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TOS

# TOUCHPOINT

A SECURE LOGIN AND SYSTEM GATEWAY FOR CUSTOMERS

## User Guide

# PIBS

SIGN-ON REGISTRATION • APP SET-UP



## TOS Touchpoint Registration

- Register using an existing **OH|ID** (Agency Employees), or **Microsoft Account**.
- **External users**, please register using your **Email Address**, click the **Sign up now** link.

**Note:** After registering your account you must always sign in using the same account.

The screenshot shows the TOS Touchpoint login and registration interface. The background is a blue pattern of US dollar bills. The main content area is white and contains the following elements:

- TOS TOUCHPOINT** logo at the top.
- Sign in to your account** section with fields for **Email Address** and **Password**, a **Forgot your password?** link, and a **SIGN IN** button.
- A link: **Don't have an account? [Sign up now](#)**.
- OR** separator.
- Log in using an existing account** section with three options: **OH|ID** (with a lock icon), **TOS** (with a gear icon), and **MICROSOFT ACCOUNT** (with the Microsoft logo).

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### STEP 1:

#### External User Email: **Sign up now**

- Enter your business **Email Address**, **New Password** then click the **CREATE** button.
- or;**
- **OH|ID** (Agency Employees), and **Microsoft Account**: Skip to **STEP 2**.

The screenshot shows the TOS Touchpoint registration form. The background is a blue pattern of US dollar bills. The main content area is white and contains the following elements:

- < CANCEL** link at the top left.
- TOS TOUCHPOINT** logo at the top.
- User Details** section with three fields: **Email Address**, **New Password**, and **Confirm New Password**.
- A **CREATE** button at the bottom.

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## STEP 2:

To verify your email address, click the **SEND VERIFICATION CODE** button.

**TOS TOUCHPOINT**

User Details

Verification is necessary. Please click Send button.

Email Address  
jane.doe@garland.co.oh.us

**SEND VERIFICATION CODE**

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30 E. Broad Street - 3th floor  
Columbus, Ohio 43215

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## STEP 3:

You will receive an email on behalf of **TOS Touchpoint Admin**. Retrieve the 6-digit code. Enter the code in the box, then click the **VERIFY CODE** button.

**TOS TOUCHPOINT**

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address  
jane.doe@garland.co.oh.us

Verification code  
863961

**VERIFY CODE** **SEND NEW CODE**

**Note:** The verification code expires in 15 minutes. If your verification code expires prior to entering it, click the **Send New Code** button and repeat this step.

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**Check Your Email for the Verification Code**

**Verify your email address**

Thanks for verifying your jane.doe@garland.co.oh.us account!

**Your code is: 863961**

Sincerely,  
TOS Touchpoint Administration Dev

This message was sent from an unmonitored email address. Please do not reply to this message.

## STEP 4:

Enter the required fields and click the **SAVE** button. Note that required fields are indicated with a red (\*) asterisk. Click on the **My Dashboard** link in the gray navigation bar.

✓  
Notification  
Account  
Settings  
Successfully  
Saved.

TOS TOUCHPOINT

My Dashboard TOS Apps Account Settings Sign Out

Account Settings were successfully saved. Go to My Dashboard to continue.

### Account Settings

First Name\* Last Name\*

Jane Doe

Email Address\* Phone Number\*

Jane.doe@tos.ohio.gov 614-123-1234

Organization Company Website

Ohio Treasurer www.tos.ohio.gov

SAVE

## STEP 5:

- Locate the **PIBS** app icon in the app library.
- Click the **ADD APP** button to load the **PIBS** app icon to your dashboard.
- The application will launch, and the **PIBS** icon will now be visible on your dashboard.

TOS TOUCHPOINT

My Dashboard TOS Apps Account Settings Sign Out

### TOS Apps

Click to add app to your dashboard

Agency Authorization Reparations Rotary Funds Transfer FI User Manager

ADD APP ADD APP ADD APP ADD APP

Ohio Homebuyer Plus CPIM: Learning Management System CPIM: Fiscal Officer Search PIBS

ADD APP ADD APP ADD APP ADD APP

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30 E. Broad Street - 9th Floor  
Columbus, Ohio 43215

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## STEP 6:

- The PIBS application is now available to use.
- Click **My Dashboard** to return to the loaded apps on your dashboard.

Online PIBS
My Dashboard Sign Out

Data available for query in the PIBS report includes revenue for state and custodial deposits and refreshes from the Treasurer's office every 15 minutes.  
 If Agency is not selected then we display one-day records based on the To Date. If Agency is selected but From and To Dates are not selected then we display the past 7 days. If Agency, From and To dates is selected then only 31 days of range is allowed.

Agency: AGE01-Aging x

Account Name: Select Accounts...

Revenue Type: All Deposit ID:  From Date: MM/dd/yyyy  To Date: MM/dd/yyyy

Export to Excel
↑ Sort Group: DepositId

Agency	Account Name	Transaction Date	Deposit Id	Transaction Type	Deposit Total	Bank Deposit	Check Deposit	Cashier Drawer ...	Credit Card / Ba...	Adjustment
▼ Deposit Id: 200844398										
AGE01-Aging	State Regular Account 1050	9/23/2025 3:17:49 PM	200844398	S Cashier Bank ...	\$8,607.67	\$8,607.67				
					<b>\$8,607.67</b>	<b>\$8,607.67</b>				
▼ Deposit Id: 200844399										
AGE01-Aging	State Regular Account 1050	9/23/2025 2:38:08 PM	200844399	S Cashier Bank ...	\$250.00	\$250.00				
					<b>\$250.00</b>	<b>\$250.00</b>				
▼ Deposit Id: 2025-09-17										
AGE01-Aging	State Regular Account 1050	9/17/2025 10:30:10 AM	2025-09-17	NONE	\$1,330.00				\$1,330.00	
					<b>\$1,330.00</b>				<b>\$1,330.00</b>	