

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

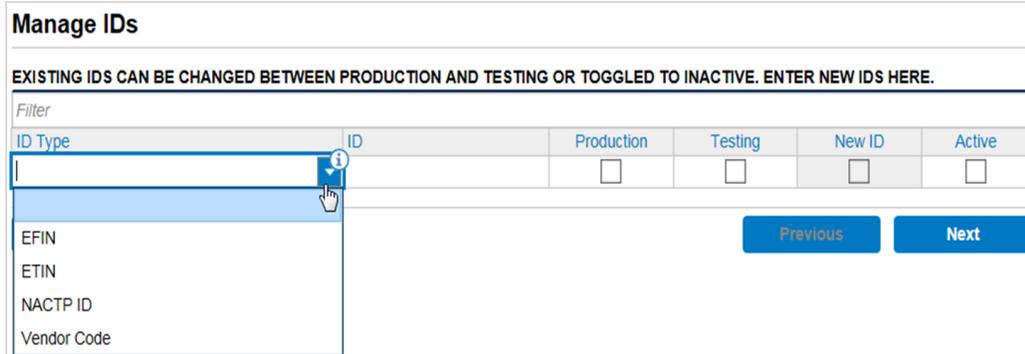
Managing IDs:

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

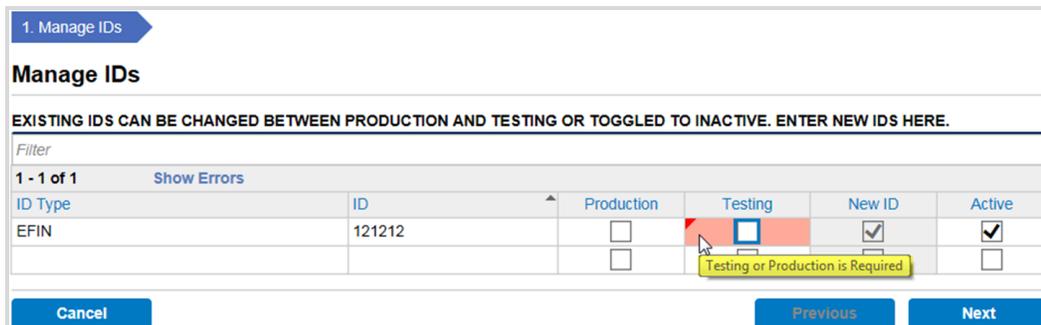


2. Add new IDs or edit existing contacts. Click the **Next** button when done

- Add new IDs in a blank row



- Makes changes to existing IDs by toggling on the checkboxes
- EFINs and ETINs must be identified as either Production or Testing



- IDs cannot be deleted. To deactivate an ID, remove the checkmark under the Active column for that particular ID
- IDs cannot be duplicated. If the production and testing IDs for an EFIN or ETIN are the same, only one can be registered at a time

Manage IDs

EXISTING IDS CAN BE CHANGED BETWEEN PRODUCTION AND TESTING OR TOGGLED TO INACTIVE. ENTER NEW IDS HERE.

Filter

1 - 2 of 2 Show Errors

ID Type	ID	Production	Testing	New ID	Active
EFIN	121212	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EFIN	121212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Rows

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

Review

REVIEW HIGHLIGHTED CHANGES Filter

ID Type	ID	Production	Testing	New ID	Active
EFIN	313131	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ETIN	32323	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Code	333	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NACTP Ven ID	3434	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EFIN	212121	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ETIN	22222	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ETIN	46464	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ETIN	64646	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8 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.