employee Contribution Billing', 'Update Employer Contact Information and Billing Preference', 'View/Print Change Report', 'View/Print Employee Contribution Billing', 'View/Print Pay Dates', and 'View/Print Payment History'. The 'Employer Withholding' section contains a list of items, each with a blue radio button, but none are selected.

Available Transaction Types	Authorized Transaction Types
<b>Employer Withholding</b>	<b>Employer Withholding</b>
Ohio Withholding Registration	Maintain Ohio School District List
	Ohio IT 501 Payment of Income Tax Withheld
	Ohio IT 941 Annual Reconciliation of Income Tax Withheld
	Ohio IT 942 4th Quarter/Annual Reconciliation of Income Tax Withheld
	Ohio IT 942 Quarterly Reconciliation of Income Tax Withheld
	Ohio School District Withholding Payment Only
	Ohio SD 101 Payment of School District Income Tax Withheld
	Ohio SD 141 Annual Reconciliation of School District Income Tax Withheld
	Ohio Withholding Payment Only
	W-2 Upload
	<b>Ohio Deferred Compensation</b>
	Pay/Reconcile Employee Contribution Billing
	Update Employer Contact Information and Billing Preference
	View/Print Change Report
	View/Print Employee Contribution Billing
	View/Print Pay Dates
	View/Print Payment History
	<b>Unemployment Insurance Tax</b>

Under *User Authorization*, in the menu on the left hand side of the page please select:

- Filer = your name
- Service Area = Ohio Deferred Compensation.

## My Business | Account Access Management

Your Entity name here

Service Areas Transaction Types **User Authorization** Service Area Access Management Account Access Requests

If a new transaction has been added and you do not see it here, press the Refresh button.

**Refine by**

Changes  
 Unsaved Changes

Requests  
 Requested Access

Filer Account

Filer  
 **Your name**

Service Area  
 Employer Withholding  
 **Ohio Deferred Compensation**  
 Unemployment Insurance Tax

**Permission Template**

Read  Edit  Create  Delete  Submit

Filer Account	Filer	Service Area	Transaction Type
Ohio Public Employees Deferred Comp Admin	<input type="text"/>	Employer Withholding	Maintain Ohio School District List

Read  Edit  Create  Delete  Submit

Now please select and **toggle all toggle buttons to blue** which remain on the screen. Then select save.

## My Business | Account Access Management

Your Entity name here

Service Areas | Transaction Type | User Authorization | Service Areas Access Management | Account Access Requests

If a new transaction has been added and you do not see it here, press the Refresh button.

Permission Template

Read  Edit  Create  Delete  Submit

Copy Permissions

Refresh Save Undo All

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	Pay/Rescind Employee Contribution Billing
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	Update Employer Contact Information and Billing Preference
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Change Report
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Employee Contribution Billing
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Pay Dates
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Plan/Account	File#	Service Area	Transaction Type
Ohio Deferred Compensation		Ohio Deferred Compensation	View/Print Payment History
Read <input checked="" type="checkbox"/>	Edit <input checked="" type="checkbox"/>	Create <input checked="" type="checkbox"/>	Delete <input checked="" type="checkbox"/> Submit <input checked="" type="checkbox"/>

Toggle all five buttons to blue

Refresh Save Undo All

Now navigate to your **home page**, you should have access to view your bills, change reports, reconcile your bill and make payment via the Ohio Business Gateway!

Your updated homepage should look something like the following:

## My Business | Dashboard

The screenshot shows the 'My Business | Dashboard' interface. At the top right, there are navigation icons for home, user profile, and lock. Below the header is a navigation bar with links: New Transaction, In Progress, Ready for Checkout, Recent, History, Payments, Reminders, and Announcements. On the left side, there are sections for 'Quick Links', 'Request Business Access', 'Favorites', and 'Service Area'. The 'Service Area' section includes 'Ohio Deferred Compensation', 'Employer Withholding', and 'Unemployment Insurance Tax'. The main content area is titled 'Ohio Deferred Compensation' and contains a list of actions, each with a play button icon. The 'Pay/Reconcile Employee Contribution Billing' item also has a star icon. A red box highlights the 'Ohio Deferred Compensation' section.

Ohio Deferred Compensation	
View/Print Employee Contribution Billing	▶
View/Print Change Report	▶
Pay/Reconcile Employee Contribution Billing	★ ▶
View/Print Pay Dates	▶
View/Print Payment History	▶
Update Employer Contact Information and Billing Preference	▶

Contact [finance@ohiodc.org](mailto:finance@ohiodc.org) with any additional questions.