

STEPS TO SETTING UP AN ACCOUNT ON THE WESTERVILLE TAX PORTAL:

<https://web2.civicacmi.com/WestervilleTax/>

- 1). You will need to read and accept the disclaimer
- 2). Click on “Register for a Web Login” – you will need your Westerville Account # (XXXXXX-W) in order to proceed. Please call 614-901-6420 for assistance if you do not have your account number.

**** You will only “Request a new tax account” if you have NEVER had an account with us before.
- 3). Complete the register information on the portal and click register - this will send an email to you confirming registration - you will need to click on the link for confirmation.
- 4). Go in accept disclaimer again, login and your account is setup and ready to access.

BUSINESS – WITHHOLDING ACCOUNTS:

If you want to make a WITHHOLDING PAYMENT:

- 1). Click on “Pay by Check” and setup your bank account information. You may need to logout and log back in for this to take effect.
 - a. Once this is setup – when you go into “Pay by Check” then you will select what you want to pay. - Tax Due or Withholding or Interest/Penalty

(You will have to fill in each of the following questions)

Choose the tax year

Make sure correct account- Withholding account #'s end in a “W”

Effective date: when do you want your payment dated for

Period ending date: what period is your payment for

Payment amount: Self explanatory.

Then “submit”. - If you have a tax and P&I Balance – you will need to break this out when making your payment.

BUSINESS – WITHHOLDING ACCOUNTS: If you want to ENTER A RECONCILIATION:

- 1). Click on “Business E-File” and “Create WW3” and enter all the information. Make sure you have checked submitting electronic W-2's. When all information is entered - click on “Save”
 - a. You will need to upload W-2's under “Upload Documents” and then return to form entry.
 - b. Submit W3
 - c. Once you have submitted your reconciliation – an email confirmation will be sent.