

Ohio Business Gateway

Guiding Steps

Please reference the following instructions when filing forms to EOD:

To access, submit and complete EOD forms:

1. Select the following URL: <http://business.ohio.gov/efiling/>
2. Create a business account on the Ohio Business Gateway webpage
 - > Multiple users can be created for one business
3. Log In ~ User Name and Password
4. Select Service ~ Equal Opportunity Division
5. Select type of form (Certificate of Compliance, I-29, MBE/EDGE application, etc.)
6. Complete fields on form
 - > Fields that required dollar amount – do not insert \$ or ,
 - > Look for “Help Bubbles”
6. Review Summary Page for accuracy
 - > Errors found – select Back button at the bottom of the screen and revise desired field(s)
 - > Print page for record keeping
7. Summary Page – Select “Accept Data”
8. **Check Out** - Home Page - Select “**Checkout (File and Pay)**”
9. Print Confirmation Page for record keeping
10. Forms will not be accessible to the Equal Opportunity Division until the following business day

EOD will post helpful hints and specific instructions to assist you in the new electronic filing procedures. We request your patience during this brief time of transformation. If you have any questions, please contact our office at 614.466.8380.