

Quick Guide: Setting Up a Signature Authority User

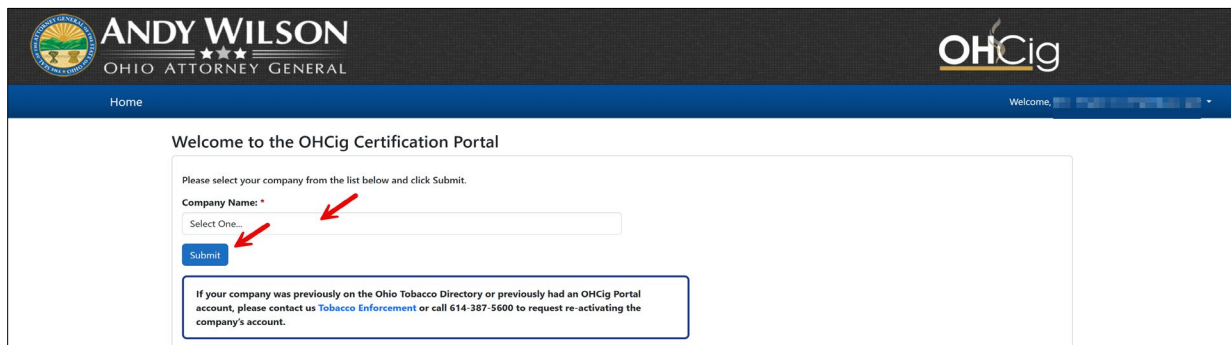
Follow these steps to set up a company user with Signature Authority for your company account.

STEP 1: Fill out a Signature Authority Affidavit

A proposed Signature Authority User must complete a Signature Authority Affidavit and send the original to the Tobacco Enforcement Unit (TEU) as instructed on the form. The form can be found on the [Forms page](#) of the Ohio Attorney General's Tobacco Enforcement Unit webpages.

STEP 2: Create an account (*only for new OHCig users; otherwise, skip to Step 3b*)

- The new user goes to the OHCig Portal, selects "Create a new account," and completes the account-creation steps.
- After creating an account and signing in for the first time, the user selects his/her company from the dropdown list of company names and clicks "Submit." This alerts the company Admin User(s) that a new user is seeking access to the company account.



Welcome to the OHCig Certification Portal

Please select your company from the list below and click Submit.

Company Name: *

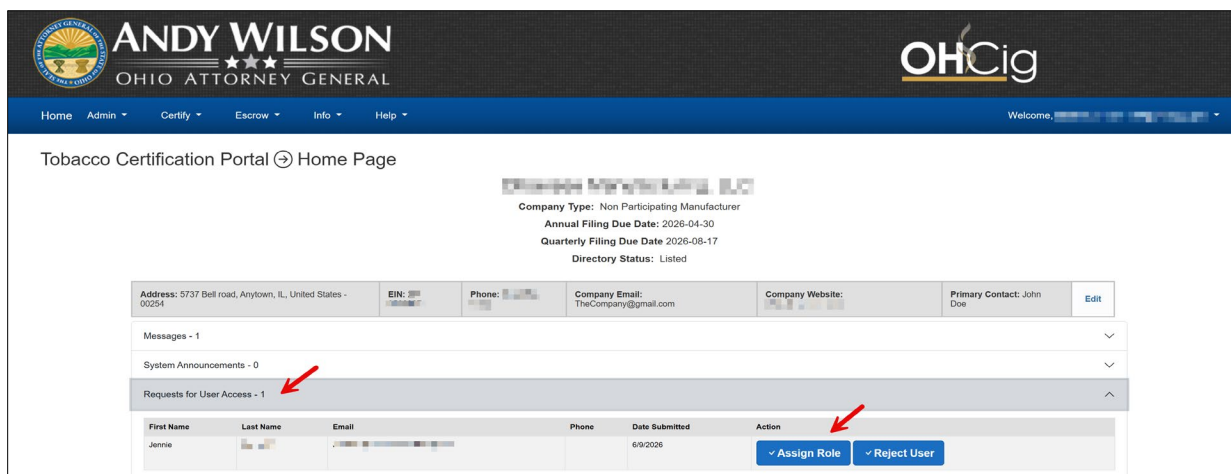
Select One...

Submit

If your company was previously on the Ohio Tobacco Directory or previously had an OHCig Portal account, please contact us [Tobacco Enforcement](#) or call 614-387-5600 to request re-activating the company's account.

STEP 3: Assign Signature Authority role

- For a new user, the company Admin User responds to the request for user access on the company Dashboard and assigns the new user the Signature Authority role.



Tobacco Certification Portal Home Page

Company Type: Non Participating Manufacturer
Annual Filing Due Date: 2026-04-30
Quarterly Filing Due Date: 2026-08-17
Directory Status: Listed

Address: 5737 Bell road, Anytown, IL, United States - 00254 | EIN: | Phone: | Company Email: TheCompany@gmail.com | Company Website: | Primary Contact: John Doe | Edit

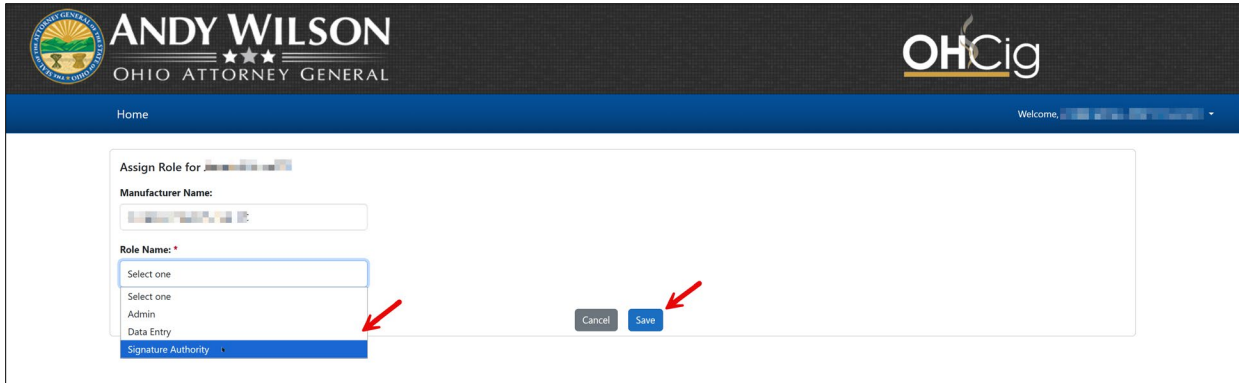
Messages - 1

System Announcements - 0

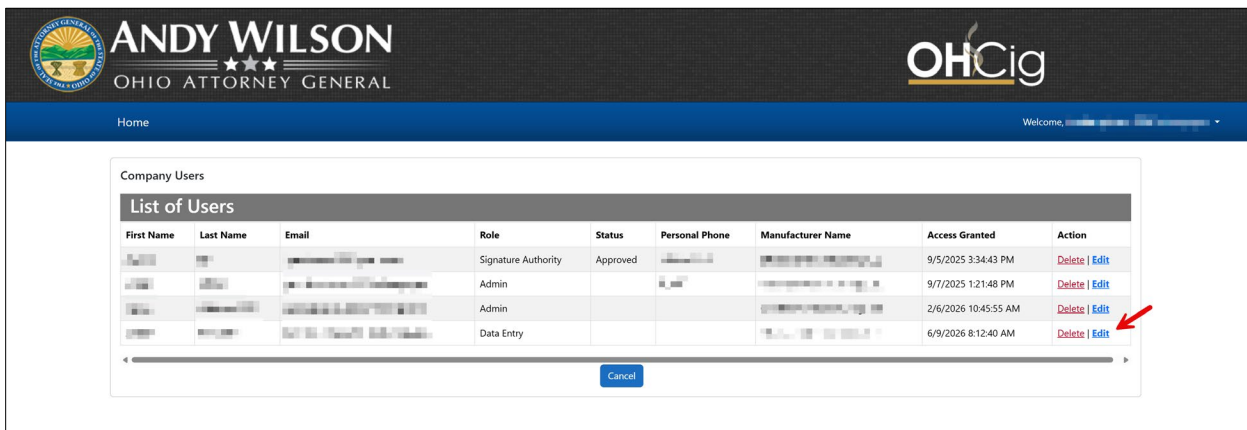
Requests for User Access - 1

First Name	Last Name	Email	Phone	Date Submitted	Action
Jennie				6/9/2026	Assign Role Reject User

Step 3a continued on the next page.



- b. For an existing user, a company Admin User goes to the Admin menu on the Dashboard and selects the user from the list of company users, selects “Edit,” and assigns the user the Signature Authority role.



STEP 4: Tobacco Enforcement Unit review

A request to approve the assigned role is automatically sent to the Tobacco Enforcement Unit. If TEU approves the request based on the affidavit provided, the user becomes a Signature Authority User. If TEU rejects the request, the user retains his/her original role or, in the case of a new user, becomes a Data Entry User.