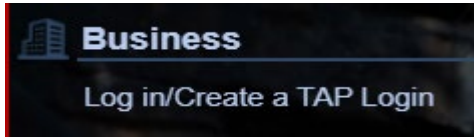


Register

1. On the TAP main page, Click **Log in/Create a TAP Login**



2. Click **Create a TAP login**.

TAP Login - File/Pay Business Taxes

Username

Password

Login

[Forgot Password?](#)

[Forgot Username?](#)

[Create a TAP login](#)

3. Choose access type from drop down list.

The screenshot shows the "TAP Registration" page. At the top, there's a navigation bar with "Home > Login > TAP Registration". Below that, a progress indicator shows "1. Step 1 of 4". The main heading is "Step 1 of 4". There's a section titled "TAP Registration" with a status "In Progress" (indicated by a yellow bar with an exclamation mark). An "Important" warning icon is present. Below that, there's a section for "Initial Information" with a checklist icon. A dropdown menu is open, showing four options: "1. My business account(s)", "2. My sole proprietor business account(s)", "3. Manage my client's (3rd Party) account(s)", and "4. Submit my client's Withholding returns/documents and/or Mineral Production Withholding". The dropdown is currently set to "No Value". A "Required" label is next to the dropdown. At the bottom, there are "Cancel" and "Next >" buttons.

4. Choose **ID Type** from list and complete the Required fields.

Step 2 of 4



TAP Registration

You must enter the following information to continue:

- FEIN or State Assigned FEIN
- Business name or DBA

Note for Tax Preparers and 3rd-parties: Register with your own name and taxpayer ID. You can add access to your customer's account(s) later.



Business Information

ID Type	<input type="text" value="Federal Employer ID #"/>	
ID Number	<input type="text" value="Required"/>	
DBA/Legal Name	<input type="text" value="Required"/>	<input type="text" value="Required
Format: 99-9999999"/>

5. Create **Login Information and Contact Information**

Step 3 of 4



TAP Registration

Passwords are 8-20 characters long are case sensitive and must include at least: one upper case letter, one lower case letter and one number (Example: bodAefg1).

Note for Tax Preparers and 3rd-parties: Register with your own name and taxpayer ID. You can add access to your customer's account(s) later.



Login Information

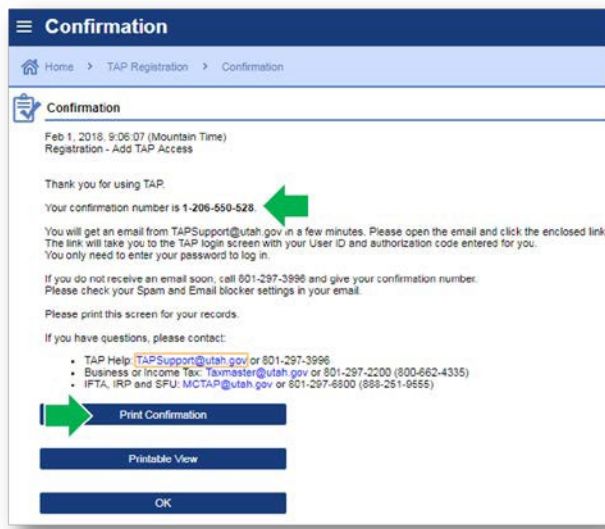
Username (Create a unique ID)	<input type="text" value="Required"/>	
Password	<input type="text" value="Required"/>	<input type="text" value="Required"/>
Confirm Password	<input type="text" value="Required"/>	
Secret Question	<input type="text" value="Required"/>	
Secret Answer (case sensitive)	<input type="text" value="Required"/>	

Contact Information

Contact Name	<input type="text" value="Required"/>	
Contact Phone	<input type="text" value="Required"/>	<input type="text" value="Required"/>
Alternate Phone	<input type="text" value=""/>	<input type="text" value=""/>
Email	<input type="text" value="Required"/>	
Confirm Email	<input type="text" value="Required"/>	

6. Review information and click **Submit**.

You will receive a confirmation message. **Keep your confirmation number.** We suggest printing the confirmation for your records.



An authorization code will be sent to your email address. You will need this code when you log into your TAP account for the first time.

