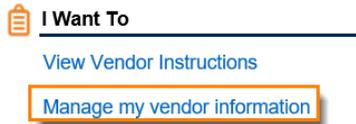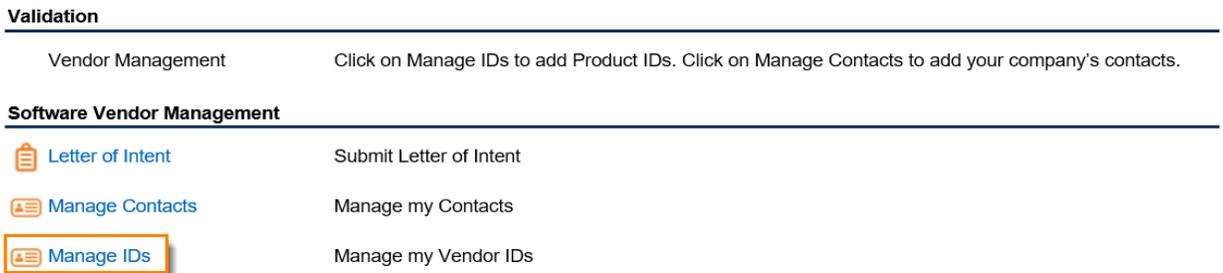The following documentation provides information on managing IDs via the Georgia Tax Center.

Manage IDs for your Account

1. Log onto the GTC website (https://gtc.dor.ga.gov). Click on the **Manage my vendor information** hyperlink under the **I Want To** section.

2. Click the **Manage IDs** hyperlink in the **Software Vendor Management** section.

3. Click in the field **ID Type** and complete EFIN and ETIN choices, if you are a MeF vendor. If you are a paper vendor, enter your Vendor Code provided to you by GA DOR. Click **Next**. Click the field ID Type and select the type of ID you are entering. Paper Vendors – enter the Vendor Code that has been assigned to you by the GADOR. MeF Vendors – when entering the EFIN and ETIN you must specify if the ID is a Production ID or Test ID. When you have finished entering all of your IDs click the **Next** button.
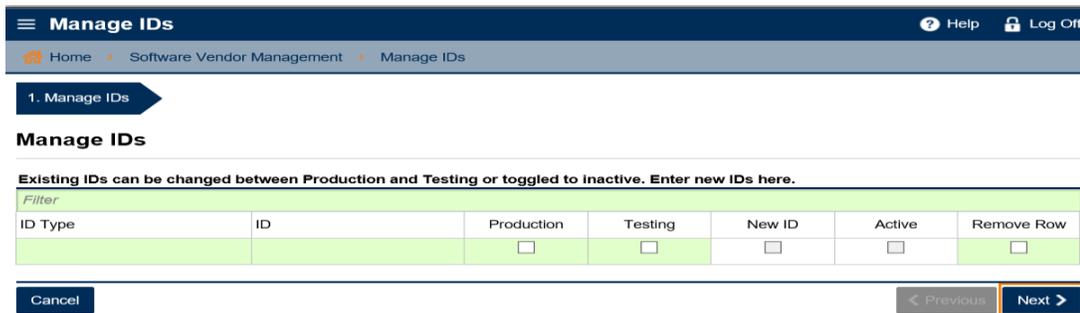
- IDs cannot be duplicated. If the production and testing IDs for an EFIN or ETIN are the same, only one can be registered at a time.

- Note: If you are a member, add your NACTP ID.

Manage IDs

Existing IDs can be changed between Production and Testing or toggled to inactive. Enter new IDs here.

ID Type	ID	Production	Testing	New ID	Active	Remove Row
EFIN	121212	☐	☑	☐	☑	☐
ETIN	12121	☐	☑	☐	☑	☐
Vendor Code	936	☐	☐	☐	☑	☐
		☐	☐	☐	☐	☐

3 Rows

Cancel   ‹ Previous   Next ›

4. This is the Review screen. Please check that all of your entries are correct then click the **Submit** button.

| 1. Manage IDs | 2. Review Changes |

Review Changes

Review highlighted changes   Filter

ID Type	ID	Production	Testing	New ID	Active
EFIN	121212	☐	☑	☑	☑
ETIN	12121	☐	☑	☑	☑
Vendor Code	936	☐	☐	☑	☑

3 Rows

Cancel   ‹ Previous   Submit

5. Provide your password, click **Yes** in the new dialogue box.

Are you sure that you ACCEPT the terms of this agreement?

Password   [   ]
                                    Required
            Yes   No

6. Next you will receive a confirmation for your Managed IDs with a Pending status. Click **Ok**.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	Manage IDs
Submitted	27-Aug-2018

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 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

- Note: Your account should update within 15 minutes.

- Note: If you need to add, change or deactivate an ID, you can click on Managed IDs. To deactivate an ID, click on the "Active" box so that it becomes blank. The next screen will highlight any lines that you made changes on, **Submit** your changes.