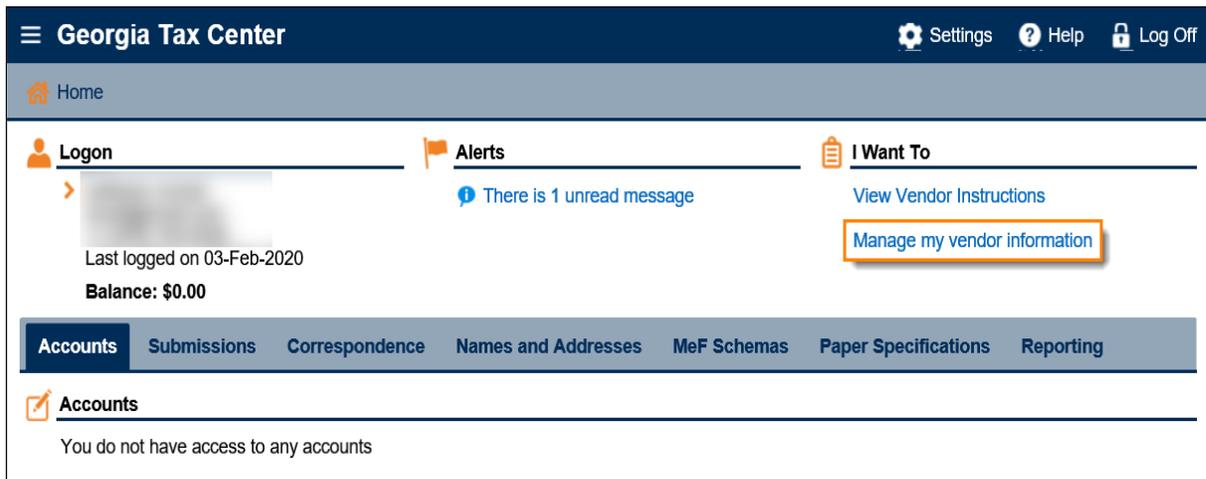


The following documentation provides information on the Product Registration process for Paper Certification via the Georgia Tax Center (GTC).

NOTE: Paper Certification must be done if you are also submitting an MeF Certification.

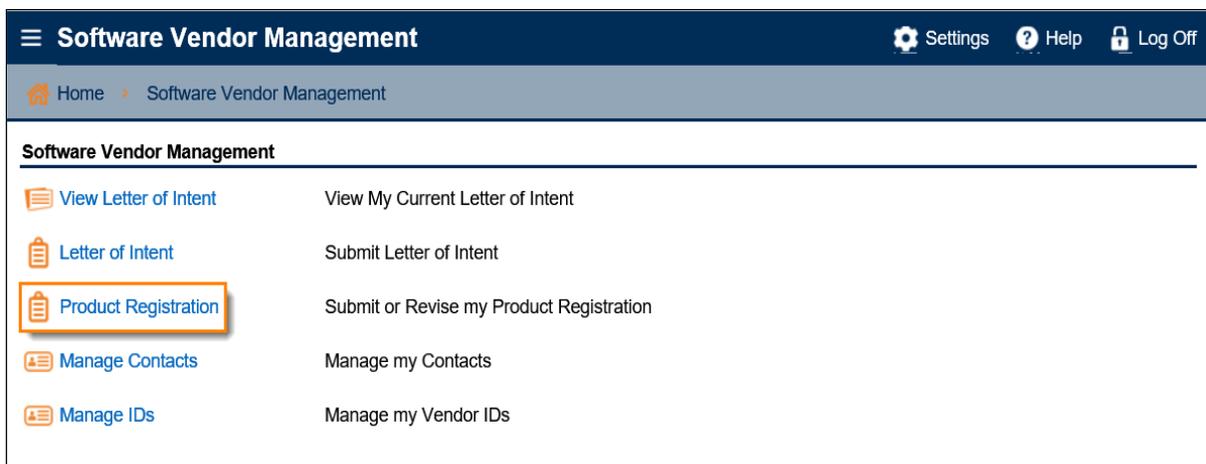
How to Register Paper Products

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 interface. At the top, there is a navigation bar with 'Georgia Tax Center' and links for 'Settings', 'Help', and 'Log Off'. 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 user profile with a blurred name and 'Last logged on 03-Feb-2020'. 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 border. 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, showing a message: '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' and links for 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb: 'Home > Software Vendor Management'. The main content area is titled 'Software Vendor Management' and contains a list of links and descriptions:

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 border.

- On the **Certification Type** step, select *Paper*. 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.

- 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 Paper Vendor Code?

Select Form Year from list Required

What is the website for your product?

- Complete the **Paper Forms** step.

1. Certification Type > 2. Product Information > 3. Paper Forms

Paper Forms

For non-account specific forms, leave the Account Type column blank.

Select Paper Certification Forms

Account Type	Form	Description	2D Support	1D Support	Voucher
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multiple forms and tax types can be registered. Click the red 'x' by a row to delete it. Click **Next** after you have entered your selections.

For non-account specific forms, leave the Account Type column blank.

Select Paper Certification Forms Filter

Show Errors 1 - 9 of 9

	Account Type	Form	Description	2D Support	1D Support	Voucher
<input type="checkbox"/>	Individual Income Tax	Form 500-EZ	Form 500-EZ: Short Individual Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Individual Income Tax	Form 500	Form 500: Individual Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Individual Income Tax	Form 500-X	Form 500-X: Amended Individual Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fiduciary Income Tax	Form 501	Form 501: Fiduciary Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fiduciary Income Tax	Form 501-X	Form 501-X: Amended Fiduciary Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Form 525-TV	Form 525-TV: Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Withholding Tax	Form G-7M	Form G-7M: Withholding Quarterly Return (For M)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Withholding Tax	Form G-7Q	Form G-7Q: Withholding Quarterly Return (For C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Withholding Tax	Form GA-V	Form GA-V: Withholding Tax Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Rows

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

1. Certification Type > 2. Product Information > 3. Paper Forms > 4. IDs and Contacts

IDs and Contacts

Select the applicable IDs Select All Select None Filter

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

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

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

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

1. Certification Type
2. Product Information
3. Paper Forms
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 Paper Vendor Code?

Select Form Year from list

What is the website for your product?

*NOTE: Each MeF product must receive corresponding paper form approval before final MeF approval will be granted.
For non-account specific forms, leave the Account Type column blank.*

Select Paper Certification Forms Filter

Account Type	Form	Description	2D Support	1D Support	Voucher

Review the selected IDs Filter

Selected	ID Type	ID
<input checked="" type="checkbox"/>		

Review the chosen contacts

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

Save and Exit
Cancel
< Previous
Submit >

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

x

Are you sure you want to submit this?

Yes
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

Logon

Status Submitted

Confirmation Number

Taxpayer Name

Federal Employer ID #

Submission Title Submitted

Product Registration: 19-Feb-2020

Your confirmation number is .

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

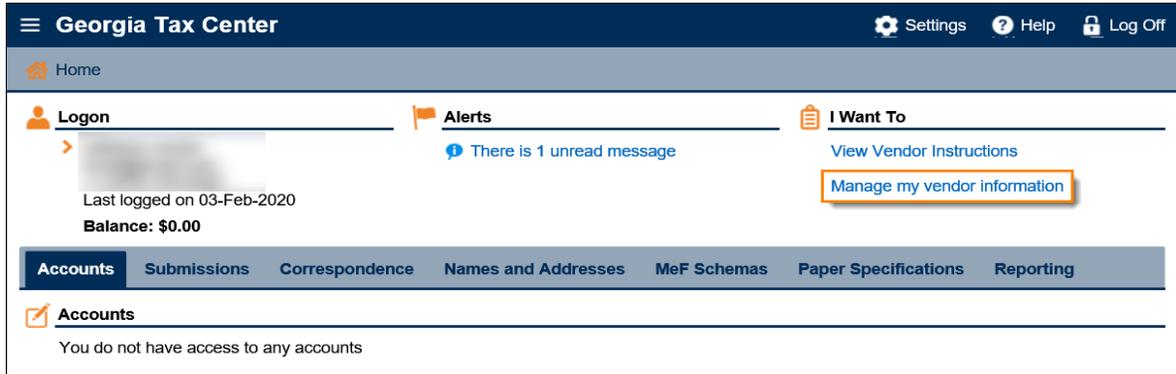
If you have any questions, please contact us at ga.vendors@dor.ga.gov

Printable View
OK

Print Confirmation

How to Revise Paper Product Registration

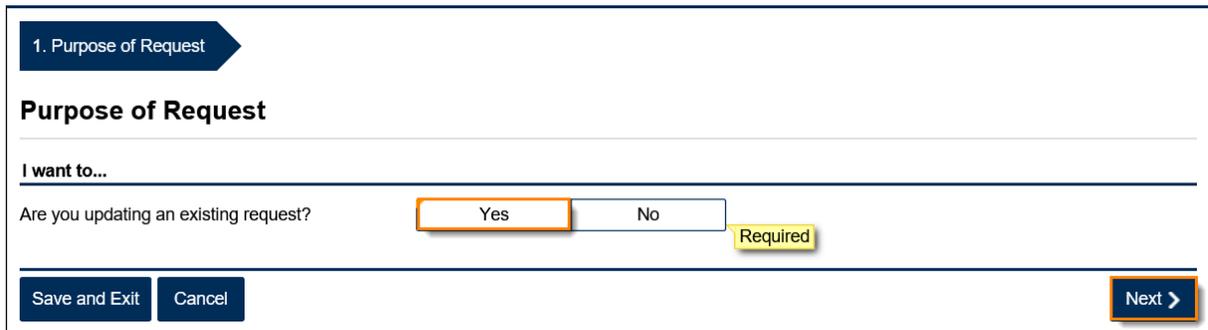
1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Under the **I Want To** section, click **Manage my vendor information**.



3. Click **Product Registration**.

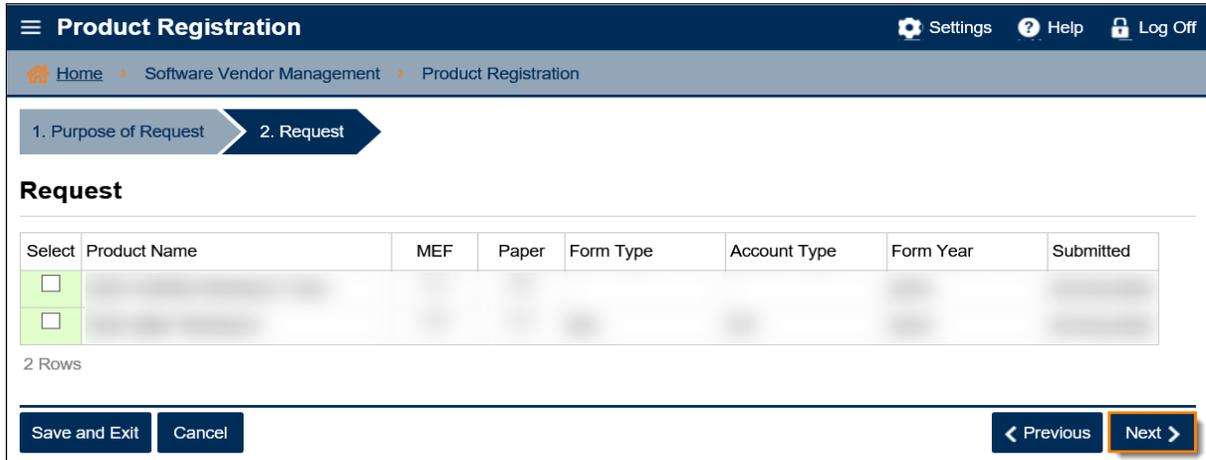


4. Click *Yes* to update an existing request. Click **Next**.



The screenshot shows the 'Purpose of Request' form. At the top, there is a breadcrumb '1. Purpose of Request'. Below this is the title 'Purpose of Request'. The form contains a section titled 'I want to...' with the question 'Are you updating an existing request?'. There are two radio buttons: 'Yes' (selected) and 'No'. A yellow 'Required' label is positioned to the right of the 'No' button. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and 'Next >', which is circled in orange.

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



Product Registration Settings Help Log Off

Home > Software Vendor Management > Product Registration

1. Purpose of Request > **2. Request**

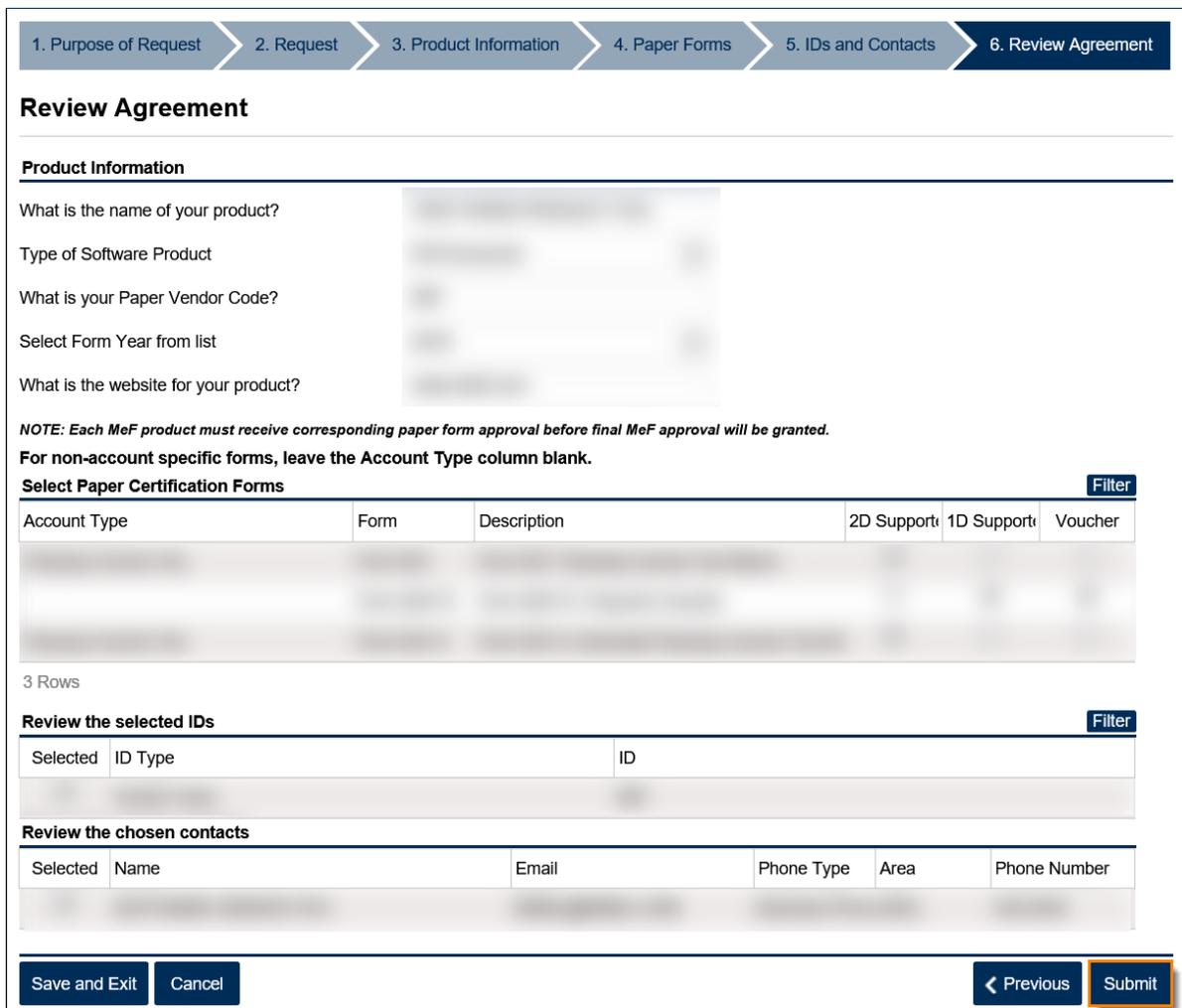
Request

Select	Product Name	MEF	Paper	Form Type	Account Type	Form Year	Submitted
<input type="checkbox"/>							
<input type="checkbox"/>							

2 Rows

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

- 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. Purpose of Request > 2. Request > 3. Product Information > 4. Paper Forms > 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 Paper Vendor Code?

Select Form Year from list

What is the website for your product?

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

For non-account specific forms, leave the Account Type column blank.

Select Paper Certification Forms Filter

Account Type	Form	Description	2D Support	1D Support	Voucher

3 Rows

Review the selected IDs

Filter

Selected	ID Type	ID

Review the chosen contacts

Selected	Name	Email	Phone Type	Area	Phone Number

Save and Exit Cancel < Previous **Submit**

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

Are you sure you want to submit this?✕

Yes 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