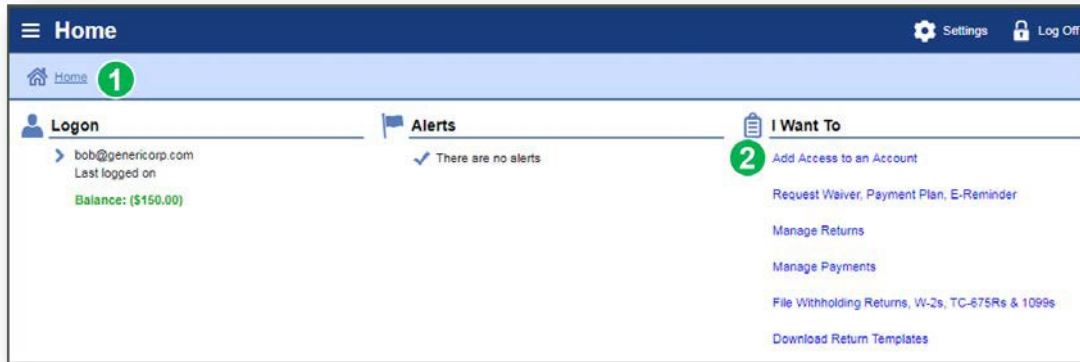


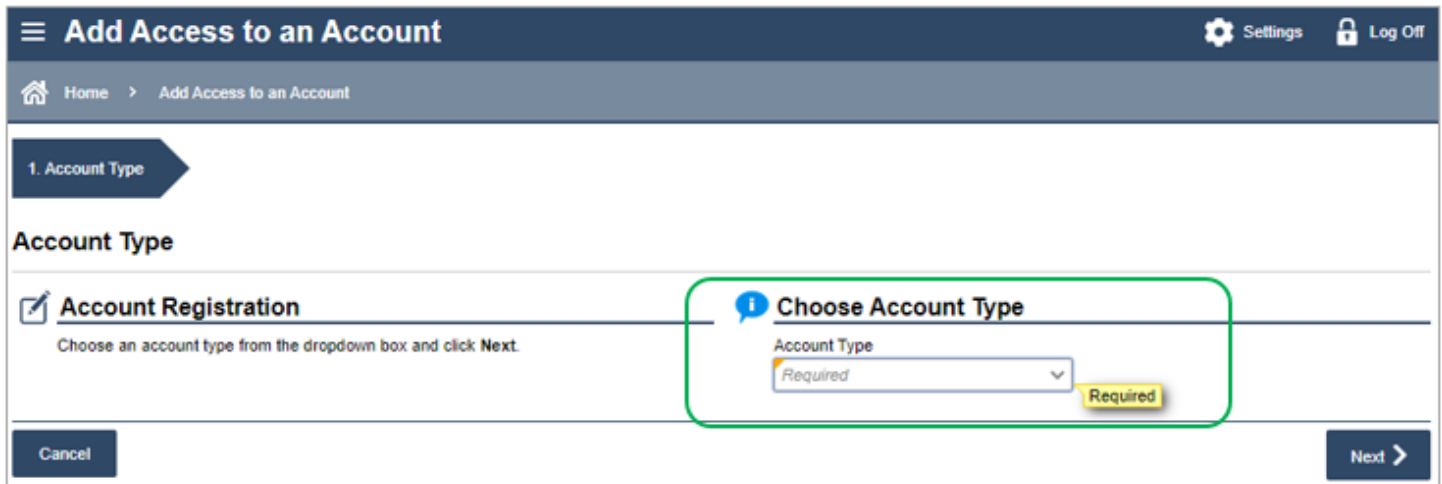
Add Access to an Account

Use this tab to add your tax account(s).

1. Start at your TAP account main screen.
2. In the *I Want To* section, click **Add Access to an Account**.



3. Click the **Account Type** dropdown and choose your tax account type.
4. Click **Next**.



5. Enter your Account Number and PIN.

The screenshot shows the 'Add Access to an Account' page at the 'Account Information' step. The breadcrumb trail is 'Home > Add Access to an Account'. The progress indicator shows '1. Account Type' and '2. Account Information'. The main heading is 'Account Information'. Under the heading 'Account Registration: Sales and Use Tax (STC)', there is a note: 'If you opened your account: • Before August 1, 2012, your 6-digit PIN was included on your sales tax license(s). • After August 1, 2012, your 6-digit PIN was mailed in a separate letter. Contact the Tax Commission if you need your account ID or PIN. We will mail you the information.' To the right, the 'Account Information' section contains two input fields: 'Account Number' (Required) and 'PIN' (Required). A yellow tooltip for the PIN field displays the format 'Format: 99999999-999-???'.

6. Review your information and click **Submit** when finished.

The screenshot shows the 'Add Access to an Account' page at the 'Review' step. The breadcrumb trail is 'Home > Add Access to an Account'. The progress indicator shows '1. Account Type', '2. Account Information', and '3. Review'. The main heading is 'Review'. Under the heading 'Account Registration: Sales and Use Tax (STC)', there is a note: 'Please check your information and click Submit.' To the right, the 'Choose Account Type' section has a dropdown menu set to 'Sales and Use Tax (STC)'. Below that, the 'Account Information' section shows the 'Account Number' field with the value 'XXXXXXXX-XXX-STC' and the 'PIN' field with the value '869037'. At the bottom right, the 'Submit' button is highlighted with a green box.

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

6. Click OK to go back to your TAP main screen.

