EQUIFAX

Client Training HQ

Ohio Department of Job and Family Services - Assign Tax Rate Notice Agent

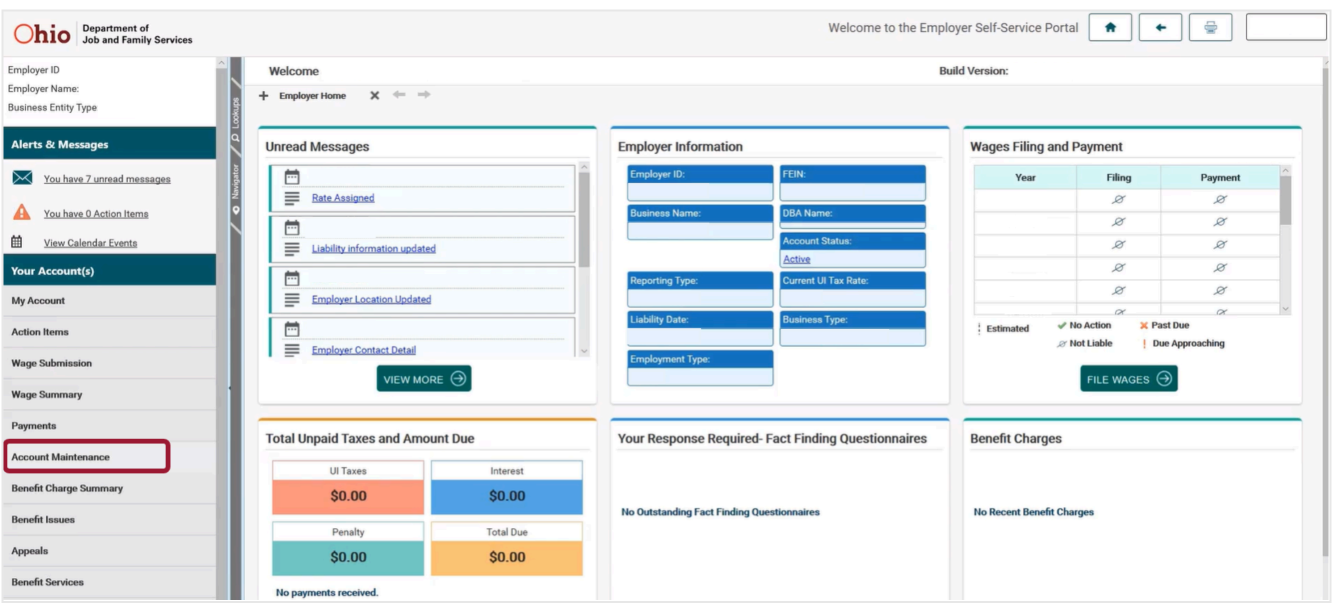
The state of Ohio has a Tax Rate Role, which allows Third Party Administrators (TPAs) to download a file with Tax Rate Notice details. Please follow these instructions to update settings ensuring Equifax® is able to view your Tax Rate Notice details electronically. Please note that the Tax Rate Role will not have any impact on hard copy mailings or OMA statuses.

Log In:

Go to the **ODJFS** website: https://thesource.jfs.ohio.gov/.

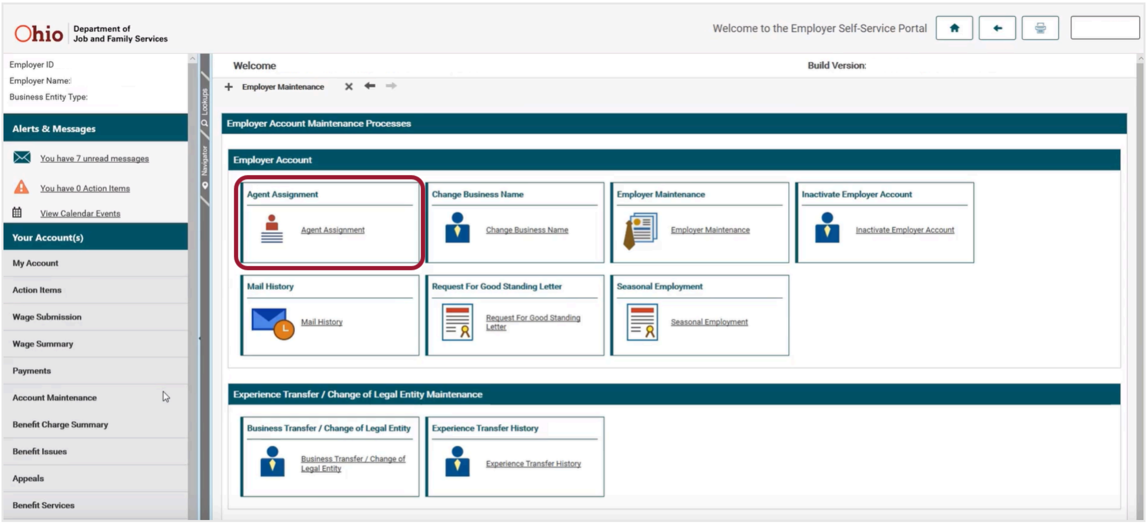
- If you have an account, please log in with your credentials.
- If you do not have an account, please review the instructions here.

Navigate to the left navigation menu and select **Account Maintenance**.

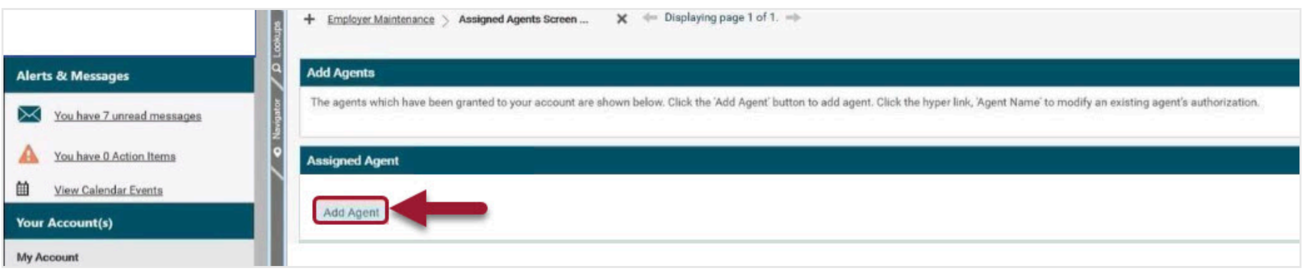


Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Select the **Agent Assignment** tile.



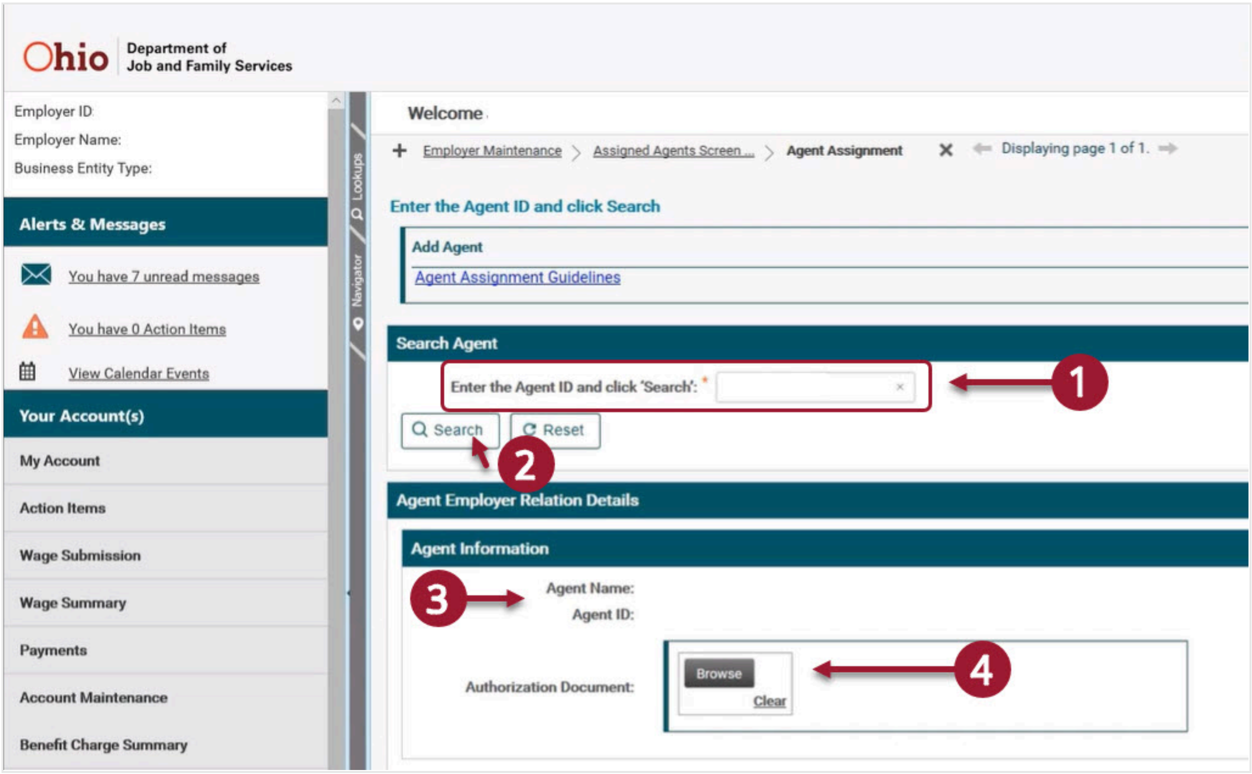
Under the **Assigned Agent** section, select **Add Agent**.



1. Under the **Search Agent** section, manually enter the **Agent ID**.
   - Enter **6000000008**.

2. Click **Search**.
3. Verify the Agent Information reflects **TALX UCM Services Inc**.
4. When applicable, upload your Authentication Document by clicking **Browse** and choosing the document from your saved location.

   Note: Please see the diagram below.



Finally, select the **Tax Rates** service function checkbox. Use the calendar icon to select an Access Begin Date. Please enter the date in which you are completing this process as your Access Begin Date.

> ***Note:*** Dates cannot overlap and two agents cannot be authorized for the same date period/service function. The end date is not required.

Click the **Save** button to confirm selections.

Select	Roles	Access Begin Date	Access End Date
☐	Wage Submission (Original and Amended)		
☐	Payment Submission		
☐	Account Maintenance Updates		
☐	Appeals		
☑	Tax Rates		

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel. Links to sources may be to third party sites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third party sites or services.