



Quick Guide: Setting Up a Signature Authority User

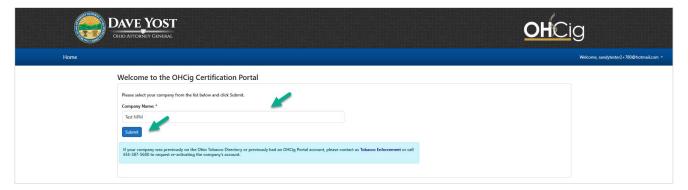
Follow these steps to set up a company user with Signature Authority for your company account.

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.

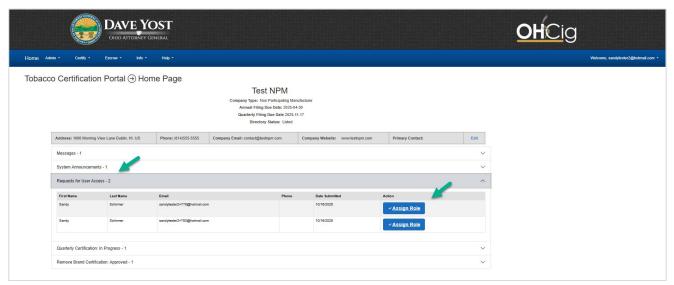
STEP 2: Create an account (only for new OHCig users; otherwise, skip to Step 3b)

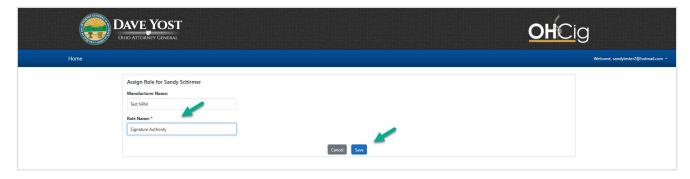
- a. The new user goes to the OHCig Portal, selects "Create a new account," and completes the account-creation steps.
- b. After creating an account and signing in for the first time, the user selects his/her company from the dropdown list of company names and clicks "Submit." This alerts the company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



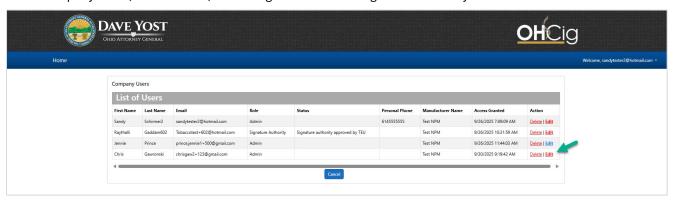
STEP 3: Assign Signature Authority role

a. 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.





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.