Ohio Attorney General’s
INFORMATION TECHNOLOGY SERVICES
Flexible services for your section’s needs.

Background Payment Portal
User Manual
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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.

*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 <bes@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://bit.ly/2skoMMy

Thank you,
The Ohio Attorney General’s Office
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Click the link in the email to create your password. Your password must have at least 8 characters, 1 letter, and 1 number.

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.

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.

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.
The payment has now been processed.

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