

The following documentation will assist third party filers that have no registration with Georgia Department of Revenue to perform the following actions:

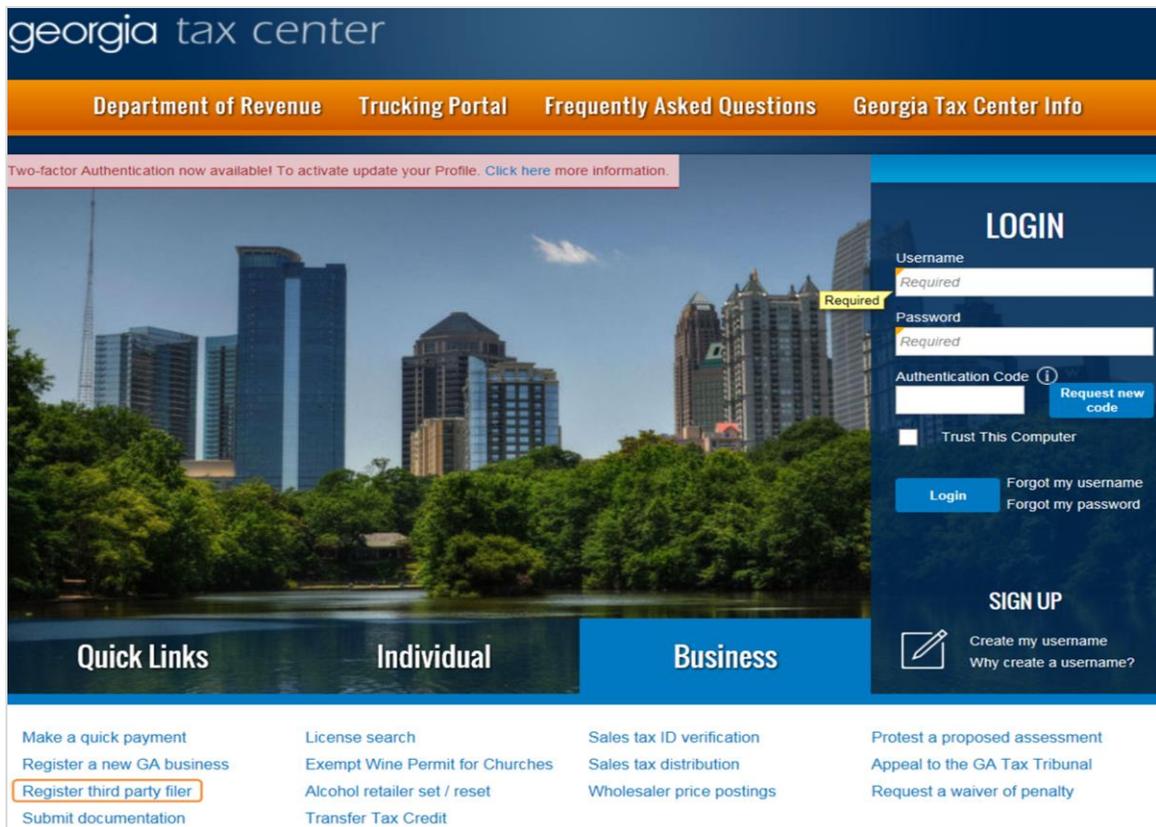
- Register as a third party filer on Georgia Tax Center
- Gain access to clients’ accounts in order to file and pay with the Department on their behalf

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Steps to Submit the Registration Web Request:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>)
2. Click the **Register third party filer** hyperlink under the **Business Tab**



3. Review the **Request Overview** step and then click the **Next** or **Click to continue** button

1. Request Overview

Request Overview

<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block; border-radius: 5px;">GA</div> Determine Your Eligibility	<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block; border-radius: 5px;">GA</div> Gather Your Information	<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block; border-radius: 5px;">GA</div> Submit Your Request
<ul style="list-style-type: none"> You are not registered with the State of Georgia. You will not be filing for yourself with the state of Georgia. You will be filing or paying with the state of Georgia for your clients. 	<ul style="list-style-type: none"> Social Security Number (SSN) or Federal Employer ID Number (FEIN). Valid NAICS Code. Business Address. Commence dates for your accounts. Contact information. <p style="text-align: center; color: #0056b3;">Click to lookup NAICS code</p>	<ul style="list-style-type: none"> 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.

Cancel

Previous
➔
Next

4. Complete the **Confirm Eligibility** step and then click the **Next** button

1. Request Overview ➔ 2. Confirm Eligibility

Confirm Eligibility

Taxpayer Type	<input type="text"/>	
ID	<input type="text"/>	
NAICS Code	<input type="text"/>	Click to lookup NAICS code
Business Description	<input type="text"/>	

Cancel

Previous

↓
Next

- **Note:** Based on the Taxpayer Type (i.e. business structure) the ID will either be a FEIN or a SSN
- **Note:** The only NAICS code associated with third party filers that are accepted are:
 - 541213 Tax Preparation Services
 - 541214 Payroll Services
 - 541219 Other Accounting Services
 - 541211 Offices of Certified Public Accountants

5. Enter your **Registration Information** and then click the **Next** button

1. Request Overview
2. Confirm Eligibility
3. Enter Registration Information

Enter Registration Information

Legal Name Required

Doing Business As

Incorporation Date Required

Description Required

Cancel
Previous
Next

6. Enter your **Contact Information** and then click the **Next** button

1. Request Overview
2. Confirm Eligibility
3. Enter Registration Information
4. Enter Contact Information

Enter Contact Information

First Name Required

Last Name Required

Phone Type Required Country

Area Code Phone Number Extension

Cancel
Previous
Next

7. Enter the **Address Information** and then click the **Next** button

Overview
2. Confirm Eligibility
3. Enter Registration Information
4. Enter Contact Information
5. Enter Address Information

Enter Address Information

Business Location

Country Required

Street Required

Unit Type/Unit # Required City Required

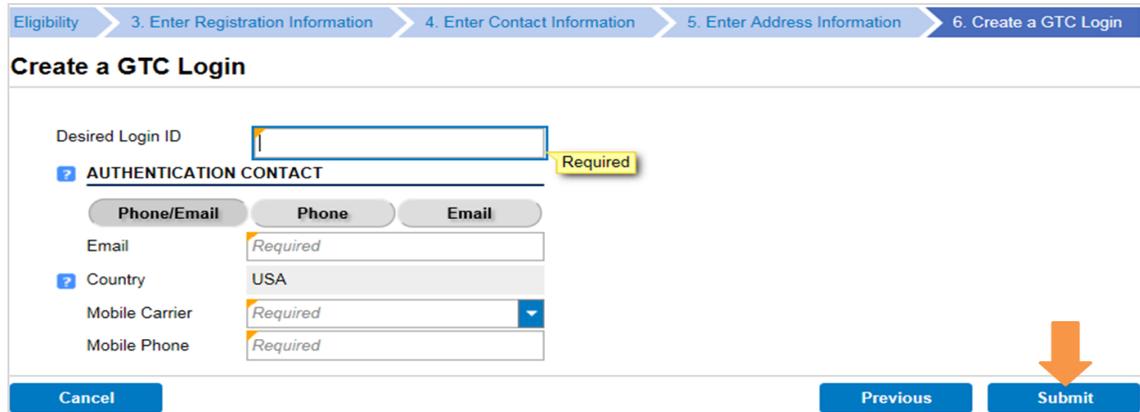
State/Zip Code Required County Required

Is your mailing address the same as your business address? Required

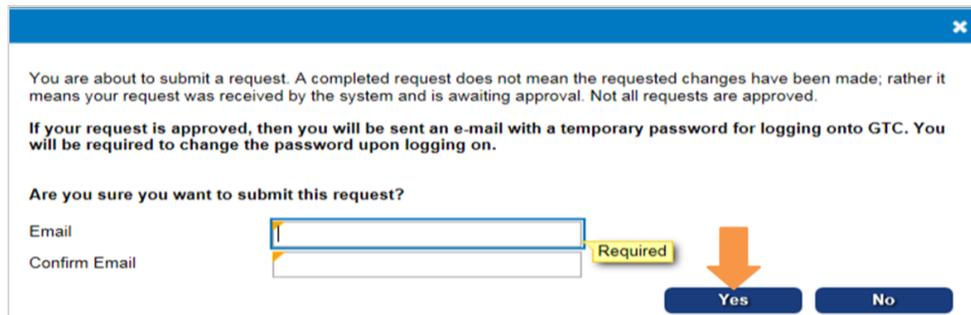
Cancel
Previous
Next

- **Note:** You will be prompted to enter a mailing address if it differs from the location address

8. Enter your desired **GTC login ID** and **Authentication Contact** information and then click the **Submit** button



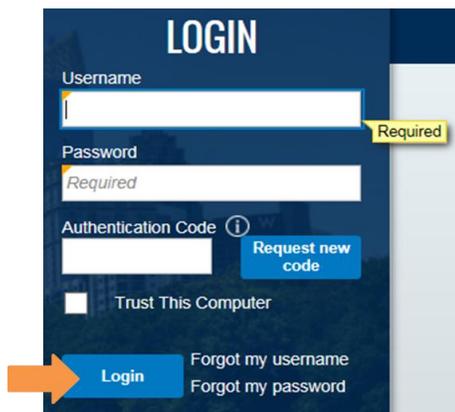
9. Confirm that you wish to submit the request by entering your email twice then click the **Yes** button



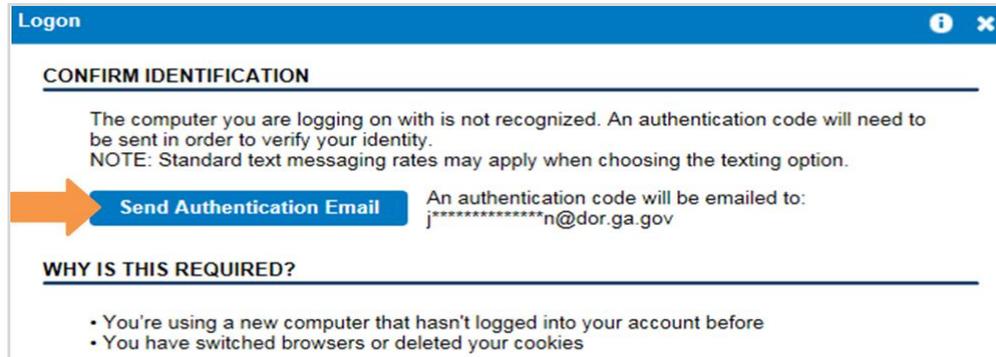
The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records.

Steps to Complete the Registration Process:

1. On the GTC login page, enter your GTC username and the temporary password from the email you received and click the **Login** button



- Click the **Send Authentication Email** button on the pop-up window to verify your identity



Logon [Info] [Close]

CONFIRM IDENTIFICATION

The computer you are logging on with is not recognized. An authentication code will need to be sent in order to verify your identity.
 NOTE: Standard text messaging rates may apply when choosing the texting option.

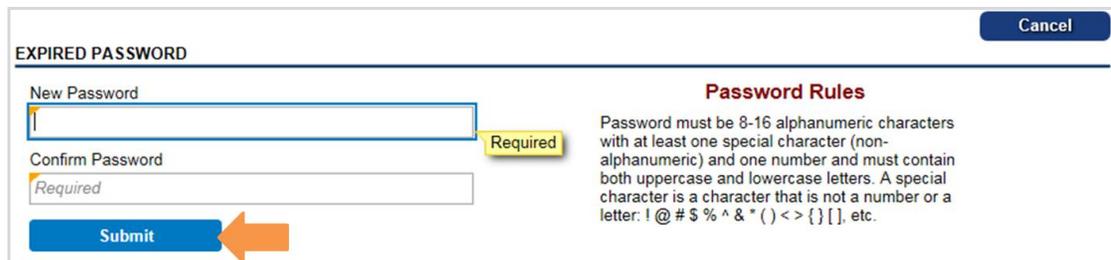
Send Authentication Email An authentication code will be emailed to: j*****n@dor.ga.gov

WHY IS THIS REQUIRED?

- You're using a new computer that hasn't logged into your account before
- You have switched browsers or deleted your cookies

You will receive an email with an **Authentication Code**. Use both this code **AND** the temporary password from the first email to log into GTC.

- When prompted, enter a new password and then click the **Submit** button



EXPIRED PASSWORD [Cancel]

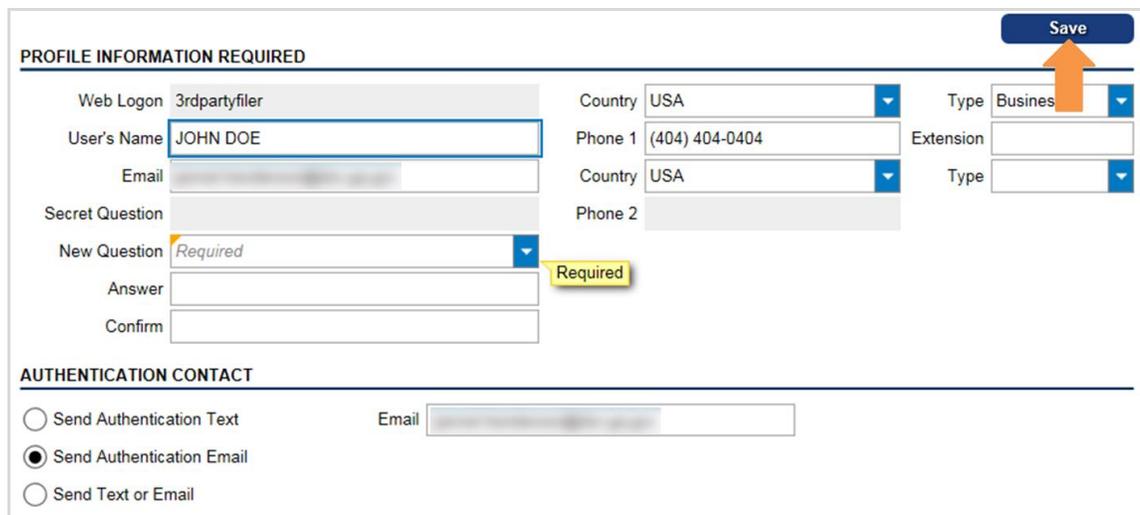
New Password [Required]

Confirm Password [Required]

Submit

Password Rules
 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.

- Complete the required **Profile Information** screen and then click the **Save** button



PROFILE INFORMATION REQUIRED [Save]

Web Logon 3rdpartyfiler Country USA Type Business

User's Name JOHN DOE Phone 1 (404) 404-0404 Extension

Email Country USA Type

Secret Question Phone 2

New Question [Required] Answer [Required] Confirm

AUTHENTICATION CONTACT

Send Authentication Text Email

Send Authentication Email

Send Text or Email

You will be taken to the Home screen of GTC once your password and profile have been updated.

3RD PARTY FILER	NAMES AND ADDRESSES	I WANT TO... Profile			
Federal Employer ID # 56-5656565	Legal Name 3RD PARTY FILER	Make Multiple Payments Submit Documentation Submit Power of Attorney Add Access to Another Account Upload File Register New Tax Account Update Officers Manage NAICS Codes Request Tax Clearance Letter Request Payment Plan			
My Balance \$0.00	DBA Name Add				
	Business Location Address 1800 CENTURY BLVD NE ATLANTA GA 30345				
	Mailing Address 1800 CENTURY BLVD NE ATLANTA GA 30345				
ACCOUNTS⁰ REQUESTS E-MESSAGES¹ LETTERS⁰ CREDITS					
MY ACCOUNTS⁰					
Hide History Filter					
Account Id	Account Type	Name	Frequency	Address	Balance

Steps to Add Access to Another Account:

- On the Home screen, under the **I WANT TO...** menu in the upper right-corner, click the **Add Access to Another Account** hyperlink

I WANT TO... Profile

- [Make Multiple Payments](#)
- [Submit Documentation](#)
- [Submit Power of Attorney](#)
- [Add Access to Another Account](#)
- [Upload File](#)
- [Register New Tax Account](#)
- [Update Officers](#)
- [Manage NAICS Codes](#)
- [Request Tax Clearance Letter](#)
- [Request Payment Plan](#)

- Provide the requested information for the account you want to access on GTC
 - For Individual Income Tax account:

Submit
Cancel

ADD ACCESS TO ANOTHER ACCOUNT

Provide the following information for the account you want to access on GTC.

Account Type	Individual Income Tax
ID Type	Social Security #
Social Security #	Required
Confirm Social Security #	Required
Federal Adjusted Gross Income for 2015	Required

Required

– For Sales Tax or Withholding:

Submit
Cancel

+ ADD ACCESS TO ANOTHER ACCOUNT

Provide the following information for the account you want to access on GTC.

Account Type	<input type="text" value="Sales & Use Tax"/>	
Sales Tax #	<input type="text" value="Required"/>	
ZIP Code of the account location address	<input type="text" value="Required"/>	
Payment for the period ending on 2/29/2016	<input type="text" value="Required"/>	Required

How to Access Your Clients' Account(s):

On the Home screen, select the new **Other Taxpayers' Accounts** tab. A list of all the clients that you have access to will be displayed. NOTE: you can use the **Filter** tab to filter the list

