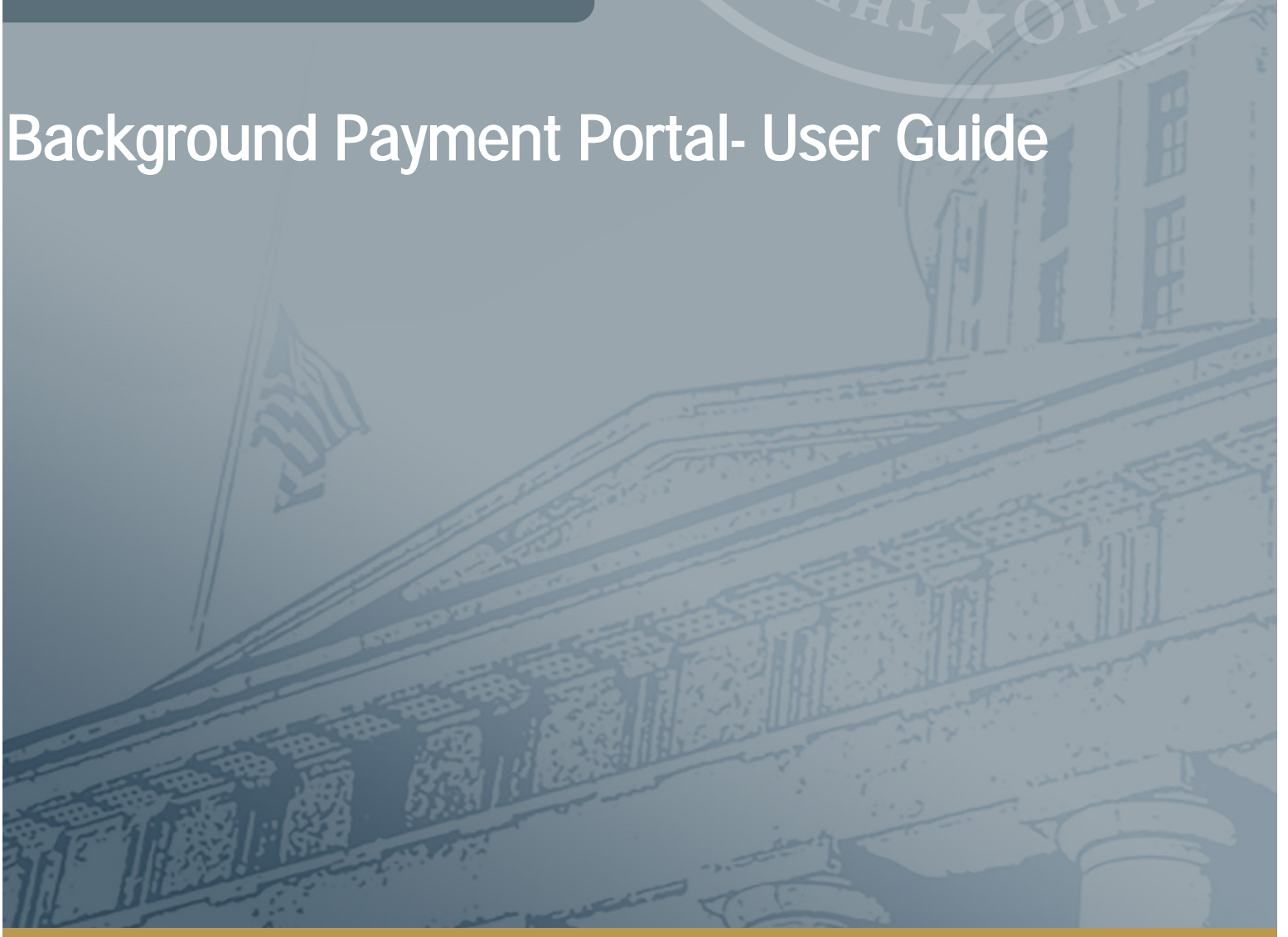


THE OHIO ATTORNEY GENERAL'S

# INFORMATION TECHNOLOGY SERVICES



## Background Payment Portal- User Guide

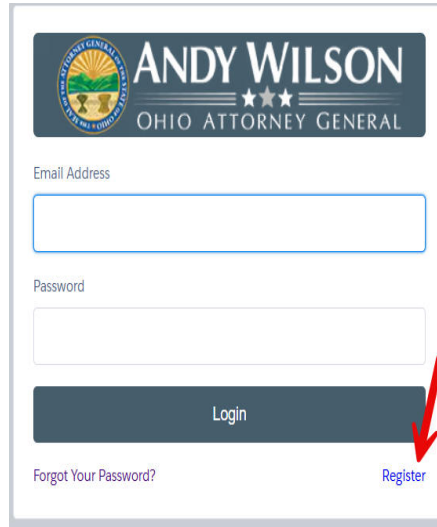


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# Create an Account

To create a Background Payment Portal account, access the link on the Sage Invoice Portal login page.

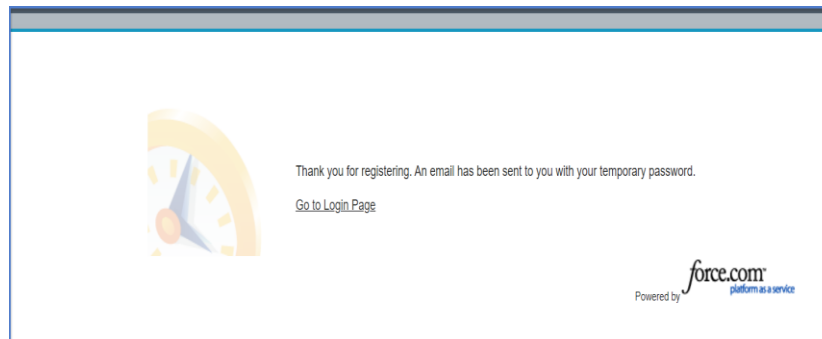


If you already have an account, please login and skip to the “Making a Payment” section.

To register, click “Sign Up.” A new screen will prompt you to enter your first name, last name, and email address.

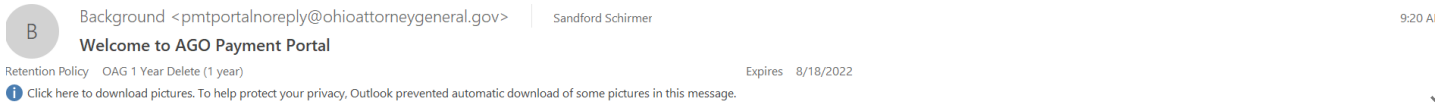


Click “Register.” If your email was found in the system, a page will appear confirming your registration.



**\*Please note, if your email address is not accepted, it is not in our Sage system. Please contact the Ohio Attorney General Finance Section at 740-845-2613 or [webcheckrequest@ohioAGO.gov](mailto:webcheckrequest@ohioAGO.gov).**

Check your email for a link to create your password. The email should look similar to this:



Hello

Welcome as a User in the Ohio Attorney General's Office Payment Portal. You will first need to establish a password by clicking on the link below.

To begin, go to [https://ohio-ag.force.com/background/login?](https://ohio-ag.force.com/background/login?c=oiZ8qTzGa0jT5F_yiFHKixmy2ARc1fpAjQ7U9TRZQ5f_96uisbaW0m5KYmxffR_wZkKzBMLDcS5Rjd6gfaENDUqqpo4LF110WnCAIp18yNtVDN4xF7bi5v1xtZIMY29yxsoWsjlRbBCgl1h5MFutoKbc9_w_nlY46aEg4.aO4lS2mqbF4xPdpC)

[c=oiZ8qTzGa0jT5F\\_yiFHKixmy2ARc1fpAjQ7U9TRZQ5f\\_96uisbaW0m5KYmxffR\\_wZkKzBMLDcS5Rjd6gfaENDUqqpo4LF110WnCAIp18yNtVDN4xF7bi5v1xtZIMY29yxsoWsjlRbBCgl1h5MFutoKbc9\\_w\\_nlY46aEg4.aO4lS2mqbF4xPdpC](https://ohio-ag.force.com/background/login?c=oiZ8qTzGa0jT5F_yiFHKixmy2ARc1fpAjQ7U9TRZQ5f_96uisbaW0m5KYmxffR_wZkKzBMLDcS5Rjd6gfaENDUqqpo4LF110WnCAIp18yNtVDN4xF7bi5v1xtZIMY29yxsoWsjlRbBCgl1h5MFutoKbc9_w_nlY46aEg4.aO4lS2mqbF4xPdpC)


Thank you,

The Ohio Attorney General's Office

Click the link in the email to create your password. Your password must have at least 8 characters, 1 letter, and 1 number.

The image shows a password reset form on a grey background. At the top left is the seal of the Ohio Attorney General. To its right is the text 'ANDY WILSON' in large, bold, white letters, with 'OHIO ATTORNEY GENERAL' in smaller white letters below it, separated by three stars. The form itself is a white rounded rectangle with a thin black border. Inside, the text reads: 'Please enter your email to reset your password. An email will be sent to you providing instructions for resending your password.' Below this text is a label 'Email Address' followed by a white rectangular input field. At the bottom center of the form is a blue button with the word 'Submit' in white text.

You will be automatically directed to the Background Accounts page.

| [Logout](#)

**My Background Accounts**

### Accounts

**Information**

Name: Sandy Schirmer

\*Please note: Invoice payments may take up to 2 business days to accurately display on this page. If you have any questions, please call the Ohio Attorney General Finance Section at 740-845-2613.

Company Name	Invoice Number	Invoice Date	Due Date	Invoice Balance	Payment Amount
SAGE TEST4	0107780	08/01/2017	08/31/2017	\$34.00	\$ <input type="text"/>
SAGE TEST4	0400788	10/01/2023	10/31/2023	\$35.00	\$ <input type="text"/>
SAGE TEST4	0492258	04/25/2025	05/25/2025	\$1000.00	\$ <input type="text"/>
SAGE TEST4	0496538	05/05/2025	06/04/2025	\$10.00	\$ <input type="text"/>
SAGE TEST4	0518708	10/18/2025	11/15/2025	\$1000.00	\$ <input type="text"/>

**Balance for all Accounts** \$2,079.00 **Payment Sub-Total:** \$ 0.00

Select your preferred payment method, then click the "Submit" button.

ACH Debit from Bank Account

Credit Card

# Make a Payment

Once logged in, the below page will show all invoices associated with your email address.

**ANDY WILSON**  
OHIO ATTORNEY GENERAL

[Logout](#)

**My Background Accounts**

---

**Accounts**

**Information**

Name: Sandy Schirmer

\*Please note: Invoice payments may take up to 2 business days to accurately display on this page. If you have any questions, please call the Ohio Attorney General Finance Section at 740-845-2613.

Company Name	Invoice Number	Invoice Date	Due Date	Invoice Balance	Payment Amount
SAGE TEST4	0107780	08/01/2017	08/31/2017	\$34.00	\$ <input type="text"/>
SAGE TEST4	0400788	10/01/2023	10/31/2023	\$35.00	\$ <input type="text"/>
SAGE TEST4	0492258	04/25/2025	05/25/2025	\$1000.00	\$ <input type="text"/>
SAGE TEST4	0498538	05/05/2025	06/04/2025	\$10.00	\$ <input type="text"/>
SAGE TEST4	0518708	10/18/2025	11/15/2025	\$1000.00	\$ <input type="text"/>

**Balance for all Accounts** \$2,079.00 **Payment Sub-Total:** \$ 0.00

Select your preferred payment method, then click the "Submit" button.

ACH Debit from Bank Account  
 Credit Card

Choose the invoice amounts you'd like to pay, and if you'd like to pay by ACH or Credit Card.

Click "Submit."

After clicking "Submit," you will be redirected to the Ohio Attorney General WebCheck payments site.

Enter ACH or credit card and billing information.



## Ohio Attorney General WebCheck

### Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

For assistance locating the card security code, please select the following:

Locate Card Security Code

#### AGO - Webcheck Payment Summary

Total	Subtotal
\$1.00	\$1.00

Quantity	Description	Price	Total
0	6588C06246	\$0.00	\$0.00

#### Payment Information

\* Credit Card Number

\* Credit Card Type

\* Expiration Month

\* Expiration Year

\* Card Security Code

Click "Continue" on the lower bottom left of the page

### Billing Information

First Name

Middle Name

\* Last/Business Name

\* Phone

\* Address Line 1

Address Line 2

\* City

\* State/Province/Region

\* Zip/Postal Code

Country

Email

Email Receipt

Cancel

Continue

### Technical Support

If you need technical support for this online payment processing application, please send an email to [WebCheckRequest@OhioAttorneyGeneral.gov](mailto:WebCheckRequest@OhioAttorneyGeneral.gov). For questions about your accounts with the Ohio Attorney General's Office, please call (614) 779-0112.



Confirm the payment information, and click “Confirm” on the lower bottom left of the page.

## Billing Information

First Name

Middle Name

\* Last/Business Name

\* Phone

\* Address Line 1

Address Line 2

\* City

\* State/Province/Region

\* Zip/Postal Code

Country

Email

Email Receipt

Back

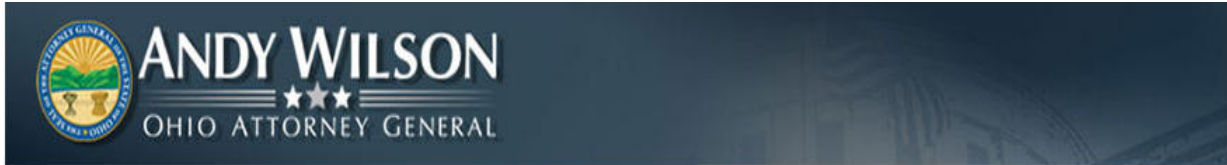
Confirm

### Technical Support

If you need technical support for this online payment processing application, please send an email to [WebCheckRequest@OhioAttorneyGeneral.gov](mailto:WebCheckRequest@OhioAttorneyGeneral.gov). For questions about your accounts with the Ohio Attorney General's Office, please call (614) 779-0112.

PROTECTING ★ THE ★ UNPROTECTED

The payment has now been processed.



## Ohio Attorney General WebCheck

### Successful Payment

Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.

This page will serve as your receipt. Please print this page for your records and note the confirmation number below:

[Print Receipt](#)

#### AGO - Webcheck Payment Summary

Payment Status	Confirmation Number	Authorization Date
Authorized	6591C06246	6/24/2026 9:07:30 AM EDT

Total	Subtotal
\$1.00	\$1.00

Quantity	Description	Price	Total
0	6591C06246	\$0.00	\$0.00

**\*Please note: Invoices may take up to two business days to reflect payments in the payment portal.**