

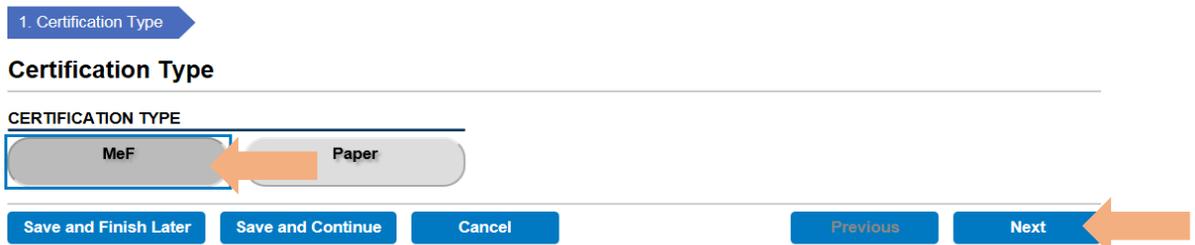
The following documentation provides information on Product Registration for MeF Certification via the Georgia Tax Center.

## How to Register your Products

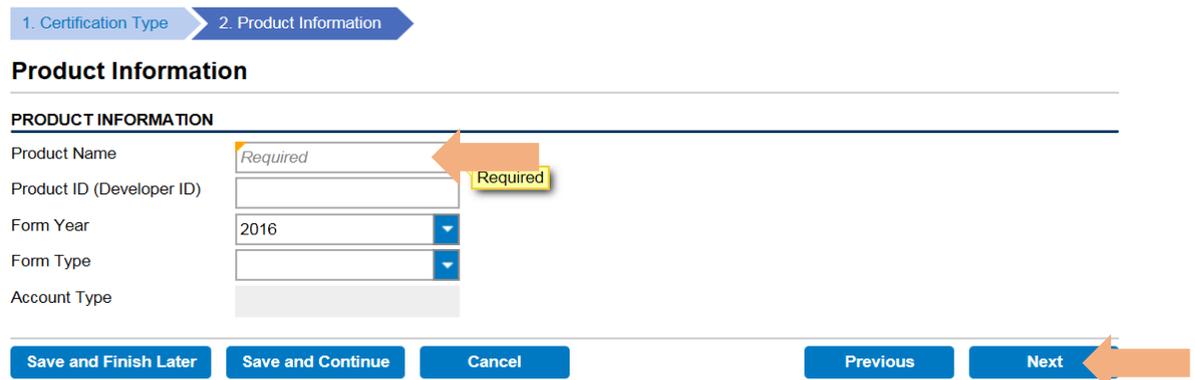
1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration**.



2. Select your **Certification Type – MeF** and click **Next**.



3. Input your **Product Information**, click **Next**. The **Product Name**, **Product ID**, and **Form Type** fields are required to proceed.



- All items in the Level 1 column must be supported by your software. If your software supports any of the items under Level 2, select those items then click **Next**.

### MeF Supported Forms

#### SUPPORTED FORMS

Level 1 is Required for all Forms. If you do not support all of the criteria in Level 1 then you do not support the Form. All Schedules and Forms in Level 1 are included in the following Levels.

#### FORM 500

Level 1	Level 2
All lines of 500 should be supported (Income Tax Detail) <input checked="" type="checkbox"/>	Schedule 3 - Part-Year Residents and Nonresidents <input type="checkbox"/>
Form W-2 <input checked="" type="checkbox"/>	Schedule A - Itemized Deductions <input type="checkbox"/>
Form 1099 <input checked="" type="checkbox"/>	Form IND-CR <input type="checkbox"/>
Schedule 1 - Adjustments to Income <input checked="" type="checkbox"/>	Form 500 UET <input type="checkbox"/>
Schedule 2 - Credits <input checked="" type="checkbox"/>	
Form IT-QEE-TP2 <input checked="" type="checkbox"/>	

- Select the items that are **Not** supported with your software, click **Next**.

### Supported Form Limitations

Please select any situations that are NOT supported.

#### FORM 500

Returns with PDF Attachments  
 Other GA Withholding  
 Other State(s) Tax Credit

#### SCHEDULE 1

Domestic Production Deduction  
 Depreciation  
 Retirement Income Exclusion  
 GA Net Operating Loss Carryforwards

#### SCHEDULE 2

Multiple Credit Types

- Select the applicable **IDs** (*ID Type*) and **Contacts** (*Name*) then click **Next**.

### IDs and Contacts

#### SELECT THE APPLICABLE IDs

Selected	ID Type	ID	Production ID	Testing ID
<input checked="" type="checkbox"/>	EFIN	543584	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ETIN	54545	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2 Rows

#### SELECT THE APPLICABLE CONTACT(S)

Selected	Name	Email	Phone Type	Area	Phone Number
<input checked="" type="checkbox"/>	TSAWYER878		Business Phone	(325)	555-8895

7. Review the agreement page and if everything is correct **Submit** the page.

**Review Agreement**

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**PRODUCT INFORMATION**

Product Name: LEGIT TAX  
 Product ID (Developer ID): LT01  
 Form Year: 2016  
 Form Type: 500  
 Account Type: Individual Income Tax

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**SUPPORTED FORMS**

**FORM 500**

Level 1	Level 2
All lines of 500 should be supported (Income Tax Detail) <input checked="" type="checkbox"/>	Schedule 3 - Part-Year Residents and Nonresidents <input checked="" type="checkbox"/>
Form W-2 <input checked="" type="checkbox"/>	Schedule A - Itemized Deductions <input checked="" type="checkbox"/>
Form 1099 <input checked="" type="checkbox"/>	Form IND-CR <input type="checkbox"/>
Schedule 1 - Adjustments to Income <input checked="" type="checkbox"/>	Form 500 UET <input type="checkbox"/>
Schedule 2 - Credits <input checked="" type="checkbox"/>	
Form IT-QEE-TP2 <input checked="" type="checkbox"/>	

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**FORM LIMITATIONS**

Please select any situations that are NOT supported.

**FORM 500**

Returns with PDF Attachments   
 Other GA Withholding   
 Other State(s) Tax Credit

**SCHEDULE 1**

Domestic Production Deduction   
 Depreciation   
 Retirement Income Exclusion   
 GA Net Operating Loss Carryforwards

**SCHEDULE 2**

Multiple Credit Types

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**REVIEW THE SELECTED IDS**

Selected	ID Type	ID	Production ID	Testing ID
<input checked="" type="checkbox"/>	EFIN	121212	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ETIN	12121	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2 Rows

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**REVIEW THE CHOSEN CONTACTS**

Selected	Name	Email	Phone Type	Area	Phone Number
<input checked="" type="checkbox"/>	JANE DOE	JANE.DOE@EMAIL.COM	Business Phone	(404)	404-4040

8. Input your password then click **Yes**.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

**Are you sure you want to submit this request?**

Password  Required

Your confirmation page for the product registration will appear. Print the page or note the confirmation number then click **Ok**. You can revise your product registration.

- Note: Your account should update within 15 minutes.

## Amending Your Submission

1. If you need to make a change to your product registration. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration**.



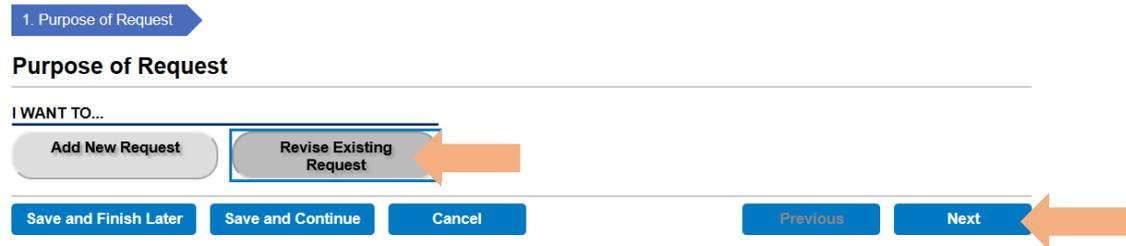
REQUESTS | E-MESSAGES<sup>2</sup> | LETTERS<sup>0</sup> | **SOFTWARE VENDORS**

VENDOR MANAGEMENT | ELECTRONIC SCHEMAS | PAPER SPECIFICATIONS | REPORTING

**SOFTWARE VENDOR MANAGEMENT**

- [View Compliance Agreement](#) View My Current Compliance Agreement
- [Compliance Agreement](#) Agree to Compliance Agreement
- [Product Registration](#) Submit or Revise my Product Registration
- [Manage Contacts](#) Manage my Contacts
- [Manage IDs](#) Manage my Vendor IDs

2. Click **Revise Existing Request** to access your current product registration and then click **Next**.



1. Purpose of Request

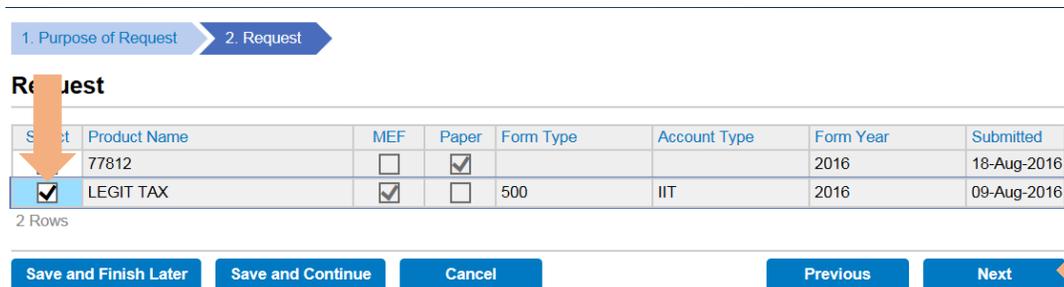
**Purpose of Request**

I WANT TO...

[Add New Request](#) [Revise Existing Request](#)

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Previous](#) [Next](#)

3. Select the box next to the **Product Name** you would like to edit and click **Next**. You can only make changes to one row at a time.



1. Purpose of Request | 2. Request

**Request**

Select	Product Name	MEF	Paper	Form Type	Account Type	Form Year	Submitted
<input type="checkbox"/>	77812	<input type="checkbox"/>	<input checked="" type="checkbox"/>			2016	18-Aug-2016
<input checked="" type="checkbox"/>	LEGIT TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500	IIT	2016	09-Aug-2016

2 Rows

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Previous](#) [Next](#)

- After you have made the desired changes to the Product Information page, click **Next**.

1. Purpose of Request > 2. Request > 3. Product Information

### Product Information

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**PRODUCT INFORMATION**

Product Name	<input type="text" value="LEGIT TAX"/>
Product ID (Developer ID)	<input type="text" value="LT02"/>
Form Year	<input type="text" value="2016"/> ▼
Form Type	<input type="text" value="500X"/> ▼
Account Type	Individual Income Tax

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Previous](#) [Next](#) 

- Continue with your submission by following steps 4 through 8 in the above section ***How to Register your Products.***