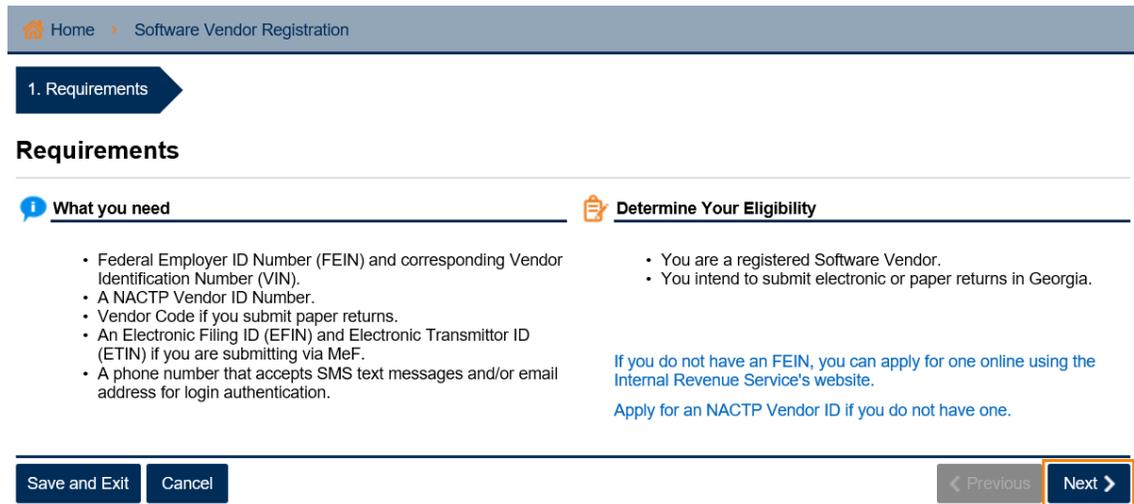


How to Register as a Software Vendor

This document will show you how to register as a software vendor via GTC. You will need your FEIN and VIN (supplied to you by Georgia Department of Revenue - GDOR). The link to where to register will be sent to you from GDOR.

1. Read the **Requirements and Eligibility** info explaining what you will need in order to apply then click **Next**.



Home > Software Vendor Registration

1. Requirements

Requirements

What you need

- Federal Employer ID Number (FEIN) and corresponding Vendor Identification Number (VIN).
- A NACTP Vendor ID Number.
- Vendor Code if you submit paper returns.
- An Electronic Filing ID (EFIN) and Electronic Transmitter ID (ETIN) if you are submitting via MeF.
- A phone number that accepts SMS text messages and/or email address for login authentication.

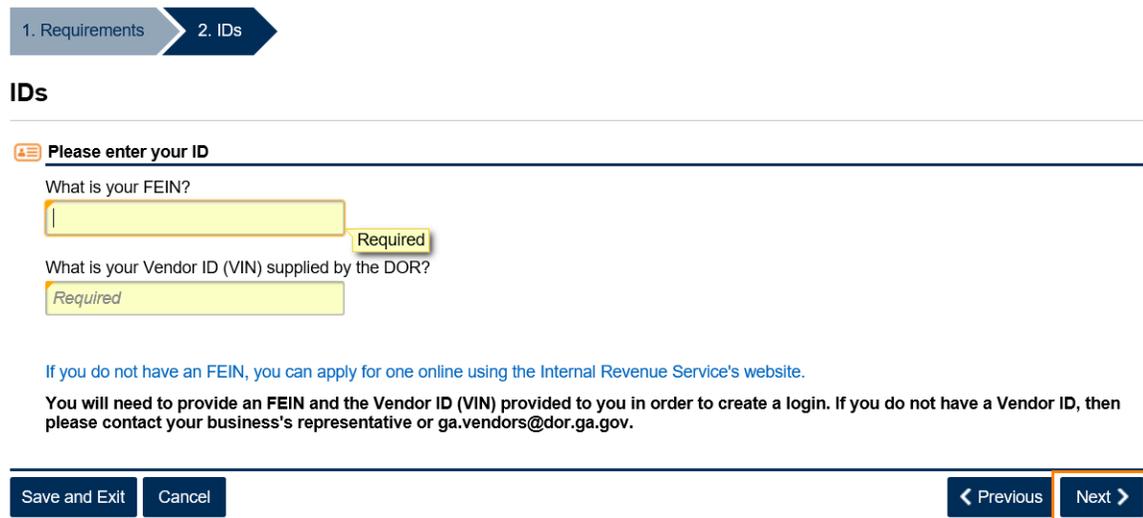
Determine Your Eligibility

- You are a registered Software Vendor.
- You intend to submit electronic or paper returns in Georgia.

[If you do not have an FEIN, you can apply for one online using the Internal Revenue Service's website.](#)
[Apply for an NACTP Vendor ID if you do not have one.](#)

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

2. You will need your **FEIN and VIN** so that you can complete this form. Click **Next** when done.



1. Requirements > 2. IDs

IDs

Please enter your ID

What is your FEIN?
 Required

What is your Vendor ID (VIN) supplied by the DOR?
 Required

[If you do not have an FEIN, you can apply for one online using the Internal Revenue Service's website.](#)

You will need to provide an FEIN and the Vendor ID (VIN) provided to you in order to create a login. If you do not have a Vendor ID, then please contact your business's representative or ga.vendors@dor.ga.gov.

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

3. Fill out the **GTC Login** form then click **Next**.

GTC Login

| | | | | |
|---|---|--|----|-----|
| <p>Enter login information</p> <p>Login <input style="width: 100%;" type="text"/></p> <p>Password <input style="width: 100%;" type="password"/></p> <p>Confirm Password <input style="width: 100%;" type="password"/></p> | <p>Password requirements for a GTC login</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>Enter contact information</p> <p>User's Name <input style="width: 100%;" type="text"/></p> <p>E-mail <input style="width: 100%;" type="text"/></p> <p>Confirm E-mail <input style="width: 100%;" type="text"/></p> <p>Country <input style="width: 100%;" type="text"/></p> <p>Select Phone Type from list <input style="width: 100%;" type="text"/></p> <p>Phone Number <input style="width: 100%;" type="text"/></p> <p>Do you have a second phone number?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">No</td> <td style="width: 50%; text-align: center;">Yes</td> </tr> </table> | No | Yes |
| No | Yes | | | |
| <p>In case you forget your password</p> <p>Select Secret Question from list <input style="width: 100%;" type="text"/></p> <p>Secret Answer <input style="width: 100%;" type="password"/></p> <p>Confirm Answer <input style="width: 100%;" type="password"/></p> | | | | |

Save and Exit
Cancel

< Previous
Next >

4. Complete the **Two-Factor Authentication** form then click **Next**. Pick how you would like to protect your account by getting your security code by Text, Email or Both.

Two-Factor Authentication

Authentication Options

Choose your authentication method

| | | |
|------|-------|-------------|
| Text | Email | Both |
|------|-------|-------------|

Email

Country

Mobile Carrier

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).

Save and Exit
Cancel

< Previous
Next >

5. Add any additional information you would like to include then click **Next**.

Contact Info

Please provide contact information

Type

Name

Email

| Phone 1 | Phone 2 | Phone 3 | Phone 4 | Phone 5 |
|---|---|---|---|---|
| Country <input type="text" value="USA"/> | Country <input type="text" value="USA"/> | Country <input type="text" value="USA"/> | Country <input type="text" value="USA"/> | Country <input type="text" value="USA"/> |
| Phone Type <input type="text" value="Business Phone"/> | Phone Type <input type="text"/> | Phone Type <input type="text"/> | Phone Type <input type="text"/> | Phone Type <input type="text"/> |
| Area <input type="text"/> | Area <input type="text"/> | Area <input type="text"/> | Area <input type="text"/> | Area <input type="text"/> |
| Phone Number <input type="text"/> | Phone Number <input type="text"/> | Phone Number <input type="text"/> | Phone Number <input type="text"/> | Phone Number <input type="text"/> |
| Extension <input type="text"/> | Ext. <input type="text"/> | Ext. <input type="text"/> | Ext. <input type="text"/> | Ext. <input type="text"/> |

6. Review the **Summary** page then click **Submit**.

Summary

| Review Vendor Information | Review Authentication Information | Review Contact Information |
|--------------------------------------|-----------------------------------|--------------------------------------|
| FEIN: <input type="text"/> | Email: <input type="text"/> | Contact Name: <input type="text"/> |
| Vendor ID: VIN- <input type="text"/> | | Contact Email: <input type="text"/> |
| GTC Login: <input type="text"/> | | Business Phone: <input type="text"/> |
| GTC Email: <input type="text"/> | | |

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

Are you sure you want to submit this?

8. Write down or print off your *Confirmation Code* then click **OK**.

 **Confirmation**

Submission Information

| | |
|---------------------|---|
| Status | Submitted |
| Confirmation Number | [REDACTED] |
| E-mail | [REDACTED] |
| Submission Title | Create a new login for a Software Contact |
| Submitted | 29-Aug-2018 |
| Date Submitted | 29-Aug-2018 |

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is [REDACTED]

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your authentication code to log on to the Georgia Tax Center (GTC) will be contained in this email. If you have any questions please contact us at: ga.vendors@dor.ga.gov

[Printable View](#)

[OK](#)

[Print Confirmation](#)