

 *Protecting Ohio's Families*

Ohio Attorney General's

INFORMATION TECHNOLOGY SERVICES

Flexible services for your section's needs.



Background Payment Portal User Manual



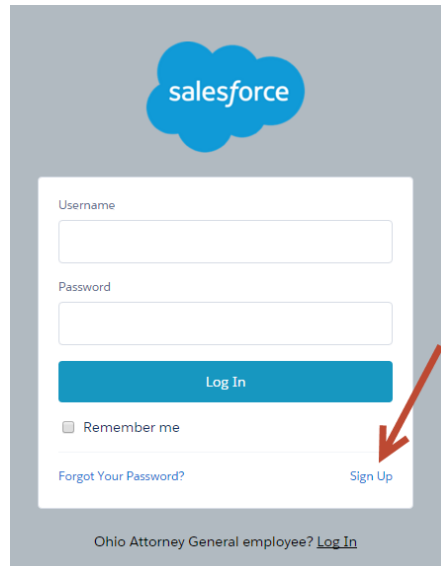
MIKE DEWINE
— * OHIO ATTORNEY GENERAL * —

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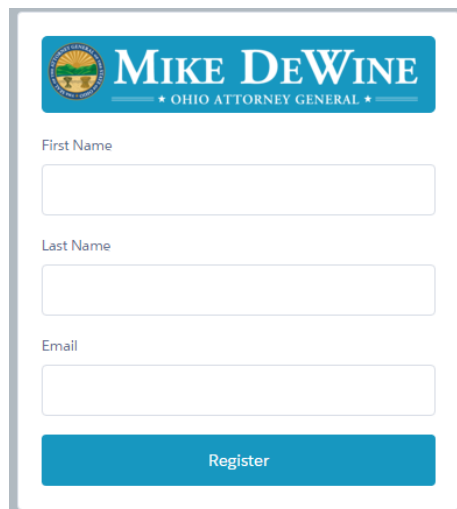
Create an Account

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.



Thank you for registering. An email has been sent to you with your temporary password.

[Go to Login Page](#)

Powered by **force.com**
platform as a service

***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@ohioattorneygeneral.gov.**

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

From: Background <bcv@bluecitystudios.com>
Date: October 22, 2015 at 9:14:08 AM EDT
To:
Subject: Welcome to AGO Payment Portal



Hello Nicole,

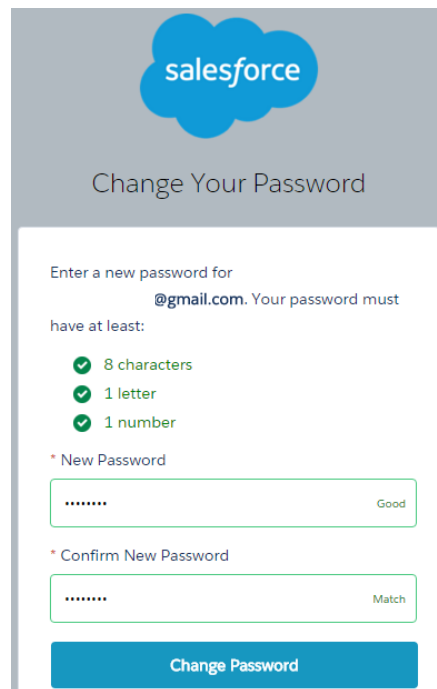
Welcome as a User in the Ohio Attorney General's Office Payment Portal. You will first need to establish a password by clicking on the link below.

To begin, go to <https://ohio-ag.force.com/background/login?c=tLkJ0%2FXaZMFI1k%2Fh8t4G3OTQi82AHilEMZTpBRRS!%2BXldz7qUcCqsuFWQ1J81%2Fvu6UfLce8liHfdLGRDwJPiwql5PQY%2FH0sY8d%2Fic5Wws54AxA%3D%3D>

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.



salesforce

Change Your Password

Enter a new password for
@gmail.com. Your password must
have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

You will be automatically directed to the Background Accounts page.

Make a Payment

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

Background Nicole Schau ▾

My Background Accounts

Accounts

▼ Information

Name: Nicole Schau

*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
Sagetst2	0045199	07/01/2015	07/31/2015	\$5.00	\$ <input type="text"/>
Sagetst2	0045263	07/01/2015	07/31/2015	\$10.00	\$ <input type="text" value="3.00"/>
Sagetst2	0049698	08/14/2015	09/13/2015	\$110.00	\$ <input type="text" value="75.00"/>
Sagetst2	0049701	08/14/2015	09/13/2015	\$78.00	\$ <input type="text"/>
Sagetst2	0049704	08/14/2015	09/13/2015	\$200.00	\$ <input type="text"/>
Sagetst2	0049706	08/14/2015	09/13/2015	\$210.00	\$ <input type="text"/>
sagetst3	0049699	08/14/2015	09/13/2015	\$528.00	\$ <input type="text" value="57.00"/>
sagetst3	0049702	08/14/2015	09/13/2015	\$240.00	\$ <input type="text"/>
sagetst3	0049705	08/14/2015	09/13/2015	\$450.00	\$ <input type="text"/>
sagetst3	0049707	08/14/2015	09/13/2015	\$100.00	\$ <input type="text"/>

Balance for all Accounts \$1,931.00 **Payment Sub-Total:** \$ 135.00

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.
The following link provides information regarding the [card security code](#).

AGO - Webcheck Payment Summary

Items: Description: 0099C10225
Subtotal: \$57.00
Total: \$57.00

AGO - Webcheck Payment Summary

Items: Description: 0100C10225
Subtotal: \$75.00
Total: \$75.00

AGO - Webcheck Payment Summary

Items: Description: 0101C10225
Subtotal: \$3.00
Total: \$3.00

Payment Information

* Credit Card Number: * Credit Card Type:
* Expiration Month: * Expiration Year:
* Card Security Code:

Billing Information

First Name: <input type="text" value="Nicole"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text" value="Schau"/>	* Phone: <input type="text" value="6145551234"/>
* Address Line 1: <input type="text" value="837 Main St."/>	Address Line 2: <input type="text" value="Columbus"/>
* City: <input type="text" value="Columbus"/>	* State/Province/Region: <input type="text" value="Ohio"/>
* Zip/Postal Code: <input type="text" value="43216"/>	Country: <input type="text"/>
Email: <input type="text" value="@gmail.com"/>	Email Receipt: <input checked="" type="checkbox"/>

Continue

Cancel

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

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

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



Ohio Attorney General WebCheck

Confirm Payment Information

Please confirm that your credit card payment and billing information below is correct.

AGO - Webcheck Payment Summary

Items: Description: 0099C10225
Subtotal: \$57.00
Total: \$57.00

AGO - Webcheck Payment Summary

Items: Description: 0100C10225
Subtotal: \$75.00
Total: \$75.00

AGO - Webcheck Payment Summary

Items: Description: 0101C10225
Subtotal: \$3.00
Total: \$3.00

Payment Information

* Credit Card Number: 0005 * Credit Card Type: American Express
* Expiration Month: 01 * Expiration Year: 16
* Card Security Code: 123

Billing Information

First Name: Nicole Middle Name:
* Last/Business Name: Schau * Phone: 6145551234
* Address Line 1: 837 Main St. Address Line 2: Columbus
* City: Columbus * State/Province/Region: Ohio
* Zip/Postal Code: 43216 Country:
Email: @gmail.com Email Receipt: Yes

Confirm

Back

Technical Support

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



The payment has now been processed.



Ohio Attorney General WebCheck

Print Receipt

Your credit card payment has been successfully authorized. Thank you for using the Ohio Attorney General Collections Enforcement Payment Portal online payment processing system.

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

AGO - Webcheck Payment Summary

Payment Status: Authorized
Confirmation Number: 0099C10225
Authorization Date: 10/22/2015 8:56:33 AM
Items: Description: 0099C10225
Subtotal: \$57.00
Total: \$57.00

AGO - Webcheck Payment Summary

Payment Status: Authorized
Confirmation Number: 0100C10225
Authorization Date: 10/22/2015 8:56:34 AM
Items: Description: 0100C10225
Subtotal: \$75.00
Total: \$75.00

AGO - Webcheck Payment Summary

Payment Status: Authorized
Confirmation Number: 0101C10225
Authorization Date: 10/22/2015 8:56:36 AM
Items: Description: 0101C10225
Subtotal: \$3.00
Total: \$3.00

Payment Information

* Credit Card Number: *****
* Expiration Month: ****
* Card Security Code: ***
* Credit Card Type: American Express
* Expiration Year: ****

Billing Information

First Name: Nicole
* Last/Business Name: Schau
* Address Line 1: 837 Main St.
* City: Columbus
* Zip/Postal Code: 43216
Middle Name:
* Phone: 6145551234
Address Line 2: Columbus
* State/Province/Region: Ohio
Country:

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