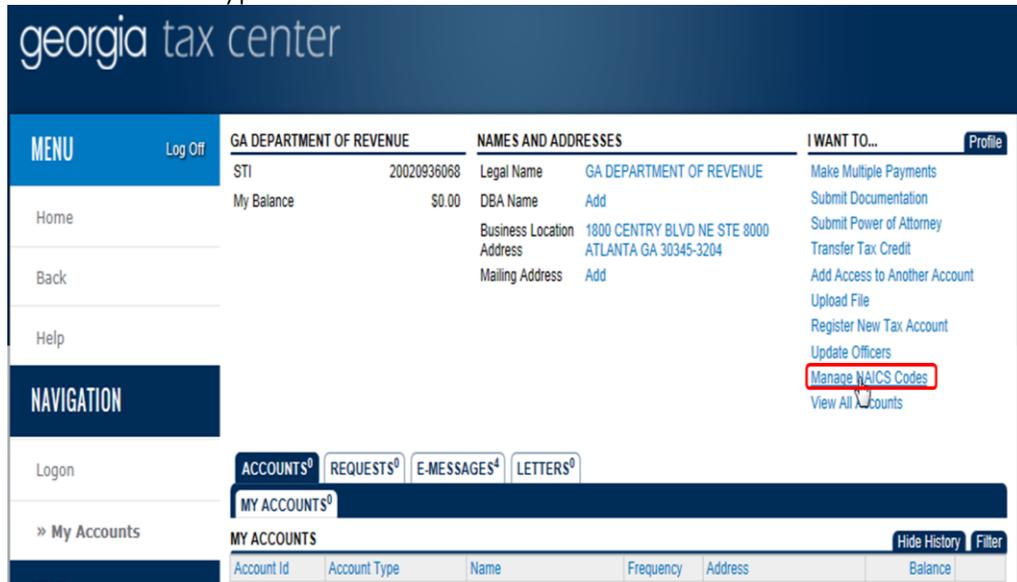


Manage NAICS Codes is a new GTC web request that allows GTC users to add or deactivate NAICS codes associated with their account(s).

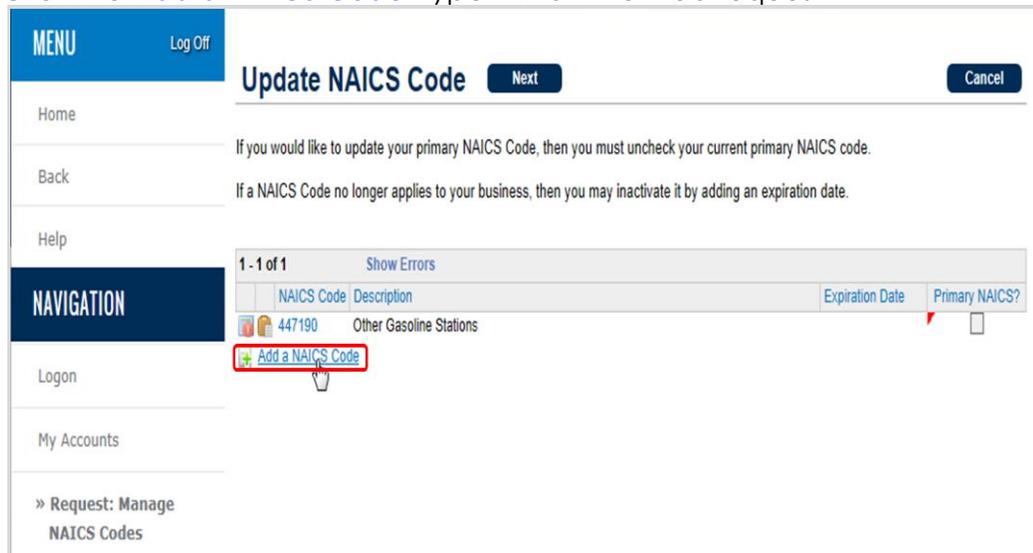
### Access the Web Request

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Under the **I WANT TO...** menu in the upper right-corner, click the **Manage NAICS Codes** hyperlink



### Add a New NAICS Code

1. Click the **Add a NAICS Code** hyperlink on the web request



- Enter the **NAICS** code. If this is the primary NAICS code for the business, check the **Primary NAICS?** Checkbox. Click the **Add** button
  - Note: a business can only have one primary NAICS code. The **Primary NAICS?** checkbox must be unchecked on the existing NAICS code before a new one can be listed as primary

NAICS Code

NAICS Code: 541211 [Click to lookup NAICS code](#)

Description: Offices of Certified Public Accountants

Expiration Date:

Primary NAICS?

**Add** **Cancel**

### Deactivate an Existing NAICS Code

- Click the **NAICS Code number** (e.g. **445110**) hyperlink on the web request

MENU Log Off

Home

Back

Help

NAVIGATION

My Accounts

» Request: Manage NAICS Codes

**Update NAICS Code** **Next** **Cancel**

If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.

If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.

NAICS Code	Description	Expiration Date	Primary NAICS?
<a href="#">445110</a>	Supermarkets and Other Grocery (except Convenience) Stores		<input checked="" type="checkbox"/>

[Add a NAICS Code](#)

- Enter the **Expiration Date** and click the **Ok** button
  - Note: the expiration date must be a date in the future
  - Note: an expiration date cannot be entered on the primary NAICS. The Primary NAICS? checkbox must be unchecked to enter an expiration date. Then a new primary NAICS code must be added

NAICS Code

NAICS Code: 447190 [Click to lookup NAICS code](#)

Description: Other Gasoline Stations

Expiration Date: 14-Jan-2015

Primary NAICS?

**OK** **Cancel**

## Complete the Web Request

1. Click the **Next** button

The screenshot shows the 'Update NAICS Code' page. On the left is a navigation menu with 'MENU' (Home, Back, Help), 'NAVIGATION' (My Accounts), and 'HELP'. The main content area has a title 'Update NAICS Code' and a 'Next' button highlighted with a red arrow. Below the title are instructions: 'If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.' and 'If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.' A table lists NAICS codes:

NAICS Code	Description	Expiration Date	Primary NAICS?
445110	Supermarkets and Other Grocery (except Convenience) Stores		<input checked="" type="checkbox"/>
311330	Confectionery Manufacturing from Purchased Chocolate		<input type="checkbox"/>

There is also an 'Add a NAICS Code' link at the bottom of the table.

2. Review your changes and click the **Submit** button. Click the **Yes** button to confirm

The screenshot shows the 'Review' page. A 'Submit' button is highlighted with a red arrow. A confirmation dialog box is open in the foreground, asking 'Are you sure you want to submit this request?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red arrow. The background shows the same NAICS code table as in the previous screenshot.

3. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records
  - Note: Changes will be processed overnight and will be available to view the following day

The screenshot shows the 'CONFIRMATION' page. At the top right, a 'Print Confirmation' button is highlighted with a red arrow. The page displays 'Request Information' with the following details:

Logon	
Status	Pending
Confirmation Number	0-350-753-392
Taxpayer Name	
Federal Employer ID #	
Request Title	NAICS Code Management
Submitted	14-Jan-2015

Below the table, the confirmation number '0-350-753-392' is highlighted with a red box. At the bottom, there is a message: '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).'