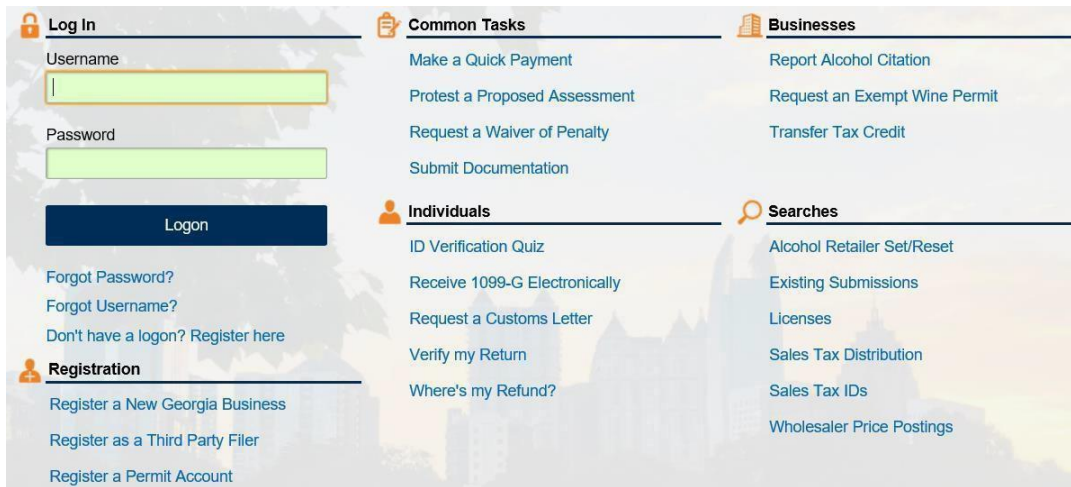


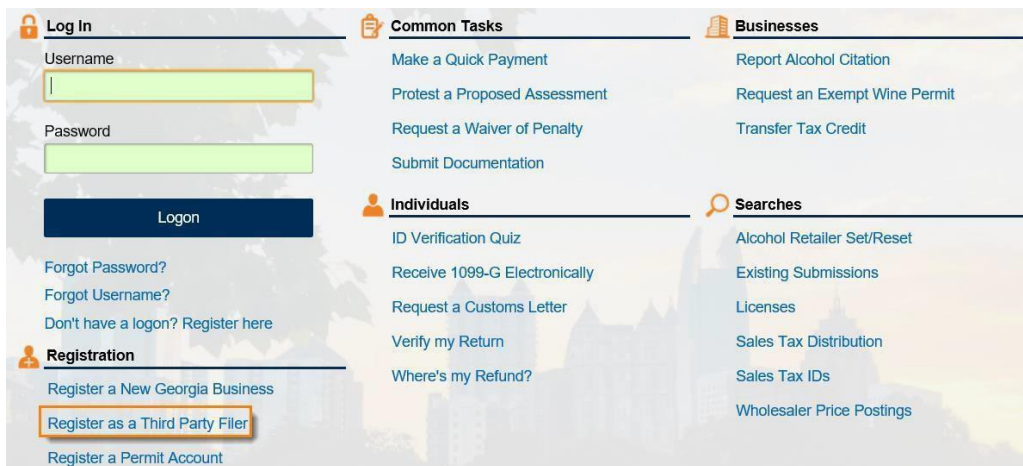
The following documentation provides information on how to register as a third party filer without a GTC login via the Georgia Tax Center.

## How to Register as a Third Party Filer Without a GTC Login

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



2. Under the **Registration** section, click the **Register as a Third Party Filer** hyperlink.



3. Complete the form to confirm eligibility then click **Next**.

### Third Party Registration

Home > Third Party Registration

1. Confirm your eligibility

#### Confirm your eligibility

**Fill out required eligibility fields**

Select Taxpayer Type from list  
 **Required**

ID

NAICS Code

[I don't know my NAICS code](#)

**You are eligible if:**

- You are not currently registered with the State of Georgia. If you have ever filed taxes in Georgia, then please create a logon and then sign up for Third Party access.
- You will not be filing for yourself with the state of Georgia.
- You will be filing or paying with the state of Georgia for your clients.
- You have a Social Security Number (SSN) or Federal Employer ID Number (FEIN).
- You have a valid NAICS code for a tax preparer.

4. Complete the registration form. The yellow fields are required information. Then click **Next**.

Home > Third Party Registration

1. Confirm your eligibility 2. Enter registration information

#### Enter registration information

**Fill out Third Party Filer Information**

Legal Name  
 **Required**

Doing Business As (if applicable)

Incorporation Date  
 **Required**

Business Description  
 **Required**

**Fill out contact information**

First Name  
 **Required**

Last Name  
 **Required**

Select Country from list

Select Phone Type from list  
 **Required**

Area Code

Phone Number

Extension

5. Type in your address then click the **Verify your address** button to confirm your correct address.



### Enter address information

**What is your business location?**

Select Country from list

Street  
 **Required**

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Select State from list

Zip Code +4

Select County from list

Attention

**Verify your address**

6. From the list of addresses, find your correct address then click the **Select** hyperlink next to your choice.

**Select Address**

3 of 4 31 - 45 of 57

Select	Verified	1800 CENTURY BLVD NE STE 1175 ATLANTA GA 30345-3218
Select	Verified	1800 CENTURY BLVD NE STE 11250 ATLANTA GA 30345-3213
Select	Verified	1800 CENTURY BLVD NE STE 1245 ATLANTA GA 30345-3216
Select	Verified	1800 CENTURY BLVD NE STE 1225 ATLANTA GA 30345-3218
Select	Verified	1800 CENTURY BLVD NE STE 1220 ATLANTA GA 30345-3208
Select	Verified	1800 CENTURY BLVD NE STE 1050 ATLANTA GA 30345-3220
Select	Verified	1800 CENTURY BLVD NE ATLANTA GA 30345-3204
Select	Verified	1800 CENTURY PL NE ATLANTA GA 30345-4301
Select	Verified	1800 CENTURY BLVD NE ATLANTA GA 30345-3202
Select	Verified	1800 CENTURY BLVD NE STE 1050 ATLANTA GA 30345-3200
Select	Verified	1800 CENTURY BLVD NE STE 1000 ATLANTA GA 30345-3208
Select	Verified	1800 CENTURY BLVD NE STE 100 ATLANTA GA 30345-3201
Select	Verified	1800 CENTURY BLVD NE STE 1248 ATLANTA GA 30345-3208
Select	Verified	1800 CENTURY BLVD NE STE 1800 ATLANTA GA 30345-3221
Select	Verified	1800 CENTURY BLVD NE STE 1710 ATLANTA GA 30345-3218

7. Now click *Yes* or *No* to the question “Is your mailing address the same as your business addresses?” If you select *No*, additional fields will appear for the mailing address. Click **Next**.

### Enter address information

**What is your business location?**

Select Country from list

Street

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Select State from list

Zip Code +4

Select County from list

Attention

**Verified**

Is your mailing address the same as your business address?

No  Yes Required

[Cancel](#)

[< Previous](#) [Next >](#)

8. Provide the login information for your account, then click **Next**.



### Create a new login

<p><b>Enter login information</b></p> <p>Login  <input type="text"/></p> <p>Password  <input type="text" value="Required"/></p> <p>Confirm Password  <input type="text" value="Required"/></p> <p><b>In case you forget your password</b></p> <p>Select Secret Question from list  <input type="text" value="Required"/></p> <p>Secret Answer  <input type="text" value="Required"/></p> <p>Confirm Answer  <input type="text" value="Required"/></p>	<p><b>Password requirements for a GTC login</b></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><b>Enter contact information</b></p> <p>User's Name  <input type="text" value="Required"/></p> <p>E-mail  <input type="text" value="Required"/></p> <p>Confirm E-mail  <input type="text" value="Required"/></p> <p>Country  <input type="text" value="USA"/></p> <p>Select Phone Type from list  <input type="text" value="Required"/></p> <p>Phone Number  <input type="text" value="Required"/></p> <p>Do you have a second phone number?  <input type="radio"/> No <input type="radio"/> Yes</p>
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[Cancel](#)

[< Previous](#) [Next >](#)

- Complete the authentication step to choose how you would like to receive an authentication code when logging into your account. Select if you would like to sign-up for E-correspondence. Click **Next**.

Home > Third Party Registration

2. Enter registration information > 3. Enter address information > 4. Create a new login > 5. Choose your authentication method

### Choose your authentication method

**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    < Previous    Next >

- Review the Summary page, then click **Submit**. If you need to make a change, click the *Previous* button.

2. Enter registration information > 3. Enter address information > 4. Create a new login > 5. Choose your authentication method > 6. Summary

### Summary

**✓ Please review your submission**

Taxpayer Type: Corporation

ID:

NAICS: 541213

Legal Name:

Incorporation Date: 1/1/2010

Business Description: Tax Preparer

Contact Name:

Phone Number:

New GTC Login:

**✓ Review your address(es)**

Business Address: 1800 CENTURY BLVD NE ATLANTA GA 30345-3204

Cancel    < Previous    Submit

11. Confirm that you want to submit this form by clicking **Yes**.

Are you sure you want to submit this?✕

Yes

No

12. Print your confirmation page or write down your confirmation number then click **OK**.

**Confirmation**

[Home](#) > [Third Party Registration](#) > [Confirmation](#)

**Confirmation**

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**Submission Information**

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	Third Party Filer Registration
Submitted	05-Feb-2018

Your confirmation code is:

Your request has been submitted and will be processed in the order it was received. If you would like to view your request you can use the 'Existing Submissions' link on the GTC home page. You will need to provide the e-mail address used upon submission of your request and your confirmation code ( ).

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

Printable View

OK

Print Confirmation