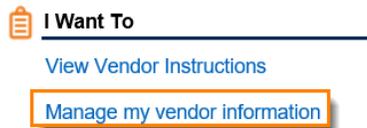


The following documentation provides information on managing contacts via the Georgia Tax Center.

Manage Contacts for your Account – Adding a Contact

1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **Manage my vendor information** hyperlink.



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

Validation

Vendor Management Click on Manage IDs to add Product IDs. Click on Manage Contacts to add your company's contacts.

Software Vendor Management

 Letter of Intent	Submit Letter of Intent
 Manage Contacts	Manage my Contacts
 Manage IDs	Manage my Vendor IDs

3. Click on the **Add a Record** hyperlink to add a contact.

Edit Contacts

If you wish to disable a contact, click on that person's name and uncheck the "This person is a current contact" box.

Contact							 Add a Record
Name	Email	Phone Type	Area	Phone Number	Extension	This person is a current contact.	
<div style="display: flex; justify-content: space-between; align-items: center;"> Cancel <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>							

- Complete the **Edit Contacts** page. To add additional people, click the **Add a Record** hyperlink. Click **Next**.

Edit Contacts

If you wish to disable a contact, click on that person's name and uncheck the "This person is a current contact" box.

• Contact • Record 1
Copy row Add a Record

Record 1

Type
Software Vendor Contact

Name
Required

Email

This person is a current contact.

Phone 1	Phone 2	Phone 3	Phone 4	Phone 5
Country USA	Country USA	Country USA	Country USA	Country USA
Phone Type Required	Phone Type	Phone Type	Phone Type	Phone Type
Area	Area	Area	Area	Area
Phone Number	Phone Number	Phone Number	Phone Number	Phone Number
Extension	Ext.	Ext.	Ext.	Ext.

Copy row Add a Record

Cancel
Next >

- Review the Changes form. Click **Submit**.

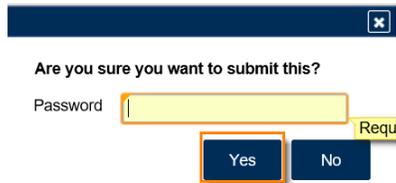
Review Changes

Please review changes

Name	Email	Phone Type	Area	Phone Number	Extension	This person is a current contact.
		Business Phone				<input checked="" type="checkbox"/>

Cancel
Submit

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



A screenshot of a confirmation dialog box. At the top is a dark blue header bar with a close button (X). Below the header, the text "Are you sure you want to submit this?" is displayed. Underneath, the label "Password" is followed by a yellow text input field. To the right of the input field is a small yellow tooltip that says "Required". At the bottom of the dialog are two buttons: "Yes" (highlighted with an orange border) and "No".

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

Confirmation

Submission Information

Logon	[Redacted]
Status	Submitted
Confirmation Number	[Redacted]
Taxpayer Name	[Redacted]
Federal Employer ID #	[Redacted]
Submission Title	Manage Contacts
Submitted	27-Aug-2018

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

[Printable View](#)

[OK](#)

[Print Confirmation](#)

Manage Contacts for your Account – Editing a Contact

1. Click on Manage Contacts hyperlink.

Software Vendor Management

-  [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

2. Click the **pencil icon** or the hyperlink to the **contact’s name** to edit a record.

Edit Contacts

If you wish to disable a contact, click on that person's name and uncheck the "This person is a current contact" box.

Contact Record 1							 Add a Record
Name	Email	Phone Type	Area	Phone Number	Extension	This person is a current contact.	
		Business Phone				<input checked="" type="checkbox"/>	

Cancel
Next >

3. Make your changes to the form. Click **Next**.

Edit Contacts

If you wish to disable a contact, click on that person's name and uncheck the "This person is a current contact" box.

Contact Record 1
 Add a Record

Record 1
 Add a Record

Type
Software Vendor Contact

Name

Email

This person is a current contact.

Phone 1	Phone 2	Phone 3	Phone 4	Phone 5
Country <input style="background-color: #d9ead3;" type="text" value="USA"/>	Country <input style="background-color: #d9ead3;" type="text" value="USA"/>	Country <input style="background-color: #d9ead3;" type="text" value="USA"/>	Country <input style="background-color: #d9ead3;" type="text" value="USA"/>	Country <input style="background-color: #d9ead3;" type="text" value="USA"/>
Phone Type <input style="background-color: #d9ead3;" type="text" value="Business Phone"/>	Phone Type <input style="background-color: #d9ead3;" type="text"/>			
Area <input style="background-color: #d9ead3;" type="text"/>	Area <input style="background-color: #d9ead3;" type="text"/>	Area <input style="background-color: #d9ead3;" type="text"/>	Area <input style="background-color: #d9ead3;" type="text"/>	Area <input style="background-color: #d9ead3;" type="text"/>
Phone Number <input style="background-color: #d9ead3;" type="text"/>	Phone Number <input style="background-color: #d9ead3;" type="text"/>	Phone Number <input style="background-color: #d9ead3;" type="text"/>	Phone Number <input style="background-color: #d9ead3;" type="text"/>	Phone Number <input style="background-color: #d9ead3;" type="text"/>
Extension <input style="background-color: #d9ead3;" type="text"/>	Ext. <input style="background-color: #d9ead3;" type="text"/>	Ext. <input style="background-color: #d9ead3;" type="text"/>	Ext. <input style="background-color: #d9ead3;" type="text"/>	Ext. <input style="background-color: #d9ead3;" type="text"/>

Add a Record

Cancel
Next >

4. Follow Steps 5 – 7 above to submit updates.