

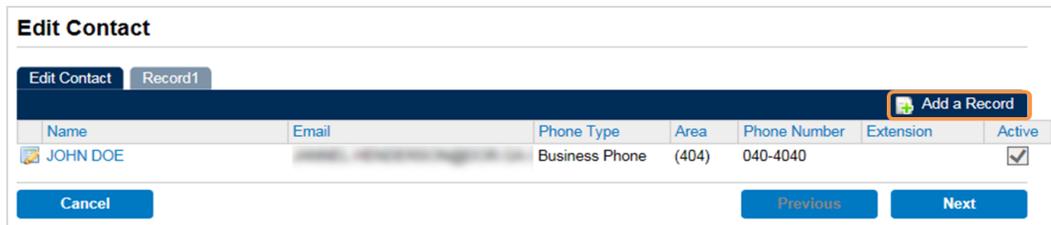
The following documentation provides instructions to software vendors on how to manage contacts via Georgia Tax Center (GTC).

Managing Contacts:

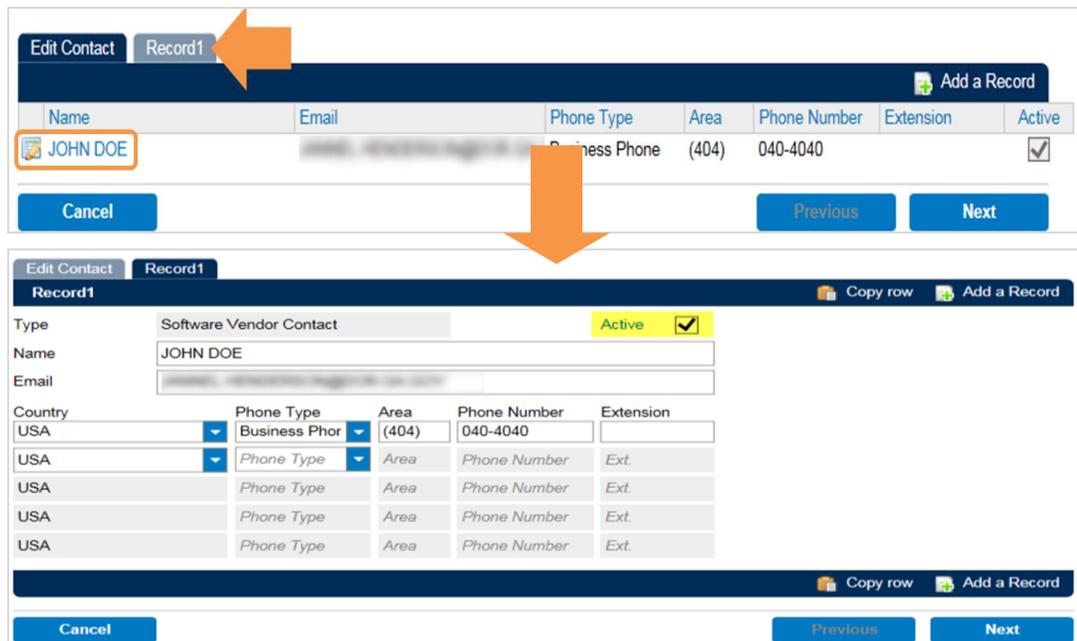
1. Log into the GTC website (<https://gtc.dor.ga.gov>). Under the **SOFTWARE VENDORS Tab** → **VENDOR MANAGEMENT Sub-Tab**, click the **Manage Contacts** hyperlink



2. Add new contacts or edit existing ones and click the **Next** button when done
 - Click the **Add a Record** hyperlink to add a new contact. (**NOTE: DO NOT** add the contact information for someone who will be creating their own GTC login)



- Click either the **Name** hyperlink or **Record Tab** to edit or inactivate an existing contact



3. Review the highlighted changes and then click the **Submit** button

Review Changes

PLEASE REVIEW CHANGES

Name	Email	Phone Type	Area	Phone Number	Extension	Active
JON DOUGH		Business Phone	(404)	444-4444		<input type="checkbox"/>
VIC VENDOR		Cell Phone	(770)	777-7777		<input checked="" type="checkbox"/>
JOE TAXPAYER		Business Phone	(678)	678-6786		<input checked="" type="checkbox"/>

3 Rows

Cancel
Previous
Submit

4. Enter your GTC password and click the **Yes** button to confirm you want to submit the request

✕

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Password

Required
Yes
No

The **Confirmation Page** will be displayed. Write down the confirmation number or **Print** the confirmation page for your records. The request will be processed within 15 minutes.