

Ohio Attorney General's

# INFORMATION TECHNOLOGY SERVICES

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**DAVE YOST**

OHIO ATTORNEY GENERAL

# PORTAL USER GUIDE

## WebCheck

### Statement and Invoice

### Viewer

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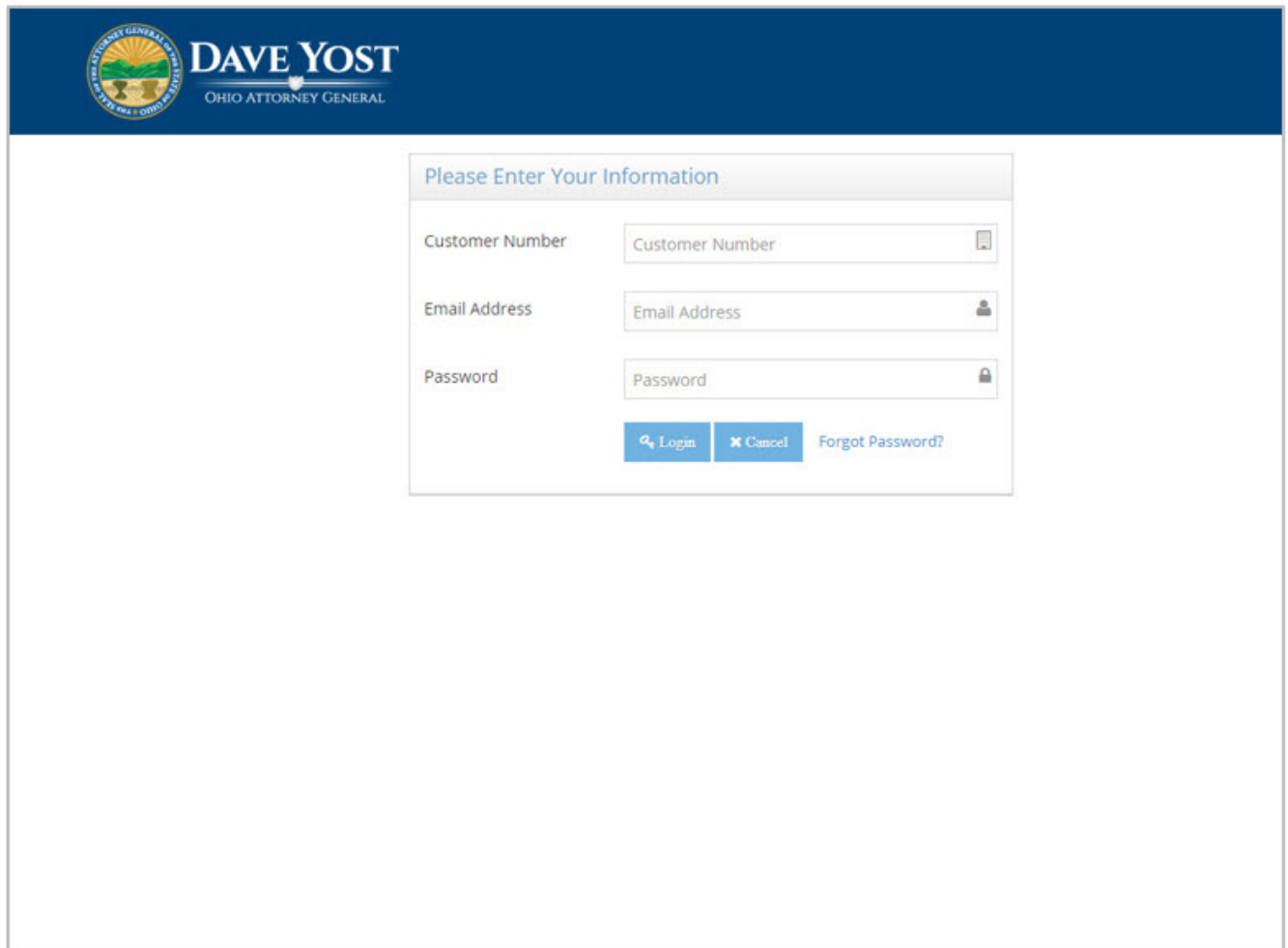
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## Portal Guide Introduction:

This portal allows users to search for statements and invoices as well as reset passwords. WebCheck users must be granted personal portal permissions before gaining access. The portal works best with either Google Chrome or Mozilla Firefox web browsers. The invoice portal address is <http://sageportal.ohioattorneygeneral.gov>.

### 1.0 WebCheck

#### 1.1 WebCheck customer Login



The screenshot shows the login interface for the Dave Yost Ohio Attorney General WebCheck portal. At the top, there is a dark blue header with the Ohio Attorney General's seal on the left and the text "DAVE YOST OHIO ATTORNEY GENERAL" on the right. Below the header is a white login form titled "Please Enter Your Information". The form contains three input fields: "Customer Number", "Email Address", and "Password". Each field has a corresponding label to its left and a small icon to its right (a document icon for Customer Number, a person icon for Email Address, and a lock icon for Password). Below the input fields are three buttons: a blue "Login" button with a magnifying glass icon, a blue "Cancel" button with an 'X' icon, and a text link "Forgot Password?".

#### 1.2 Search

Once logged in, a WebCheck user will land on the "Search" page for viewing and /or printing statements and invoices. For WebCheck users the Customer Number will be a read only field. By default the latest month statement and invoice will be shown.

## Agency Details Search

The screenshot shows a web form titled "Agency Details Search". At the top, there is a "Search" header. Below it is a red message box that says "Please select a customer, month, and year." The form contains three main input fields: "Customer Number / Name", "Month", and "Year". The "Customer Number / Name" field is highlighted with a blue border and has a red arrow pointing to it from a box labeled "Read Only Field". The "Month" field is a dropdown menu with "July" selected, and the "Year" field is a dropdown menu with "2015" selected. To the right of these fields is a blue button labeled "Get Documents" with a red arrow pointing to it from a box labeled "Click to retrieve Documents". Below the input fields, there is a section titled "Available Documents for Download".

A pdf document for the statement or the invoice will be generated for the user to either view or print.

### 1.3 WebCheck “Agency Profile”:

Current users of the AGO Secure Web Portal can add contacts to the account by sending an email with the name and email address to [WebCheckRequest@OhioAttorneyGeneral.gov](mailto:WebCheckRequest@OhioAttorneyGeneral.gov) .

When a new profile is added an email gets sent to the new user with a link to create the password and access the portal.

The new user must enter and re-enter the new password and click on the “Reset” button to successfully reset the password. The new user will automatically be redirected to the login page and will now have access to statement/invoice.




## 1.4 Reset Password:

WebCheck customers can reset their password by clicking on “Forgot Password” in the login window.

### Notice

If you are using Internet Explorer and have trouble logging in, please try using Google Chrome or Mozilla Firefox. Also, July transactions are on the July invoice.



### Please Enter Your Information

Customer Number	<input type="text" value="Customer Number"/>	
Email Address	<input type="text" value="Email Address"/>	
Password	<input type="password" value="Password"/>	

[Login](#) [Cancel](#) [Forgot Password?](#)

Enter the Customer Number and email address. Click send to receive a password reset link via email.

### Reset Password

Customer Number	<input type="text" value="Customer Number"/>	
Username	<input type="text" value="Username"/>	

[Send](#) [Cancel](#)

[Return to Login](#)

The user must click on the password reset link provided in the email. Once the new password has been ordered and confirmed, the user must click the reset button to reset the password. The user will be redirected to the login page where the Customer Number and new password can be entered to log into the portal.

The screenshot shows a web interface for resetting a password. On the left is a sidebar with a search bar and an 'Agency Profile' link. The main content area is titled 'Reset Password'. A modal window titled 'Reset Your Password' is centered on the screen. It contains two password input fields: 'Enter New Password' and 'Re-enter New Password'. Below these fields are two buttons: 'Reset' and 'Cancel'. At the bottom left of the modal is a link labeled 'Return to Login'. Red arrows point to the 'Enter New Password' field, the 'Re-enter New Password' field, the 'Reset' button, and the 'Return to Login' link.