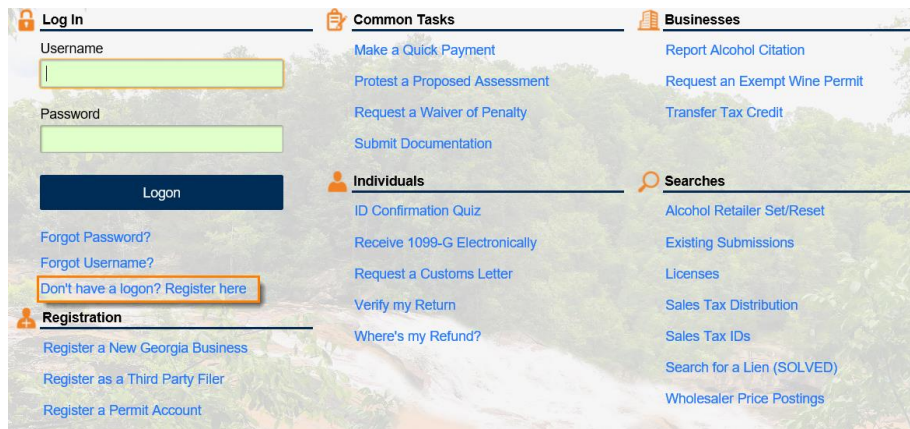


The following documentation provides information on how to sign up for online access if you have a business with the Georgia Department of Revenue via the Georgia Tax Center. You have already registered your business with the Georgia Department of Revenue but would now like to have access to see your account online.

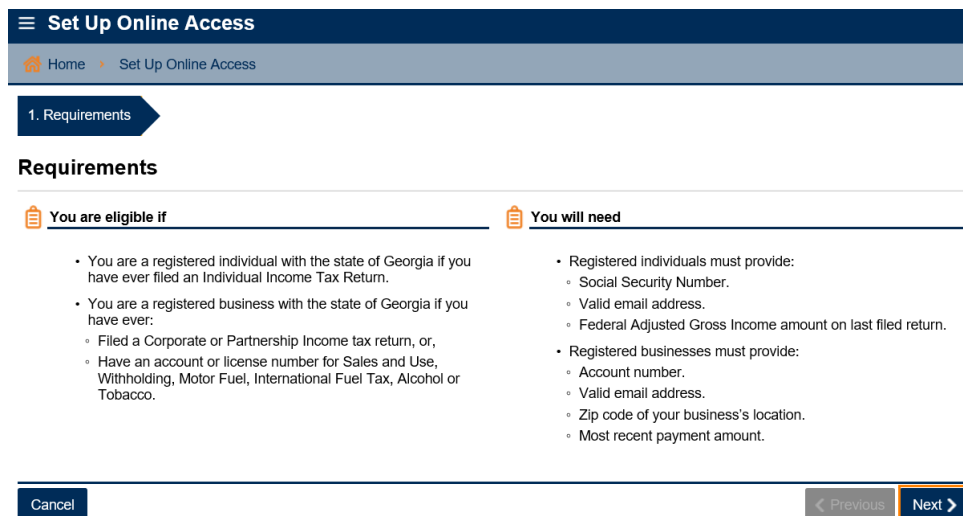
### How to Sign Up for Online Access as a Individual

1. Go to the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Don't have a logon? Register here** hyperlink in the **Log In** section.



The screenshot shows the Georgia Tax Center website interface. The 'Log In' section is on the left, featuring input fields for 'Username' and 'Password', a 'Logon' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here' (highlighted with a red box). Other sections include 'Common Tasks', 'Businesses', 'Individuals', and 'Searches'.

3. Review the requirements page to see if you are eligible and what you need to apply then click **Next >**.

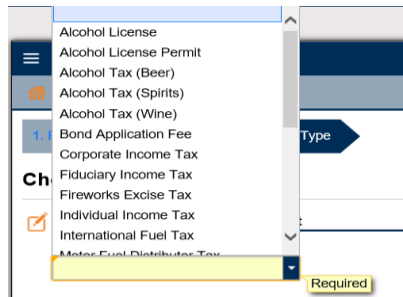


The screenshot shows the 'Set Up Online Access' requirements page. The breadcrumb trail is 'Home > Set Up Online Access'. The 'Requirements' section is divided into two columns:

- You are eligible if**
  - You are a registered individual with the state of Georgia if you have ever filed an Individual Income Tax Return.
  - You are a registered business with the state of Georgia if you have ever:
    - Filed a Corporate or Partnership Income tax return, or,
    - Have an account or license number for Sales and Use, Withholding, Motor Fuel, International Fuel Tax, Alcohol or Tobacco.
- You will need**
  - Registered individuals must provide:
    - Social Security Number.
    - Valid email address.
    - Federal Adjusted Gross Income amount on last filed return.
  - Registered businesses must provide:
    - Account number.
    - Valid email address.
    - Zip code of your business's location.
    - Most recent payment amount.

At the bottom, there are 'Cancel', 'Previous', and 'Next >' buttons.

4. Choose your type of account from the dropdown list.



5. Click **Individual Income Tax** then click **Next >**.

### Choose Account Type

Select your account type from the list

Account Type

Individual Income Tax

Cancel

< Previous

Next >

6. Click **SSN** button to provide your social security number then click **Next >**.

### Choose your Id Type

Choose your identification type

ID Type

ITIN

SSN

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example 9XX-7X-XXXX.

Any individual who is a U.S. Citizen, a permanent resident, or a temporary alien resident who is authorized to work in the United States, must have a SSN.

Cancel

< Previous

Next >

7. Enter and confirm your **social security number** and most recent **Federal AGI**, click **Next >**.

Please fill out the following required account information

Social Security #

[Input field] Required

Confirm Social Security #

[Input field] Required

Most recent Federal AGI

[Input field] Required

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ. You must have filed a return with the State of Georgia.

Cancel

< Previous

Next >

- Complete screen to create your logon. All boxes with the yellow background are required to create your logon.

### Create a new logon

<p><b>Enter login information</b></p> <p>Login <input type="text" value="Required"/></p> <p>Password <input type="text" value="Required"/></p> <p>Confirm Password <input type="text" value="Required"/></p> <p><b>In case you forget your password</b></p> <p>Select Secret Question from list <input type="text" value="Required"/></p> <p>Secret Answer <input type="text" value="Required"/></p> <p>Confirm Answer <input type="text" value="Required"/></p>	<p><b>Password requirements for a GTC login</b></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><b>Enter contact information</b></p> <p>User's Name <input type="text" value="Required"/></p> <p>E-mail <input type="text" value="Required"/></p> <p>Confirm E-mail <input type="text" value="Required"/></p> <p>Country <input type="text" value="USA"/></p> <p>Select Phone Type from list <input type="text" value="Required"/></p> <p>Phone Number <input type="text" value="Required"/></p> <p>Do you have a second phone number?  <input type="button" value="No"/> <input type="button" value="Yes"/></p>
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- Once you have completed the form with your information, Click **Next >**.

<p><b>Enter login information</b></p> <p>Login <input type="text" value="peterpan"/></p> <p>Password <input type="text" value="....."/></p> <p>Confirm Password <input type="text" value="....."/></p> <p><b>In case you forget your password</b></p> <p>Select Secret Question from list <input type="text" value="What school did you attend for sixth"/></p> <p>Secret Answer <input type="text" value="....."/></p> <p>Confirm Answer <input type="text" value="....."/></p>	<p><b>Password requirements for a GTC login</b></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><b>Enter contact information</b></p> <p>User's Name <input type="text" value="PETER PAN"/></p> <p>E-mail <input type="text" value="@dor.ga.gov"/></p> <p>Confirm E-mail <input type="text" value="@dor.ga.gov"/></p> <p>Country <input type="text" value="USA"/></p> <p>Select Phone Type from list <input type="text" value="Business Phone"/></p> <p>Phone Number <input type="text" value="(556) 556-5556"/></p> <p>Do you have a second phone number?  <input type="button" value="No"/> <input type="button" value="Yes"/></p>
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10. Select how you would like to secure your account. You can choice to secure it via text, email, or both and whether or not you would like to receive mail via your online account. Click **Submit**.

**Authentication Options**

Choose your authentication method

Text   
  Email   
  Both

Email

Country

Mobile Carrier

Required

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).

**Sign up for E-Correspondence**

**What is the GO GREEN Initiative?** The Georgia Department of Revenue would like to communicate with you via electronic correspondence.

**Yes, this sounds great! What do I need to do?** Simply select "Yes" and we will let you know when you have correspondence to view on GTC. **Sign Up NOW!**

Would you like to sign up for E-Correspondence?

No   
  Yes

Cancel

11. Confirm that you want to submit this form, click **Yes**.

Are you sure you want to submit this?

12. Print or write down your confirmation code, then click **OK**.

**Confirmation**

**Submission Information**

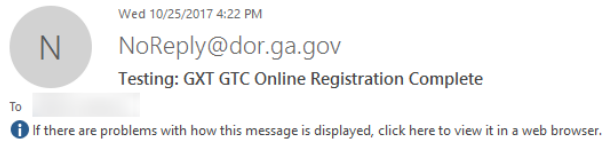
Status	Submitted
Confirmation Number	0-623-310-336
E-mail	@dor.ga.gov
Submission Title	New Registration for PETER PAN
Submitted	25-Oct-2017
Web Logon	peterpan

Your confirmation code is **fdng3f**.

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).

### 13. You will receive a confirmation in your email.



This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

This is to acknowledge your request for a new GTC login has been completed.

Your new login is: peterpan.

To add access to your other tax accounts, select the "Add Access to Another Account" link after logging onto GTC.

[Login to GTC.](#)

Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of future email, please add [NoReply@dor.ga.gov](mailto:NoReply@dor.ga.gov) to your address book or approved senders list.

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