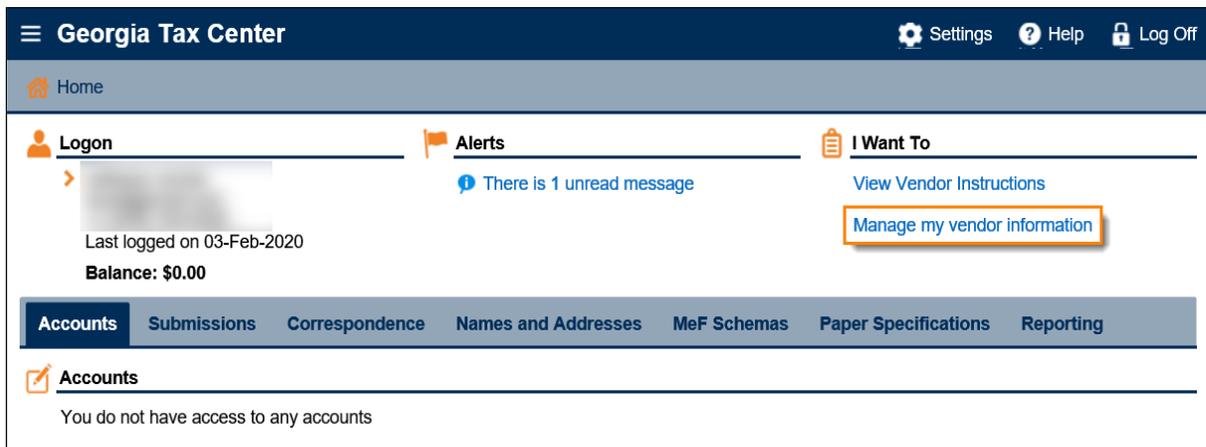


The following documentation provides information on the Product Registration process for MeF Certification via the Georgia Tax Center (GTC).

NOTE: Each MeF product must receive corresponding paper form approval before final MeF approval will be granted.

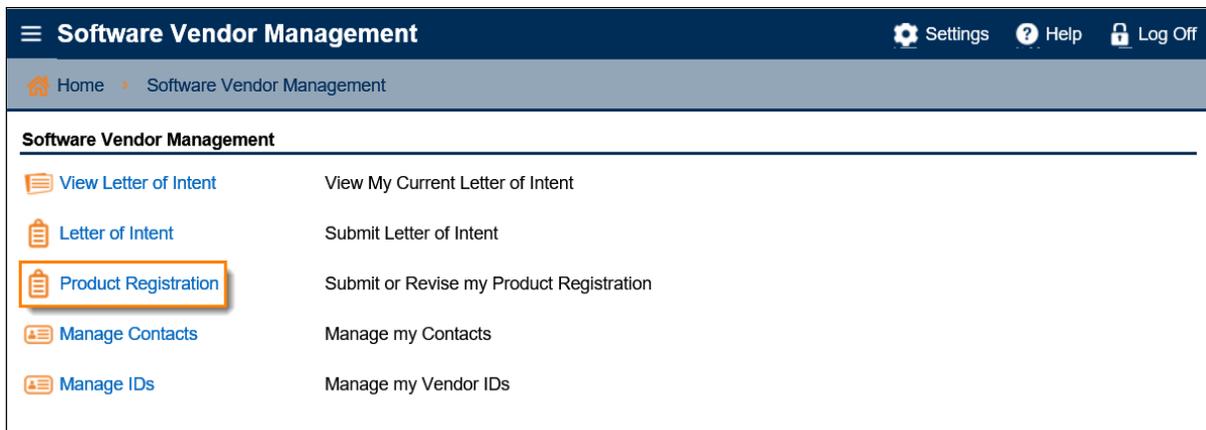
How to Register MeF Products

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Under the **I Want To** section, click **Manage my vendor information**.



The screenshot shows the Georgia Tax Center user dashboard. At the top, there is a navigation bar with 'Georgia Tax Center' on the left and 'Settings', 'Help', and 'Log Off' on the right. Below this is a 'Home' breadcrumb. The main content area is divided into three sections: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows a blurred user profile and 'Last logged on 03-Feb-2020' with a 'Balance: \$0.00'. The 'Alerts' section shows 'There is 1 unread message'. The 'I Want To' section contains two links: 'View Vendor Instructions' and 'Manage my vendor information', which is highlighted with an orange box. Below these sections is a horizontal menu with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'MeF Schemas', 'Paper Specifications', and 'Reporting'. The 'Accounts' tab is selected, and the content below it states 'You do not have access to any accounts'.

3. Click **Product Registration**.

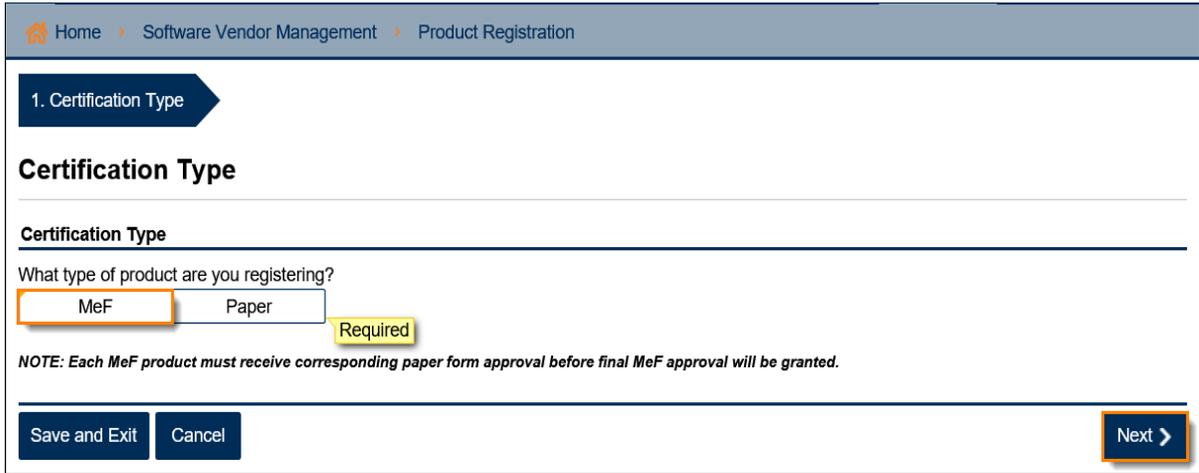


The screenshot shows the 'Software Vendor Management' page. At the top, there is a navigation bar with 'Software Vendor Management' on the left and 'Settings', 'Help', and 'Log Off' on the right. Below this is a breadcrumb 'Home > Software Vendor Management'. The main content area is titled 'Software Vendor Management' and contains a list of actions:

View Letter of Intent	View My Current Letter of Intent
Letter of Intent	Submit Letter of Intent
Product Registration	Submit or Revise my Product Registration
Manage Contacts	Manage my Contacts
Manage IDs	Manage my Vendor IDs

The 'Product Registration' link is highlighted with an orange box.

- On the **Certification Type** step, select *MeF*. Click **Next**.



Home > Software Vendor Management > Product Registration

1. Certification Type

Certification Type

Certification Type

What type of product are you registering?

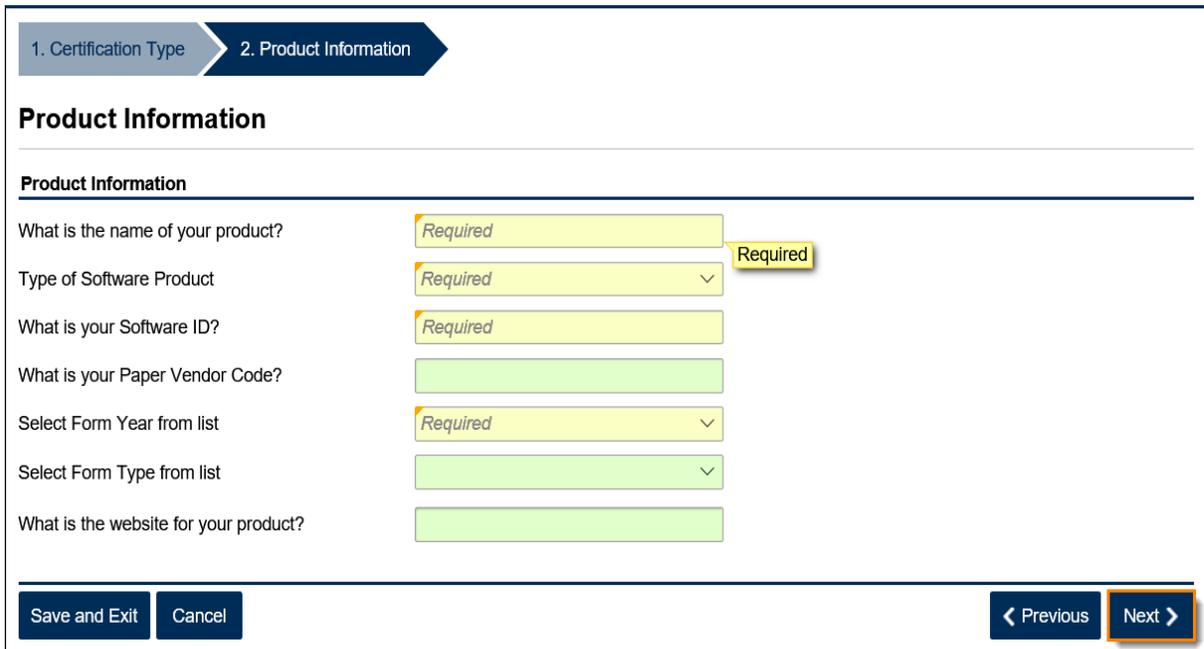
MeF Paper

Required

NOTE: Each MeF product must receive corresponding paper form approval before final MeF approval will be granted.

Save and Exit Cancel **Next >**

- Complete the **Product Information** step. Click **Next**.



1. Certification Type 2. Product Information

Product Information

Product Information

What is the name of your product? Required

Type of Software Product Required

What is your Software ID? Required

What is your Paper Vendor Code?

Select Form Year from list Required

Select Form Type from list

What is the website for your product?

Save and Exit Cancel < Previous **Next >**

For form years 2018 and forward, an additional question will appear under Product Information: “Will you support unlinked returns?”

- Complete the **Supported Form Limitations** step based off the form type selected in the previous step. Click **Next**.

1. Certification Type
2. Product Information
3. Supported Form Limitations

Supported Form Limitations

Supported Form Limitations

ALL LINES OF THE RETURN SHOULD BE SUPPORTED
Select the items which are **NOT** supported by your software:

General

Schedules and Forms

Other

Save and Exit
Cancel

< Previous
Next >

- Select the applicable IDs and the applicable contact(s) from the list. Click **Next**.

1. Certification Type
2. Product Information
3. Supported Form Limitations
4. IDs and Contacts

IDs and Contacts

Select the applicable IDs
Select All
Select None
Filter

Selected	ID Type	ID	Production ID	Testing ID
<input type="checkbox"/>				
<input type="checkbox"/>				

2 Rows

Select the applicable contact(s)
Select All
Select None
Filter

Selected	Name	Email	Phone Type	Area	Phone Number
<input type="checkbox"/>					

Save and Exit
Cancel

< Previous
Next >

8. Review the agreement. If everything is correct, click the **Submit** button.

1. Certification Type
2. Product Information
3. Supported Form Limitations
4. IDs and Contacts
5. Review Agreement

Review Agreement

Product Information

What is the name of your product?

Type of Software Product

What is your Software ID?

What is your Paper Vendor Code?

Select Form Year from list

Select Form Type from list

Fiduciary Income Tax

What is the website for your product?

Will you support unlinked returns?

NOTE: Each MeF product must receive corresponding paper form approval before final MeF approval will be granted.

Supported Form Limitations

ALL LINES OF THE RETURN SHOULD BE SUPPORTED
 Select the items which are **NOT** supported by your software:

General

Schedules and Forms

Other

Review the selected IDs

Selected	ID Type	ID	Production ID	Testing ID
<input type="checkbox"/>				
<input type="checkbox"/>				

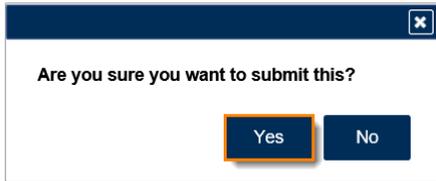
2 Rows

Review the chosen contacts

Selected	Name	Email	Phone Type	Area	Phone Number
<input type="checkbox"/>					

Save and Exit
Cancel
← Previous
Submit

- Click **Yes** to confirm you want to submit the web request.



A confirmation page will appear with the confirmation number of the submission. Click the **OK** button to return to the **Software Vendor Management** screen.

 **Confirmation**

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	Product Registration:
Submitted	20-Feb-2020

Your confirmation number is .

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 ga.vendors@dor.ga.gov

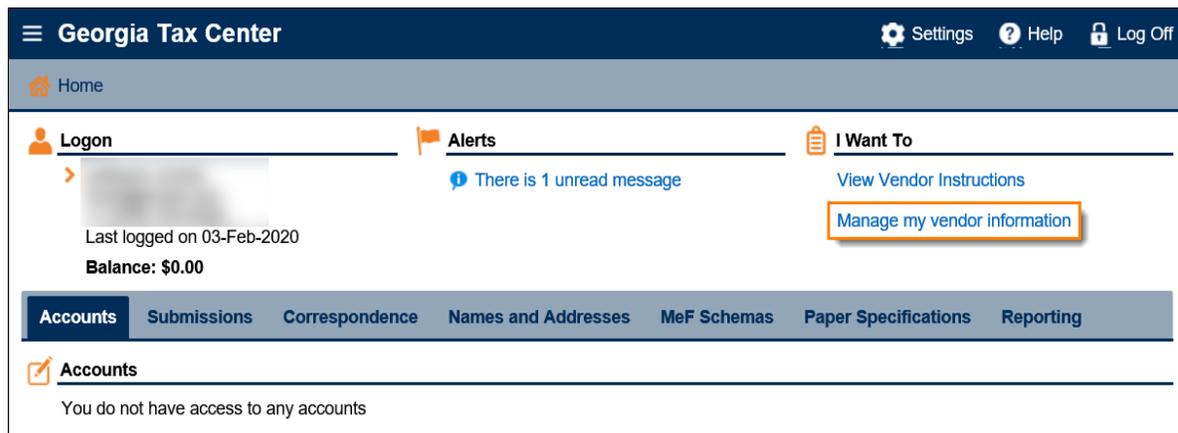
Printable View

OK

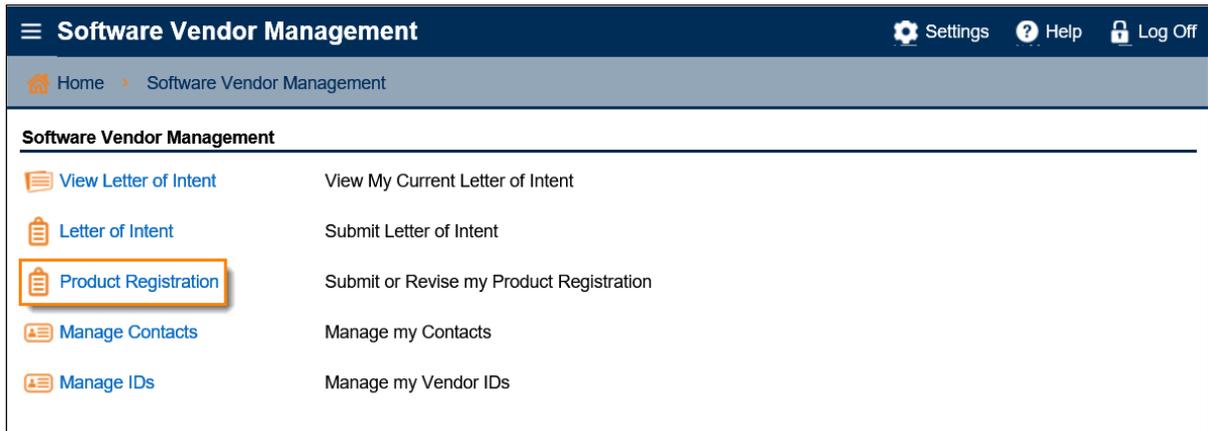
Print Confirmation

How to Revise a MeF Product Registration

- Log into the GTC website (<https://gtc.dor.ga.gov/>).
- Under the **I Want To** section, click **Manage my vendor information**.

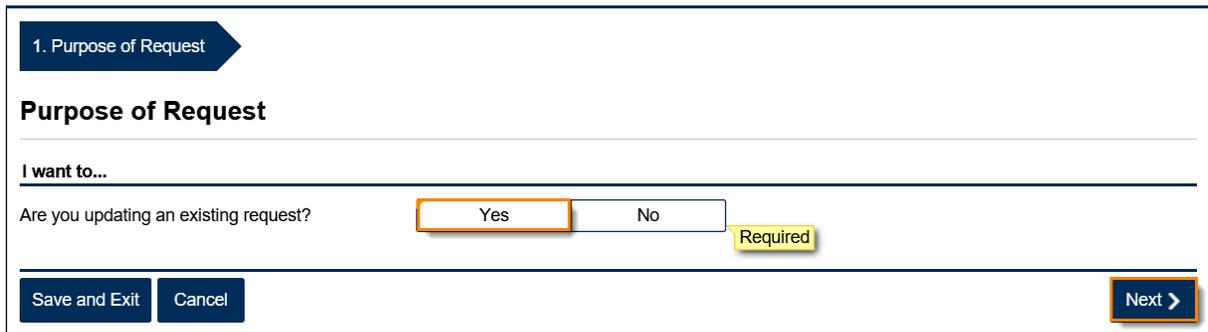


- Click **Product Registration**.



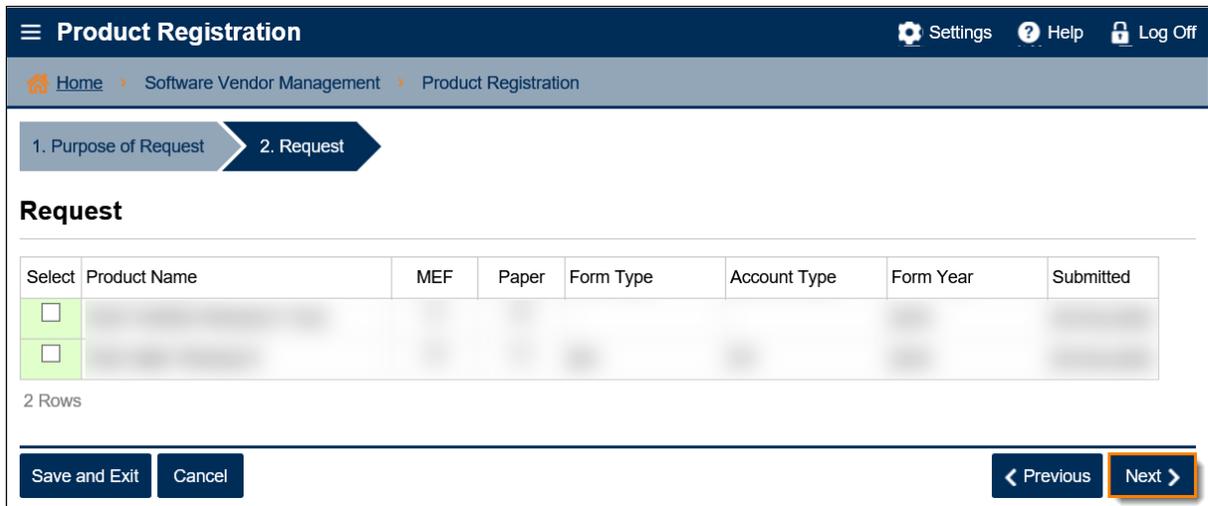
The screenshot shows the 'Software Vendor Management' dashboard. The 'Product Registration' link is highlighted with an orange box. The dashboard includes a navigation menu with 'Settings', 'Help', and 'Log Off'. The main content area lists several options: 'View Letter of Intent', 'Letter of Intent', 'Product Registration', 'Manage Contacts', and 'Manage IDs'. The 'Product Registration' option is the focus of the instruction.

- Click *Yes* to update an existing request. Click **Next**.



The screenshot shows the 'Purpose of Request' form. The 'I want to...' section asks 'Are you updating an existing request?' with 'Yes' and 'No' radio buttons. The 'Yes' button is highlighted with an orange box, and a yellow 'Required' label is next to it. The 'Next >' button is also highlighted with an orange box. There are 'Save and Exit' and 'Cancel' buttons on the left.

- Select the MeF product you would like to revise. You can only revise one product at a time. Click **Next**.



The screenshot shows the 'Product Registration' table. The '2. Request' step is highlighted with an orange arrow. The table has columns for 'Select', 'Product Name', 'MEF', 'Paper', 'Form Type', 'Account Type', 'Form Year', and 'Submitted'. Two rows are visible, each with a checkbox in the 'Select' column. The 'Next >' button is highlighted with an orange box. There are 'Save and Exit' and 'Cancel' buttons on the left, and a '< Previous' button on the right.

- Click through the web request, making changes to the information as needed, until you reach the **Review Agreement** step. If everything is correct, click **Submit**.

1. Request
2. Request
3. Product Information
4. Supported Form Limitations
5. IDs and Contacts
6. Review Agreement

Review Agreement

Product Information

What is the name of your product?

Type of Software Product

What is your Software ID?

What is your Paper Vendor Code?

Select Form Year from list

Select Form Type from list

Fiduciary Income Tax

What is the website for your product?

Will you support unlinked returns?

NOTE: Each MeF product must receive corresponding paper form approval before final MeF approval will be granted.

Supported Form Limitations

ALL LINES OF THE RETURN SHOULD BE SUPPORTED
 Select the items which are **NOT** supported by your software:

General

Schedules and Forms

Other

Review the selected IDs

Selected	ID Type	ID	Production ID	Testing ID
2				

2 Rows

Review the chosen contacts

Selected	Name	Email	Phone Type	Area	Phone Number
2					

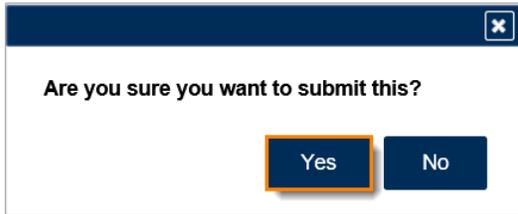
Save and Exit

Cancel

< Previous

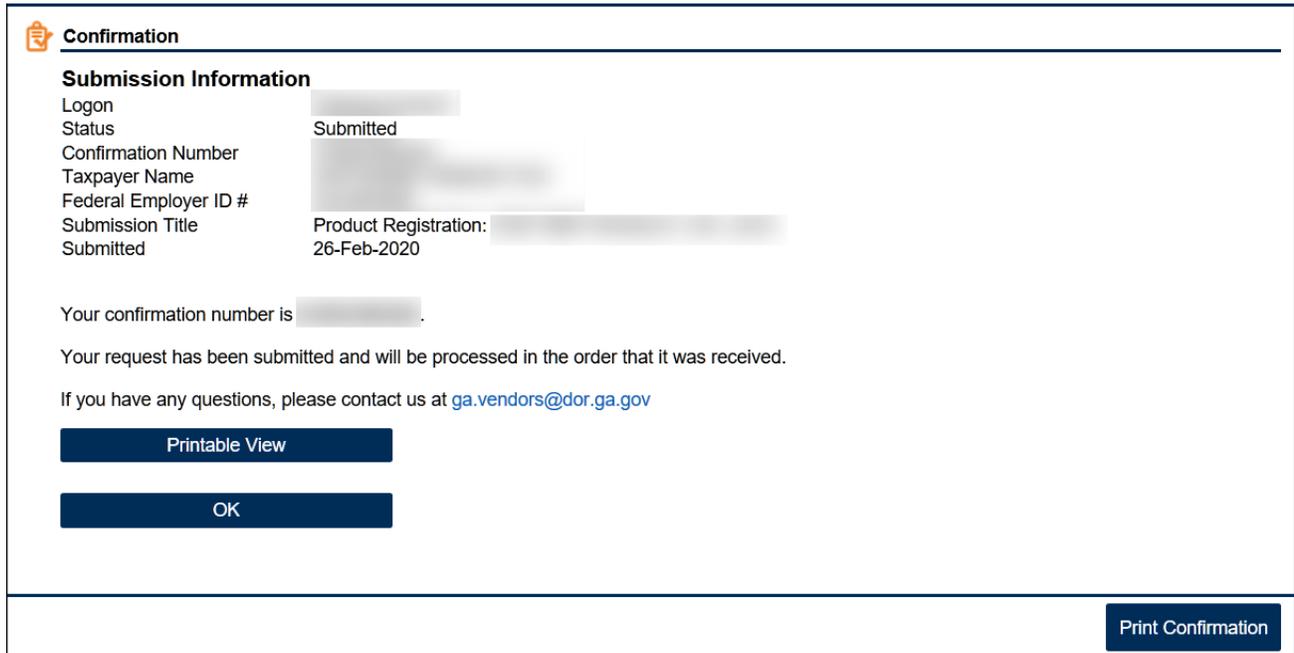
Submit

7. Click **Yes** to confirm you want to submit the web request.



A dialog box with a dark blue header bar containing a close button (X). The main content area is white and contains the text "Are you sure you want to submit this?". Below the text are two buttons: "Yes" (highlighted with an orange border) and "No".

A confirmation page will appear with the confirmation number of the submission. Click the **OK** button to return to the **Software Vendor Management** screen.



Confirmation

Submission Information

Ligon	[Redacted]
Status	Submitted
Confirmation Number	[Redacted]
Taxpayer Name	[Redacted]
Federal Employer ID #	[Redacted]
Submission Title	Product Registration: [Redacted]
Submitted	26-Feb-2020

Your confirmation number is [Redacted].

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 ga.vendors@dor.ga.gov

Printable View

OK

Print Confirmation