

## NEXT STEPS IN THE TRANSITION

### LOG IN

Go to [controlcenter.dmgpro.com](https://controlcenter.dmgpro.com) and login with your cell phone number.

### ADD YOUR ACH INFO

This article will show you how to add your ACH information to your account:

<https://dmgexternal.zendesk.com/hc/en-us/articles/9957334627483--How-to-Add-Payment-Information-in-DMG-Pro>

### ADD YOUR EMPLOYEES/TECHS

This article will show you how to add employees to your account:

<https://dmgexternal.zendesk.com/hc/en-us/articles/9957392352795--How-to-Add-Members-to-Your-Business-in-DMG-Pro>

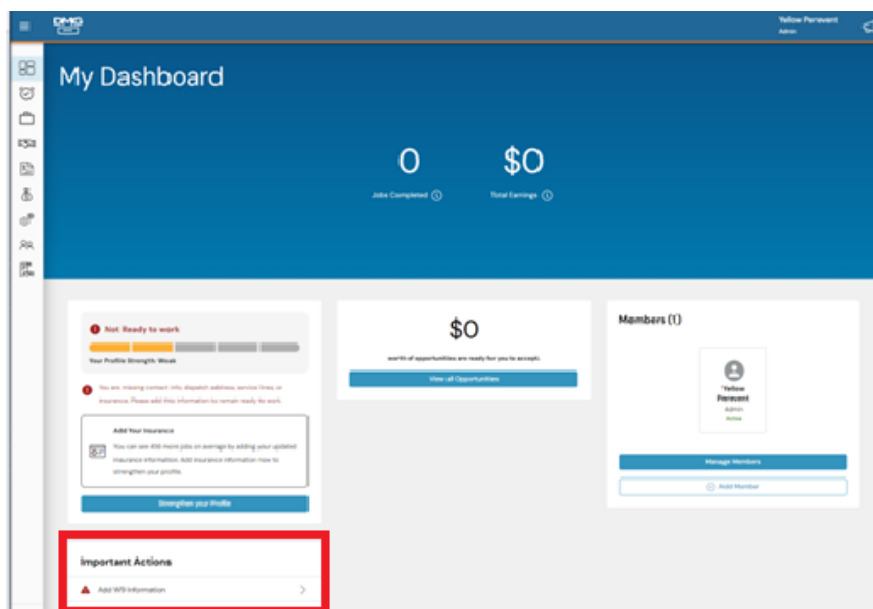
### ADD LICENSES (OPTIONAL)

This article will show you how to add licenses to your account:

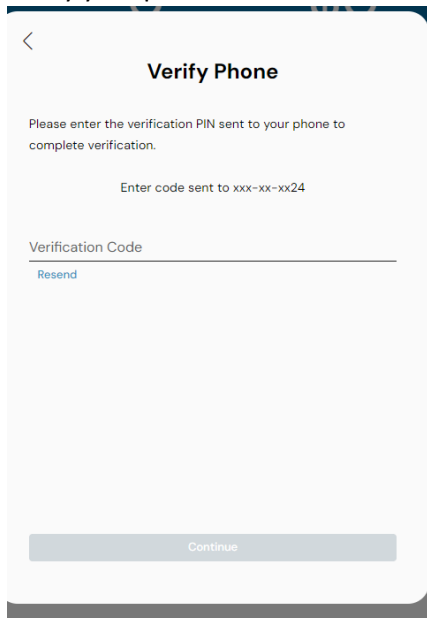
<https://dmgexternal.zendesk.com/hc/en-us/articles/12684063940123--Adding-a-License>

### ENTER YOUR W9 INFORMATION

1. On the provider dashboard, you will find a box that says “Important Actions”



2. Click “add W9 Information”
3. Verify your phone number. Via a verification text.



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### Verify Phone

Please enter the verification PIN sent to your phone to complete verification.

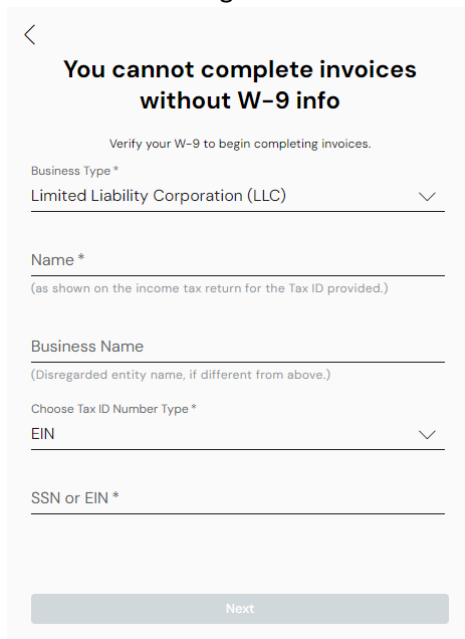
Enter code sent to xxx-xx-xx24

Verification Code

[Resend](#)

Continue

4. Enter the following information as shown on your W9



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### You cannot complete invoices without W-9 info

Verify your W-9 to begin completing invoices.

Business Type \*

Limited Liability Corporation (LLC) ✓

Name \*

(as shown on the income tax return for the Tax ID provided.)

Business Name

(Disregarded entity name, if different from above.)

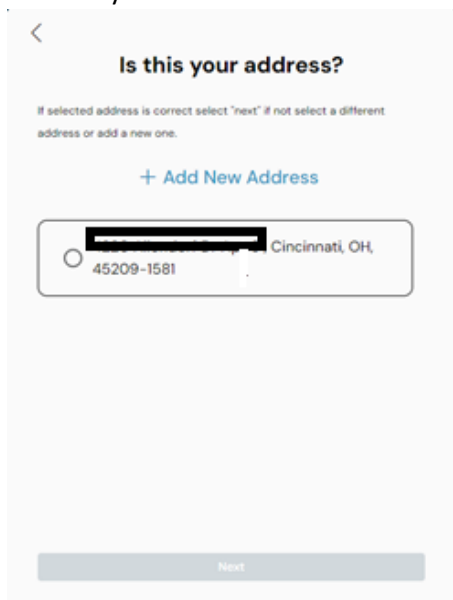
Choose Tax ID Number Type \*

EIN ✓

SSN or EIN \*

Next

## 5. Confirm your address



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### Is this your address?

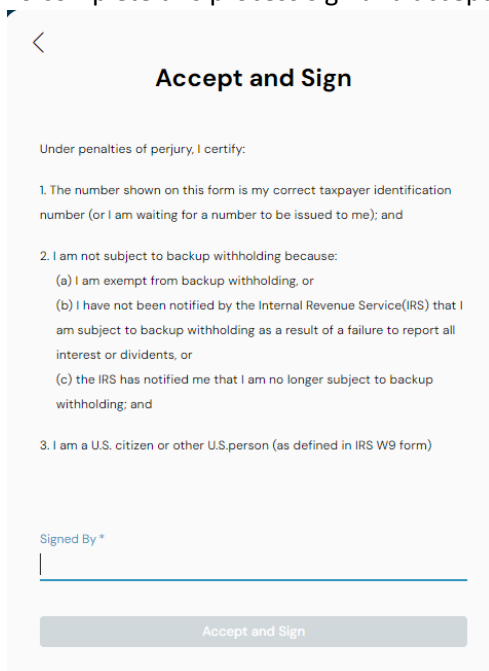
If selected address is correct select "next" if not select a different address or add a new one.

[+ Add New Address](#)

☐ [Redacted Address] Cincinnati, OH, 45209-1581

Next

## 6. To complete this process sign and accept the W9 info



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### Accept and Sign

Under penalties of perjury, I certify:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because:
  - (a) I am exempt from backup withholding, or
  - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
  - (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (as defined in IRS W9 form)

Signed By \*

\_\_\_\_\_

Accept and Sign