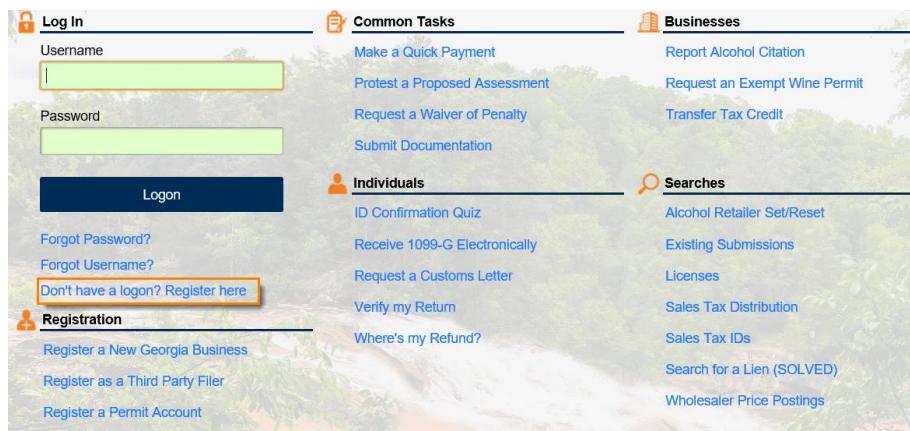


The following documentation provides information on how to sign up for online access if you have a business with the Georgia Department of Revenue via the Georgia Tax Center. You have already registered your business with the Georgia Department of Revenue but would now like to have access to see your accounts online.

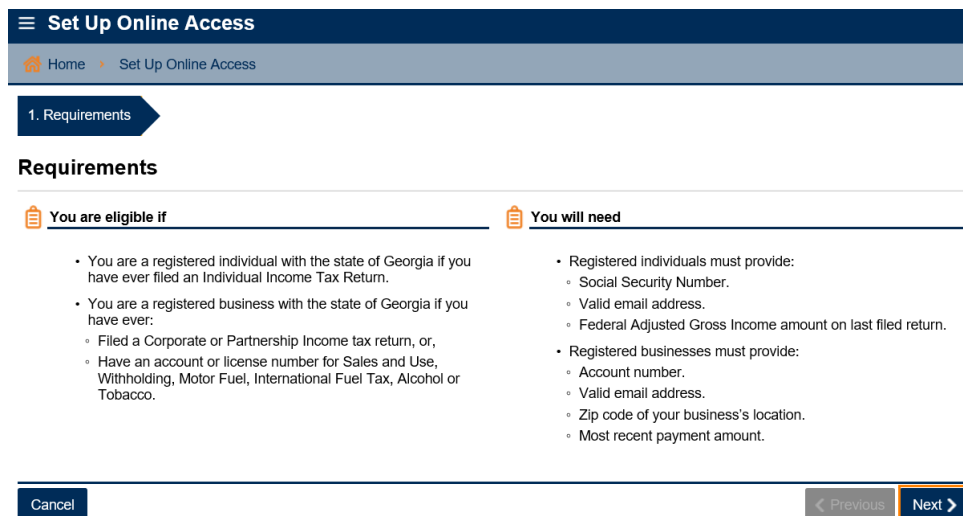
How to Sign Up for Online Access as a Business

1. Go to the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Don't have a logon? Register here** hyperlink in the **Log In** section.



The screenshot shows the Georgia Tax Center website interface. The 'Log In' section is on the left, featuring input fields for 'Username' and 'Password', a 'Logon' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here'. The 'Register here' link is highlighted with a red box. Other sections include 'Common Tasks', 'Businesses', 'Individuals', and 'Searches'.

3. Review the requirements page to see if you are eligible and what you need to apply then click **Next >**.



The screenshot shows the 'Set Up Online Access' page. The breadcrumb trail is 'Home > Set Up Online Access'. The page is titled '1. Requirements' and 'Requirements'. It is divided into two columns: 'You are eligible if' and 'You will need'.

You are eligible if

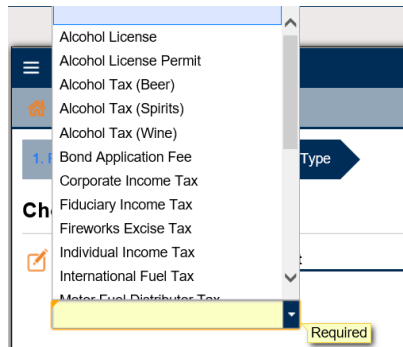
- You are a registered individual with the state of Georgia if you have ever filed an Individual Income Tax Return.
- You are a registered business with the state of Georgia if you have ever:
 - Filed a Corporate or Partnership Income tax return, or,
 - Have an account or license number for Sales and Use, Withholding, Motor Fuel, International Fuel Tax, Alcohol or Tobacco.

You will need

- Registered individuals must provide:
 - Social Security Number.
 - Valid email address.
 - Federal Adjusted Gross Income amount on last filed return.
- Registered businesses must provide:
 - Account number.
 - Valid email address.
 - Zip code of your business's location.
 - Most recent payment amount.

At the bottom, there are 'Cancel', '< Previous', and 'Next >' buttons. The 'Next >' button is highlighted with a red box.

4. Choose your type of account from the dropdown list.



5. In this example, our fake company has a **Sales and Use Tax** account which we will use to set up our online account. Select **Sales and Use Tax** then click **Next >**.

Choose Account Type

Select your account type from the list

Account Type

Sales & Use Tax

Cancel

< Previous

Next >

6. Enter your Sales Tax # then click **Next >**.

Provide Account Information

Please fill out the following required account information

Sales Tax #

307-088075

Cancel

< Previous

Next >

7. Enter the business zip code and payment for the period requested, click **Next >**.

Extra Validation

Please fill out the following required account information

ZIP Code of the account location address

30340

Payment for the period ending on 11/30/2016

50,470.00

Cancel

< Previous

Next >

- Complete screen to create your logon. All boxes with the yellow background are required to create your logon.

Create a new logon

<p>Enter login information</p> <p>Login <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Password <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Confirm Password <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>In case you forget your password</p> <p>Select Secret Question from list <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Secret Answer <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Confirm Answer <input style="background-color: #ffff00;" type="text" value="Required"/></p>	<p>Password requirements for a GTC login</p> <p>Passwords cannot be reused</p> <p>Minimum 8 characters</p> <p>Passwords must contain both letters and numbers</p> <p>Passwords must contain both uppercase and lowercase letters</p> <p>Passwords must contain special characters</p> <p>To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.</p>	<p>Enter contact information</p> <p>User's Name <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>E-mail <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Confirm E-mail <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Country <input style="background-color: #c8e6c9;" type="text" value="USA"/></p> <p>Select Phone Type from list <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Phone Number <input style="background-color: #ffff00;" type="text" value="Required"/></p> <p>Do you have a second phone number? <input type="button" value="No"/> <input type="button" value="Yes"/></p>
<input type="button" value="Cancel"/>		<input type="button" value="Previous"/> <input style="border: 2px solid #ccc;" type="button" value="Next >"/>

- Once you have completed the form with your information, Click **Next >**.

<p>Enter login information</p> <p>Login <input style="background-color: #c8e6c9;" type="text" value="peterpan"/></p> <p>Password <input style="background-color: #c8e6c9;" type="text" value="....."/></p> <p>Confirm Password <input style="background-color: #c8e6c9;" type="text" value="....."/></p> <p>In case you forget your password</p> <p>Select Secret Question from list <input style="background-color: #c8e6c9;" type="text" value="What school did you attend for sixth"/></p> <p>Secret Answer <input style="background-color: #c8e6c9;" type="text" value="....."/></p> <p>Confirm Answer <input style="background-color: #c8e6c9;" type="text" value="....."/></p>	<p>Password requirements for a GTC login</p> <p>Passwords cannot be reused</p> <p>Minimum 8 characters</p> <p>Passwords must contain both letters and numbers</p> <p>Passwords must contain both uppercase and lowercase letters</p> <p>Passwords must contain special characters</p> <p>To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.</p>	<p>Enter contact information</p> <p>User's Name <input style="background-color: #c8e6c9;" type="text" value="PETER PAN"/></p> <p>E-mail <input style="background-color: #c8e6c9;" type="text" value="@dor.ga.gov"/></p> <p>Confirm E-mail <input style="background-color: #c8e6c9;" type="text" value="@dor.ga.gov"/></p> <p>Country <input style="background-color: #c8e6c9;" type="text" value="USA"/></p> <p>Select Phone Type from list <input style="background-color: #c8e6c9;" type="text" value="Business Phone"/></p> <p>Phone Number <input style="background-color: #c8e6c9;" type="text" value="(556) 556-5556"/></p> <p>Do you have a second phone number? <input style="background-color: #c8e6c9;" type="button" value="No"/> <input type="button" value="Yes"/></p>
<input type="button" value="Cancel"/>		<input type="button" value="Previous"/> <input style="border: 2px solid #ccc;" type="button" value="Next >"/>

10. Select how you would like to secure your account. You can choice to secure it via text, email, or both and whether or not you would like to receive mail via your online account. Click **Submit**.

Authentication Options

Choose your authentication method

Text
 Email
 Both

Email

Country

Mobile Carrier

Required

Mobile Phone

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Sign up for E-Correspondence

What is the GO GREEN Initiative? The Georgia Department of Revenue would like to communicate with you via electronic correspondence.

Yes, this sounds great! What do I need to do? Simply select "Yes" and we will let you know when you have correspondence to view on GTC. **Sign Up NOW!**

Would you like to sign up for E-Correspondence?

No
 Yes

Cancel

11. Confirm that you want to submit this form, click **Yes**.

Are you sure you want to submit this?

12. Print or write down your confirmation code, then click **OK**.

Confirmation

Submission Information

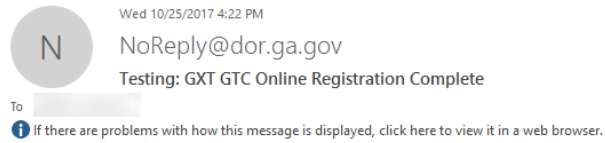
Status	Submitted
Confirmation Number	0-623-310-336
E-mail	@dor.ga.gov
Submission Title	New Registration for PETER PAN
Submitted	25-Oct-2017
Web Logon	peterpan

Your confirmation code is **fdng3f**.

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

13. You will receive a confirmation in your email.



This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

This is to acknowledge your request for a new GTC login has been completed.

Your new login is: peterpan.

To add access to your other tax accounts, select the "Add Access to Another Account" link after logging onto GTC.

[Login to GTC.](#)

Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of future email, please add NoReply@dor.ga.gov to your address book or approved senders list.

This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please immediately delete it.