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PORTAL USER GUIDE

WebCheck

Statement and Invoice

Viewer

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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



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"/>

[Forgot Password?](#)

WebCheck customers will be able to login to the portal to view/print statements and invoices which will be in .pdf format. Enter the appropriate credentials to login.

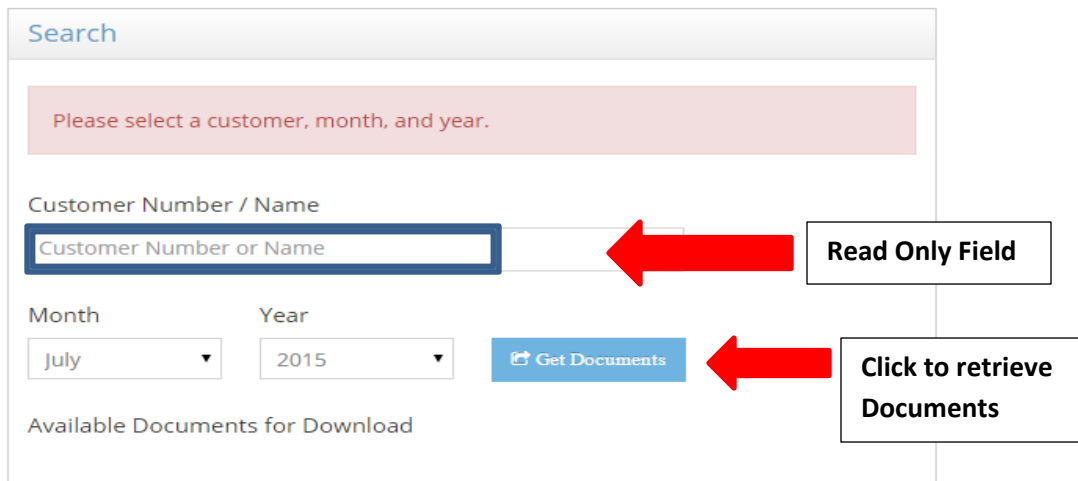
1.2 Search

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.

Portal Viewer User Guide

Select the desired month and year for the statement and/or invoice and click on Get Documents.

Agency Details Search



The screenshot shows a search form titled "Search" with a red message box that says "Please select a customer, month, and year." Below this are three input fields: "Customer Number / Name" (containing "Customer Number or Name"), "Month" (set to "July"), and "Year" (set to "2015"). A blue "Get Documents" button is located to the right of the Year field. Two red arrows point to the "Customer Number / Name" field and the "Get Documents" button. Callout boxes identify the "Customer Number / Name" field as a "Read Only Field" and the "Get Documents" button as "Click to retrieve Documents". Below the form, the text "Available Documents for Download" is visible.

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.

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

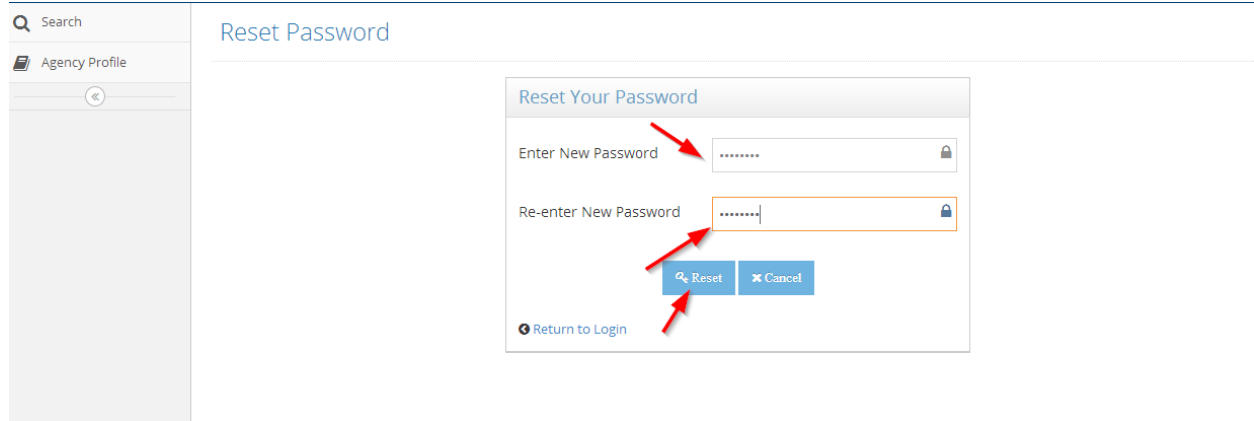
Customer Number	<input type="text" value="Customer Number"/>	
Username	<input type="text" value="Username"/>	

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

[Return to Login](#)

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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' and contains a 'Reset Your Password' form. The form has two text input fields: 'Enter New Password' and 'Re-enter New Password', both containing masked characters. Below the fields are two buttons: 'Reset' and 'Cancel'. At the bottom left of the form 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.