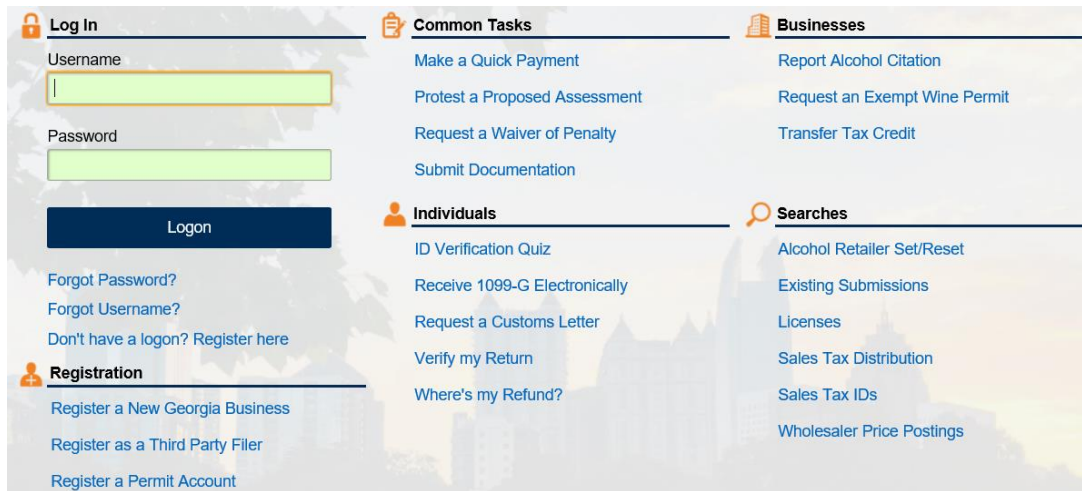


The following documentation provides information on how to register as a third party filer with a GTC login via the Georgia Tax Center.

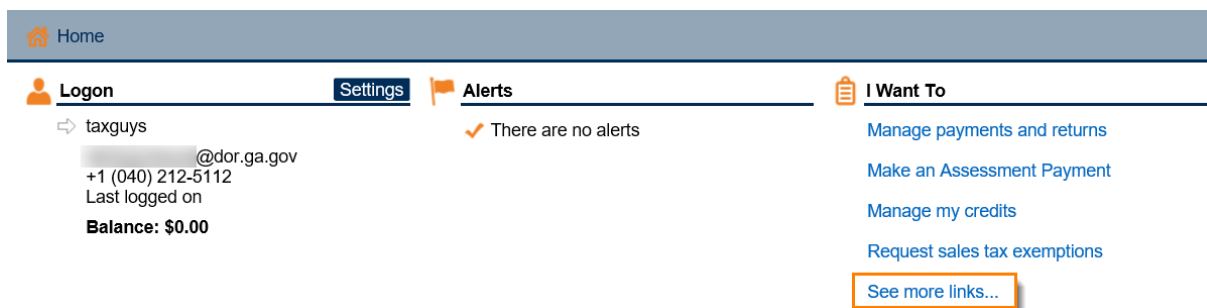
How to Register as a Third Party Filer with a GTC Login

1. Go to the GTC website (<https://gtc.dor.ga.gov>) and login to your account.



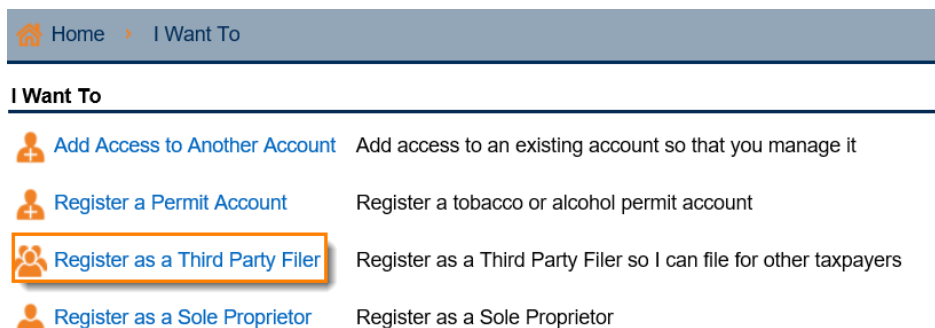
The screenshot shows the Georgia Tax Center login page. It features a 'Log In' section with fields for 'Username' and 'Password', and a 'Ligon' button. Below the login fields are links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here'. To the right, there are sections for 'Common Tasks' (Make a Quick Payment, Protest a Proposed Assessment, Request a Waiver of Penalty, Submit Documentation), 'Businesses' (Report Alcohol Citation, Request an Exempt Wine Permit, Transfer Tax Credit), 'Individuals' (ID Verification Quiz, Receive 1099-G Electronically, Request a Customs Letter, Verify my Return, Where's my Refund?), and 'Searches' (Alcohol Retailer Set/Reset, Existing Submissions, Licenses, Sales Tax Distribution, Sales Tax IDs, Wholesaler Price Postings). At the bottom left, there is a 'Registration' section with links for 'Register a New Georgia Business', 'Register as a Third Party Filer', and 'Register a Permit Account'.

2. Click the **See more links...** hyperlink.



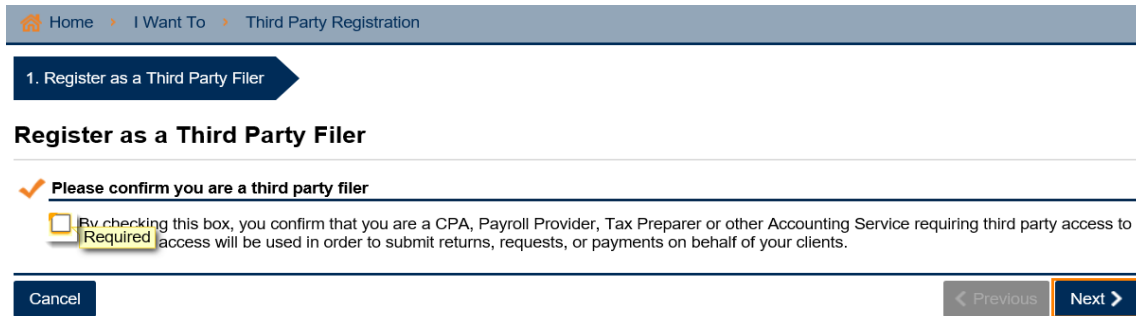
The screenshot shows the user dashboard after logging in. The user is identified as 'taxguys' with an email address ending in '@dor.ga.gov' and a phone number '+1 (040) 212-5112'. The dashboard includes a 'Settings' button, an 'Alerts' section showing 'There are no alerts', and an 'I Want To' section with links for 'Manage payments and returns', 'Make an Assessment Payment', 'Manage my credits', 'Request sales tax exemptions', and 'See more links...'. The 'See more links...' link is highlighted with a red box.

3. Then click the **Register as a Third Party Filer** hyperlink.

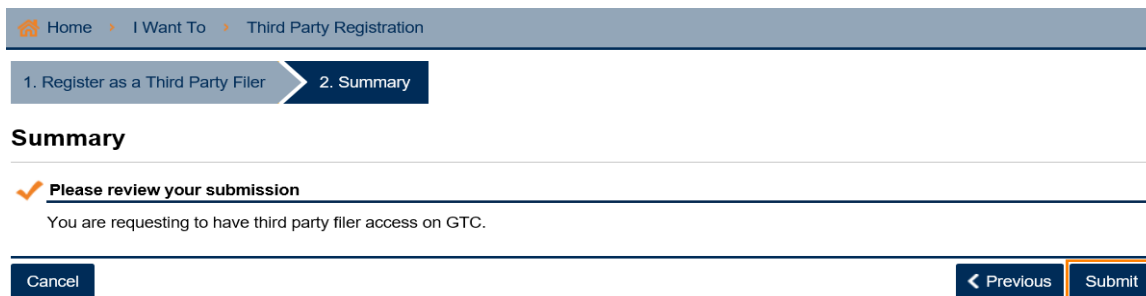


The screenshot shows the 'I Want To' section of the user dashboard. It contains four options: 'Add Access to Another Account' (Add access to an existing account so that you manage it), 'Register a Permit Account' (Register a tobacco or alcohol permit account), 'Register as a Third Party Filer' (Register as a Third Party Filer so I can file for other taxpayers), and 'Register as a Sole Proprietor' (Register as a Sole Proprietor). The 'Register as a Third Party Filer' option is highlighted with a red box.

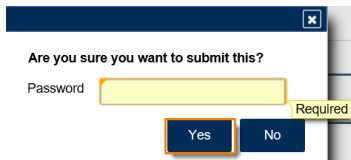
4. Click the **check box** to confirm that you are a third party filer then click **Next**.



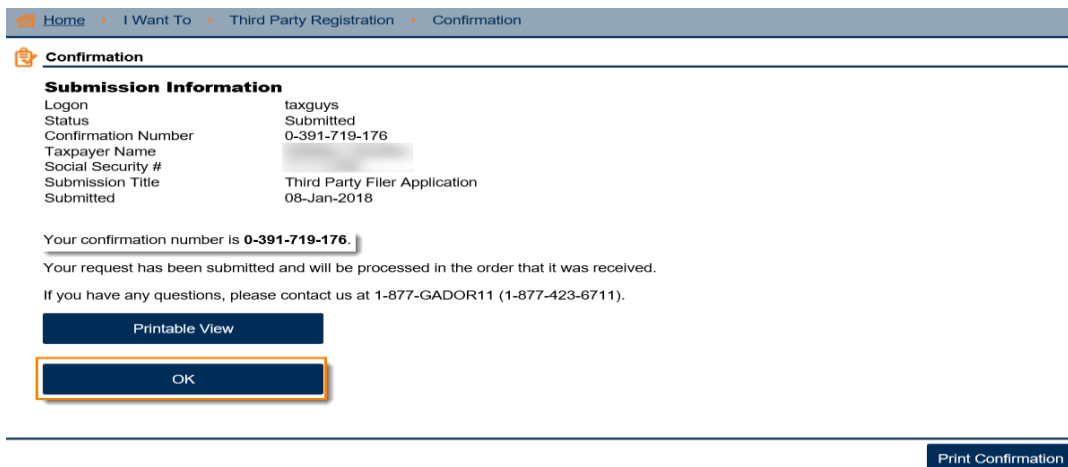
5. Review the **Summary** then click **Submit**.



6. Type in your **Password** to confirm you want to submit this request then click **Yes**.



7. Print off this page or write down the confirmation number then click **OK**.



[Print Confirmation](#)