

The following documentation provides instructions to software vendors on how to create a Georgia Tax Center (GTC) login.

### Creating a GTC Login:

Note: To create a GTC login, you will need your Federal Employer ID Number (FEIN) and the Vendor ID (VIN) issued by the Department. If you do not have your FEIN and/or VIN, contact your company's primary representative or email the Department at [ga.vendors@dor.ga.gov](mailto:ga.vendors@dor.ga.gov).

1. Navigate to <https://gtc.dor.ga.gov/?Link=NewMeFVendor>. This link is for new vendor registration only
2. Review the **Request Details** and then click the **Next** button

#### Request Details

REQUEST TO REGISTER A SOFTWARE VENDOR



**Determine Your Eligibility**

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



**Gather Your Information**

- 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.



**Submit Your Request**

- Two Factor Authentication will need to be set up.
- Once you submit your request you will receive an e-mail with the authentication code you will need the first time you login to GTC.

[Click to apply for an FEIN.](#)
[Not a Software Vendor?](#)

[Click to apply for an NACTP Vendor ID.](#)

Cancel

Save and Finish Later

Save and Continue

Previous

Next

3. Enter your **FEIN** and **Vendor ID (VIN)** and then click the **Next** button

#### IDs

PLEASE ENTER YOUR ID

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](mailto:ga.vendors@dor.ga.gov).

FEIN

Required

Vendor ID (VIN)

Required

Cancel

Save and Finish Later

Save and Continue

Previous

Next

- Provide the requested information on the **GTC Login** step and then click the **Next** button

### GTC Login

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**ENTER LOGIN INFORMATION**

Login Id	<input type="text" value="Required"/>	Required
Password	<input type="text" value="Required"/>	Required
Confirm Password	<input type="text" value="Required"/>	Required
User's Name	<input type="text" value="Required"/>	Required

**IN CASE YOU FORGET YOUR PASSWORD**

Secret Question	<input type="text" value="Required"/>	Required
Secret Answer	<input type="text" value="Required"/>	Required
Confirm Answer	<input type="text" value="Required"/>	Required

**ENTER CONTACT INFORMATION**

E-mail	<input type="text" value="Required"/>	Required
Confirm E-mail	<input type="text" value="Required"/>	Required
Country	<input type="text" value="USA"/>	
Contact Phone Type	<input type="text" value="Required"/>	Required
Contact Phone	<input type="text" value="Required"/>	Required
Country	<input type="text" value="USA"/>	
Alt. Phone Type	<input type="text"/>	
Alternate Phone	<input type="text"/>	

**AUTHENTICATION CONTACT**

Phone/Email   
  Phone   
  Email

Email	<input type="text" value="Required"/>	Required
Country	<input type="text" value="USA"/>	
Mobile Carrier	<input type="text" value="Required"/>	Required
Mobile Phone	<input type="text" value="Required"/>	Required



Cancel
Save and Finish Later
Save and Continue
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Next

- Click the Password hyperlink to view the rules on creating a password

i x
Password Hint

**Password requirements for a GTC login.**

"Password must be 8-16 alphanumeric characters with at least one special character (non-alphanumeric) and one number and must contain both uppercase and lowercase letters. A special character is a character that is not a number or a letter: ! @ # \$ % ^ & \* ( ) < > { } [ ] , etc."

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.

OK
Cancel

5. **Contact Info** will be auto-populated. Additional phone numbers can be added. Click the **Submit** button

### Contact Info

PLEASE PROVIDE CONTACT INFORMATION

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Type Software Vendor Contact ▼

Name VIC VENDOR

Phone Type	CC	Area	Phone Number	Extension	Country
Cell Phone	1	(770)	777-7777		USA
Phone Type	1	Area	Phone Number	Ext.	
Phone Type	1	Area	Phone Number	Ext.	
Phone Type	1	Area	Phone Number	Ext.	
Phone Type	1	Area	Phone Number	Ext.	

Email [Redacted]

Cancel
Save and Finish Later
Save and Continue
Previous
Submit

6. Enter your email address twice to confirm you want to submit the request. Click the **Yes** button

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?**

Email [Redacted] Required

Confirm Email [Redacted] Required

Yes
No

The **Confirmation Page** will be displayed. Write down the confirmation number or **Print** the confirmation page for your records.

Print Confirmation
Ok

CONFIRMATION

### Request Information

Status Pending

Confirmation Number 0-046-422-536

E-mail [Redacted]

Request Title Create a new login for a Software Contact

Submitted 22-Jul-2016

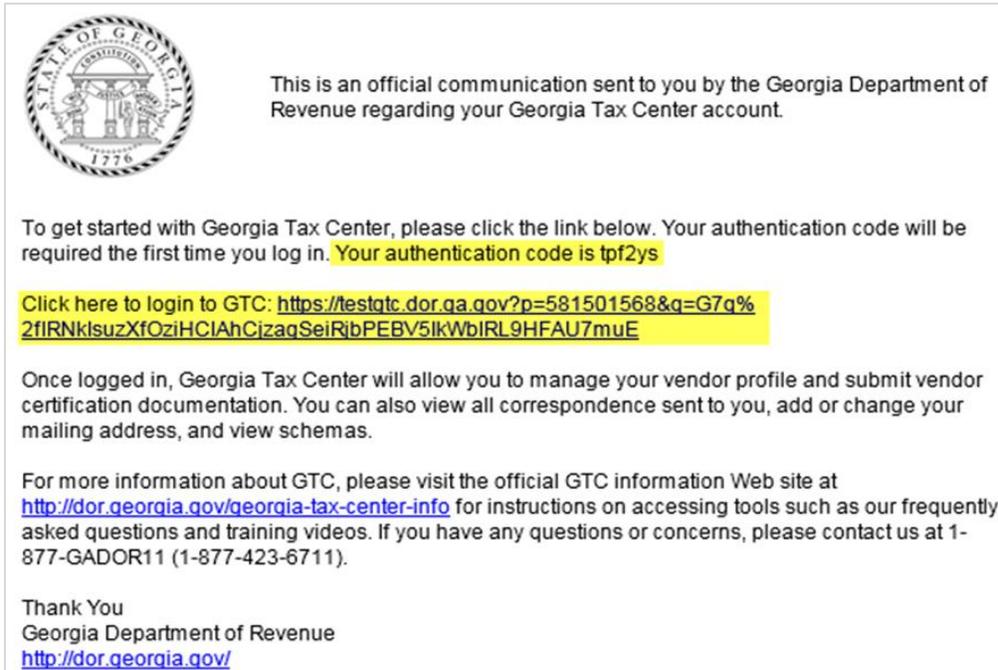
Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is **txdmg4**.

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 logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Once the request is processed, an official confirmation email will be sent to the email address provided in the request. This email will include an authentication code required for the first time you log into GTC.



Click the hyperlink provided in the email to open the GTC homepage. The **Username** and **Authentication Code** fields will auto-populate. Enter your **Password**, click the **Trust This Computer** checkbox to avoid having to enter an authentication code again, and then click the **Login** button.

