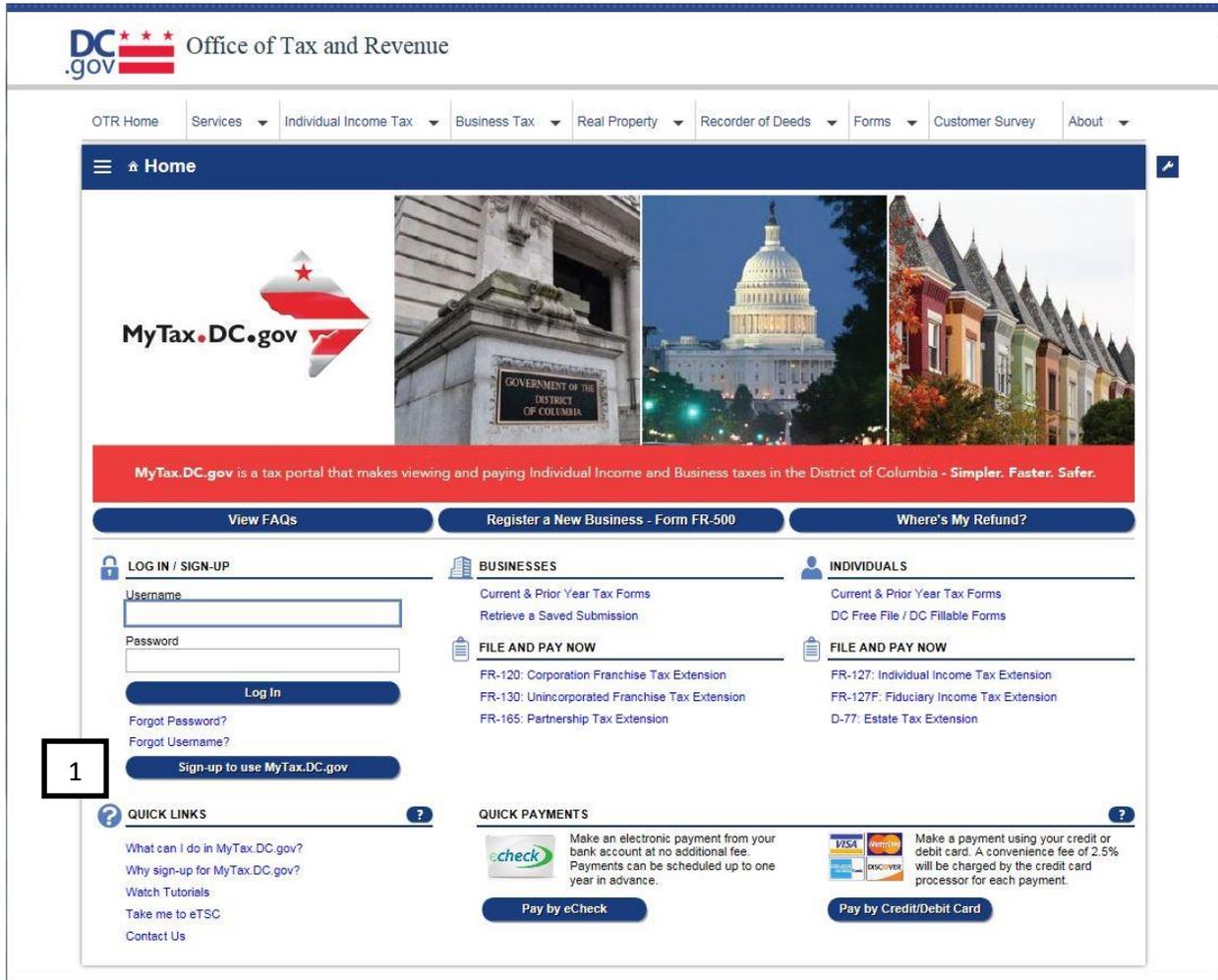


# MyTax.DC.gov User Guide: How to Sign up

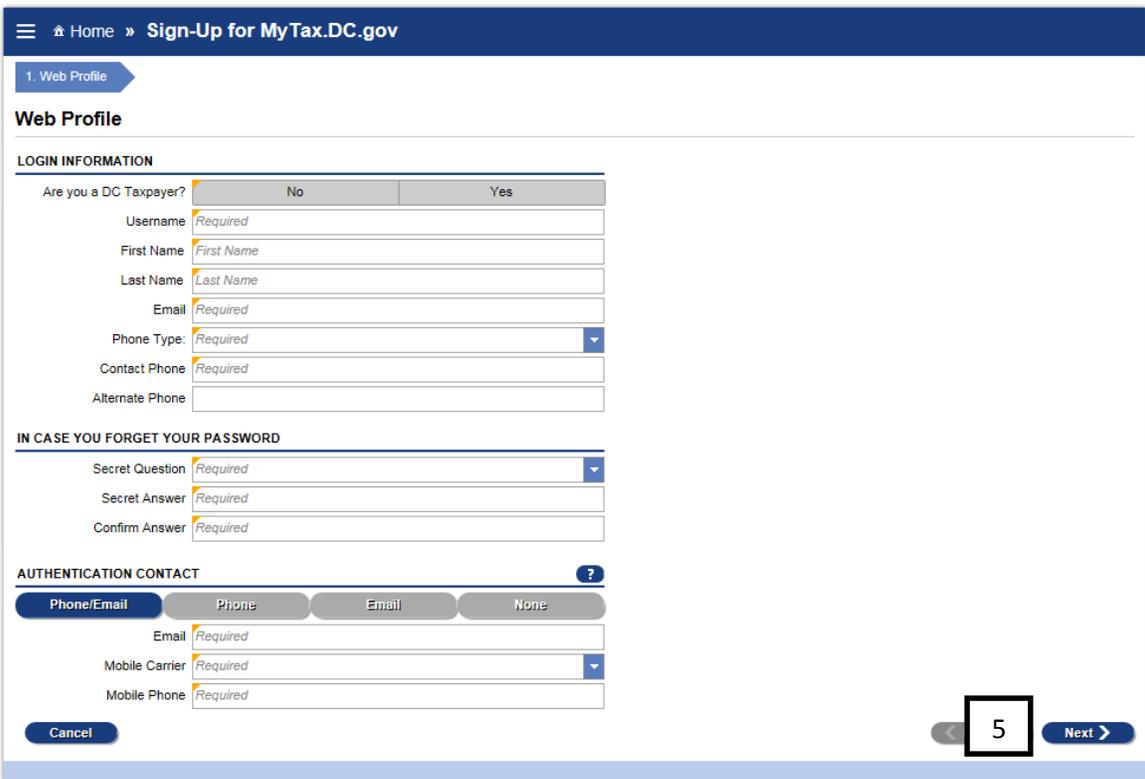
Businesses with significant physical presence in the District of Columbia (nexus) *and* businesses that do commerce in the District but do not have a physical presence (non-nexus) can both create accounts in MyTax.DC.gov.

## Nexus Business Sign-up



The screenshot shows the MyTax.DC.gov homepage. At the top left is the DC.gov logo and the text "Office of Tax and Revenue". A navigation bar contains links for "OTR Home", "Services", "Individual Income Tax", "Business Tax", "Real Property", "Recorder of Deeds", "Forms", "Customer Survey", and "About". Below this is a "Home" section with a hamburger menu icon. The main content area features a large banner with the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. A red banner below the images states: "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - **Simpler. Faster. Safer.**". Below the banner are three buttons: "View FAQs", "Register a New Business - Form FR-500", and "Where's My Refund?". The page is divided into three columns: "LOG IN / SIGN-UP", "BUSINESSES", and "INDIVIDUALS". The "LOG IN / SIGN-UP" column has a "Sign-up to use MyTax.DC.gov" button, which is highlighted with a red box and the number "1". The "BUSINESSES" column lists "Current & Prior Year Tax Forms" and "Retrieve a Saved Submission", and a "FILE AND PAY NOW" section with links for FR-120, FR-130, and FR-165. The "INDIVIDUALS" column lists "Current & Prior Year Tax Forms" and "DC Free File / DC Fillable Forms", and a "FILE AND PAY NOW" section with links for FR-127, FR-127F, and D-77. At the bottom, there are "QUICK LINKS" and "QUICK PAYMENTS" sections. The "QUICK PAYMENTS" section includes "Pay by eCheck" and "Pay by Credit/Debit Card" buttons.

1. Click **Sign up to use MyTax.DC.gov** on the homepage.



1. Web Profile

### Web Profile

**2** LOGIN INFORMATION

Are you a DC Taxpayer?  No  Yes

Username *Required*

First Name *First Name*

Last Name *Last Name*

Email *Required*

Phone Type: *Required*

Contact Phone *Required*

Alternate Phone

**3** IN CASE YOU FORGET YOUR PASSWORD

Secret Question *Required*

Secret Answer *Required*

Confirm Answer *Required*

**4** AUTHENTICATION CONTACT ?

Phone/Email  Phone  Email  None

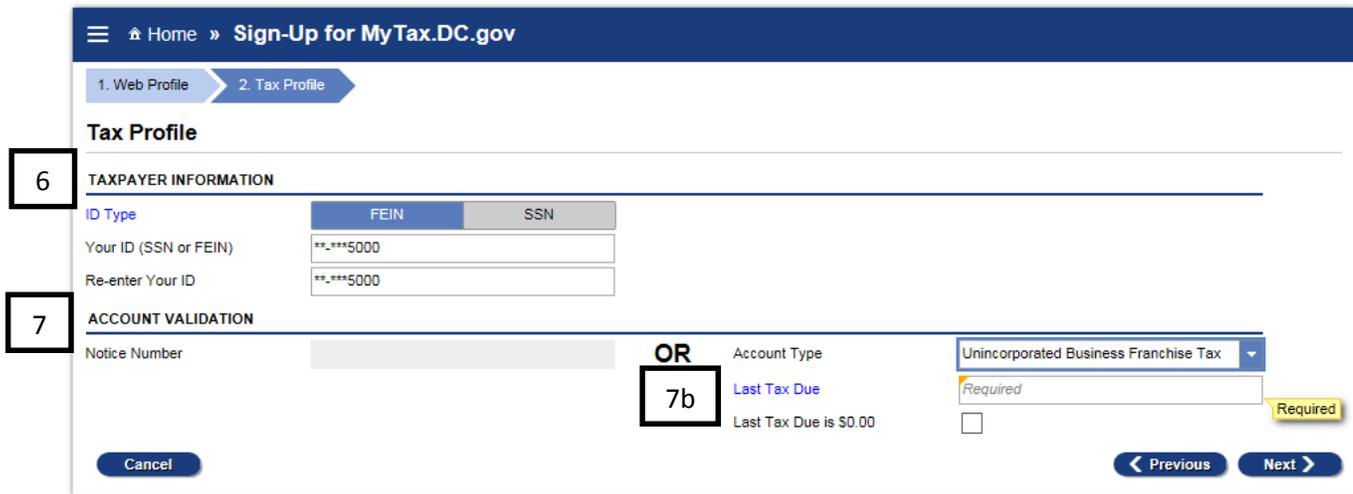
Email *Required*

Mobile Carrier *Required*

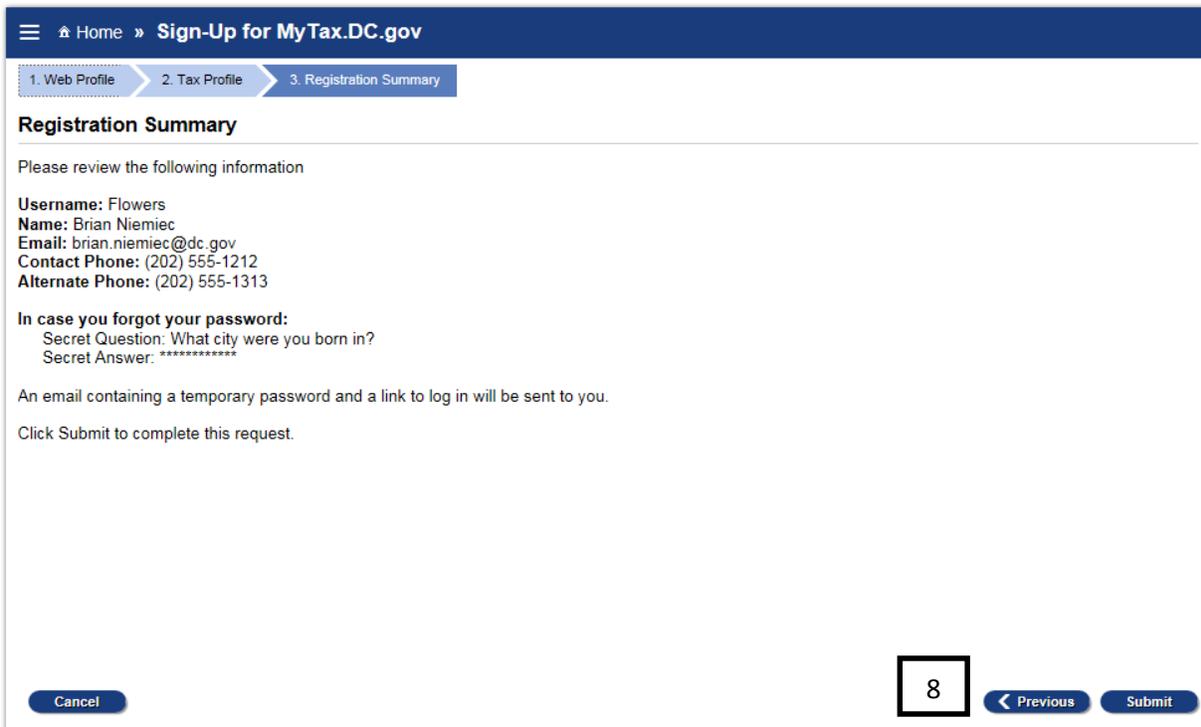
Mobile Phone *Required*

Cancel **5** Next >

2. On the **Web Profile** page, complete the **Login Information** section.
  - a. Because you do have nexus in the District, click **Yes** to “Are You a DC Taxpayer?”
  - b. Create a username in the **Username** field.
  - c. Type your **First Name**, **Last Name**, and **Email**.
  - d. In the **Phone Type** field, use the drop-down menu to select a phone type.
  - e. Type your phone number in the **Contact Phone** field.
  - f. If applicable, type an alternate phone number in the **Alternate Phone** field.
3. In the **IN CASE YOU FORGET YOUR PASSWORD** section, use the drop-down menu to select a **Secret Question**. Type the answer to that question in the **Secret Answer** field and retype it in the **Confirm Answer** field.
4. In the **AUTHENTICATION CONTACT** section, you may choose to receive an authentication code via email, text, or both each time you attempt to log into your account. To opt out of this feature, choose **None**. Please note, this additional layer of security has been added to protect your identity and account information. We strongly suggest implementing it into your sign-in process.
5. Click **Next**.



6. Complete the **TAXPAYER INFORMATION** section.
  - a. Select the **ID Type**, FEIN (Federal Employee Identification Number) or SSN (Social Security Number).
  - b. Type your ID number in the **Your ID** field.
  - c. Retype it in the **Re-enter Your ID** field.
7. Complete the information in the **ACCOUNT VALIDATION** section.
  - a. Enter your notice number in the **Notice Number** field. Your notice number can be found in the upper-right corner of the correspondence received from the Office of Tax and Revenue.
  - b. If you do not have a notice number, use the drop-down menu and choose your **Account Type**. If you select an account type, you will be asked for last tax due. Either enter the **Last Tax Due** or check the box for **Last Tax Due is \$0.00**. For a description of the amount requested based on the line item number on your return for the account type selected, click the **Last Tax Due** hyperlink. A list of forms and line item numbers will appear. Click anywhere outside of the field for the tip box to disappear and enter the amount. If you choose a withholding account, you *must* enter your last payment amount in the **Last Tax Due** field.
  - c. Click **Next**.



Home » Sign-Up for MyTax.DC.gov

1. Web Profile 2. Tax Profile 3. Registration Summary

### Registration Summary

Please review the following information

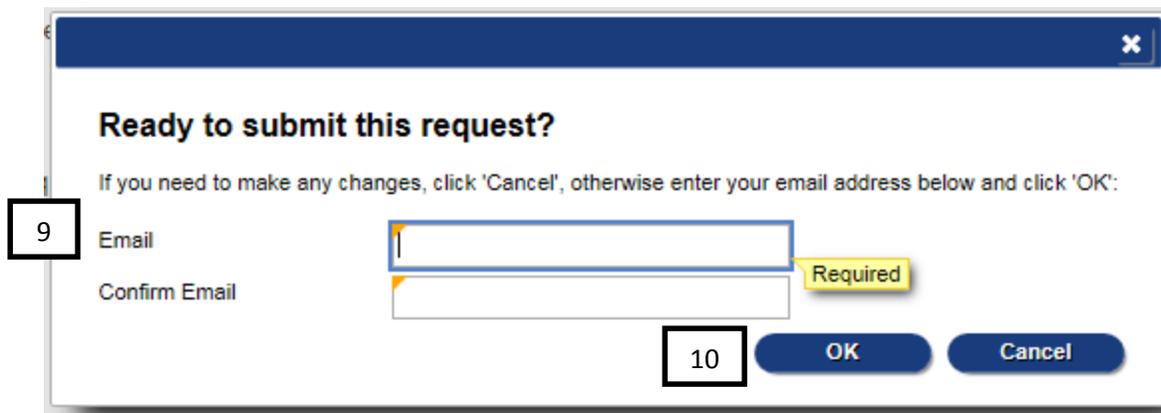
**Username:** Flowers  
**Name:** Brian Niemiec  
**Email:** brian.niemiec@dc.gov  
**Contact Phone:** (202) 555-1212  
**Alternate Phone:** (202) 555-1313

**In case you forgot your password:**  
Secret Question: What city were you born in?  
Secret Answer: \*\*\*\*\*

An email containing a temporary password and a link to log in will be sent to you.  
Click Submit to complete this request.

Cancel 8 Previous Submit

- 8. From the **Registration Summary**, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.



### Ready to submit this request?

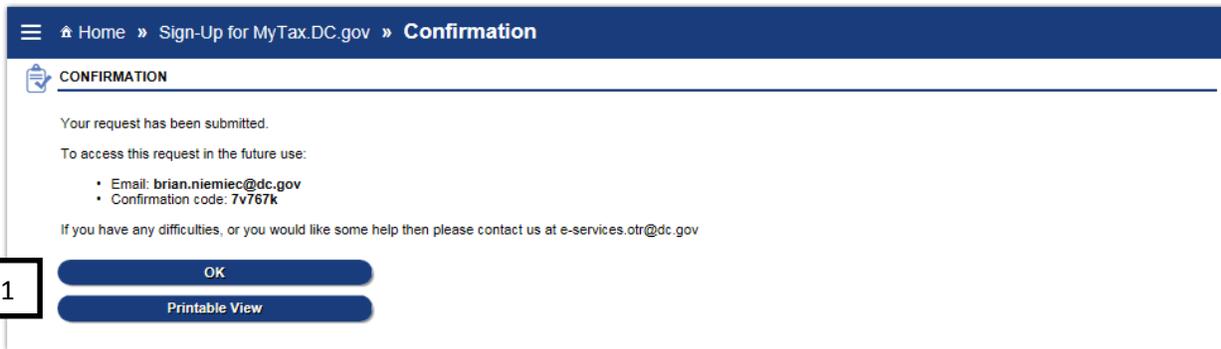
If you need to make any changes, click 'Cancel', otherwise enter your email address below and click 'OK':

9 Email  Required

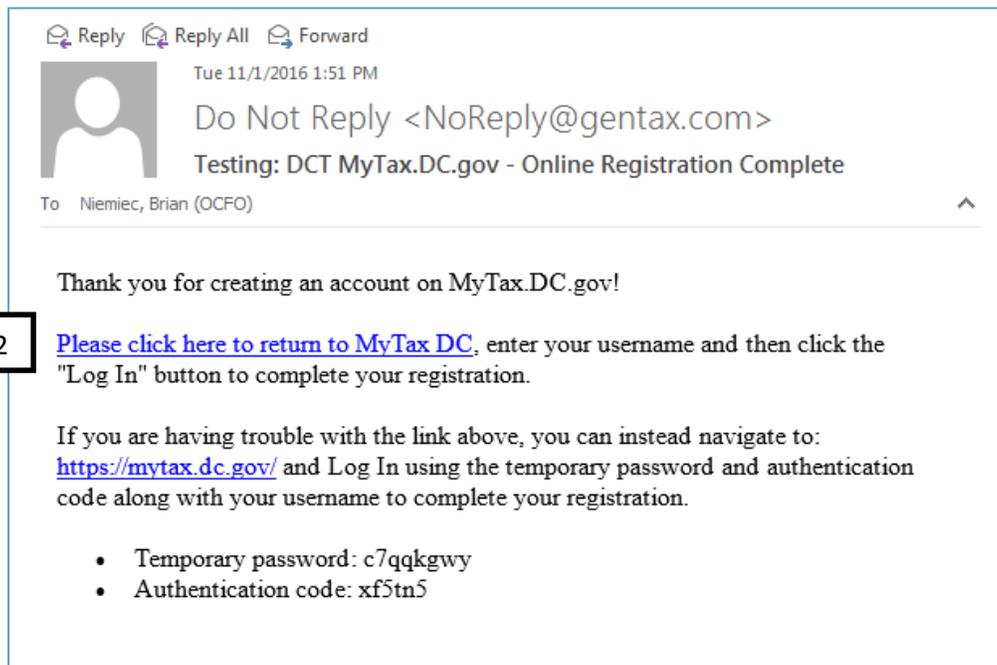
Confirm Email

10 OK Cancel

- 9. In the **Ready to submit this request?** pop-up, enter your **Email** address and re-enter it into the **Confirm Email** field.
- 10. Click **OK**.



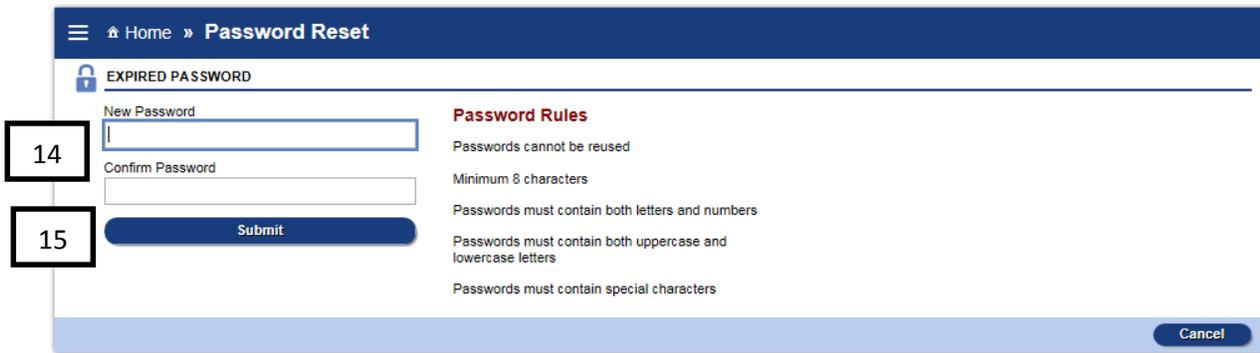
11. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK** to be returned to the MyTax.DC.gov homepage.



12. An email will be sent to the email address you provided. Within the email will be a temporary password and authentication code. Click **Please click here to return to MyTax.DC** to be redirected to MyTax.DC.gov.

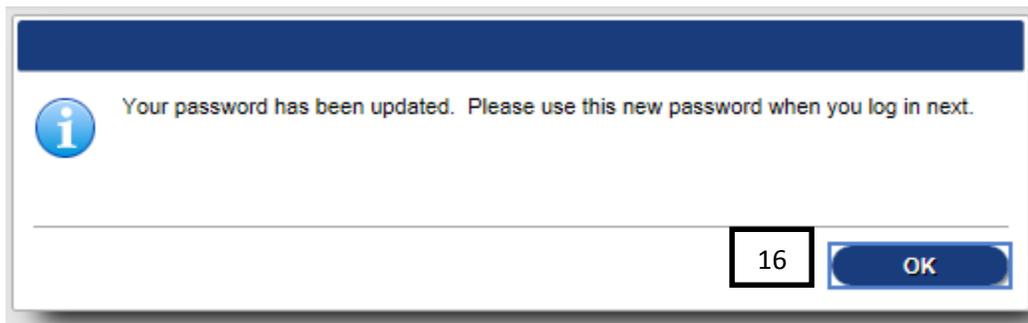


13. Within the Log In/Sign Up section, your temporary password will be automatically populated. If you arrive at this page by any other means, you will need to manually enter both the temporary password and authentication code. Enter your **Username** and click **Log In**.



14. You will be prompted to enter a **New Password**, retype it in the **Confirm Password** field.

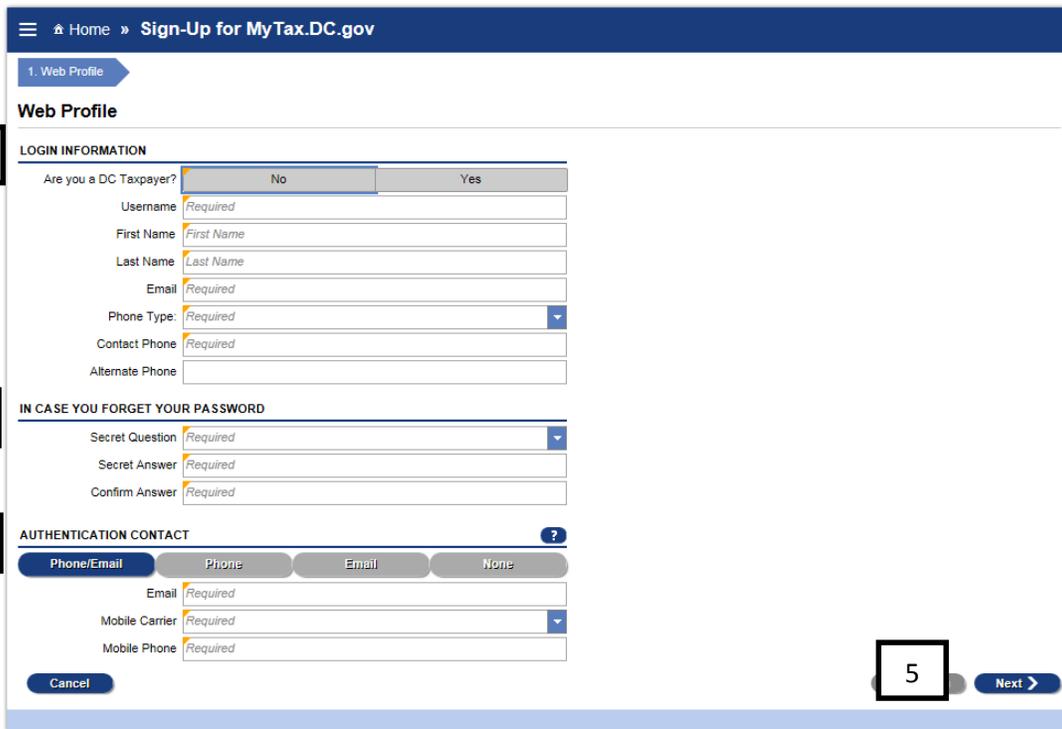
15. Click **Submit**.



16. Click **OK** and your homepage will display.

## Non-Nexus Business Sign-up

1. Click **Sign up to use MyTax.DC.gov**.



The screenshot shows the 'Sign-Up for MyTax.DC.gov' page. The 'Web Profile' section is highlighted. It contains three main sections: 'LOGIN INFORMATION', 'IN CASE YOU FORGET YOUR PASSWORD', and 'AUTHENTICATION CONTACT'. Callout 2 points to the 'LOGIN INFORMATION' section, callout 3 to the 'IN CASE YOU FORGET YOUR PASSWORD' section, callout 4 to the 'AUTHENTICATION CONTACT' section, and callout 5 to the 'Next' button.

**2** LOGIN INFORMATION

Are you a DC Taxpayer?  No  Yes

Username *Required*

First Name *First Name*

Last Name *Last Name*

Email *Required*

Phone Type: *Required*

Contact Phone *Required*

Alternate Phone

**3** IN CASE YOU FORGET YOUR PASSWORD

Secret Question *Required*

Secret Answer *Required*

Confirm Answer *Required*

**4** AUTHENTICATION CONTACT ?

Phone/Email  Phone  Email  None

Email *Required*

Mobile Carrier *Required*

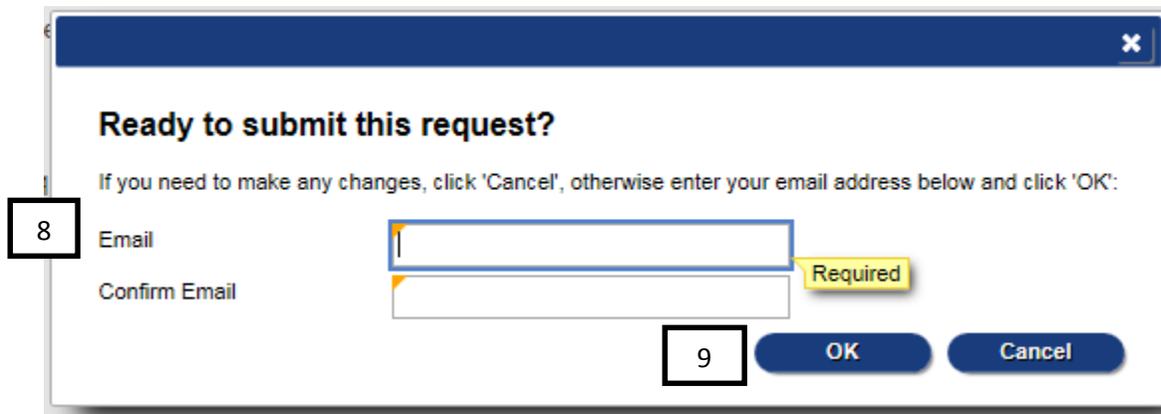
Mobile Phone *Required*

**5**

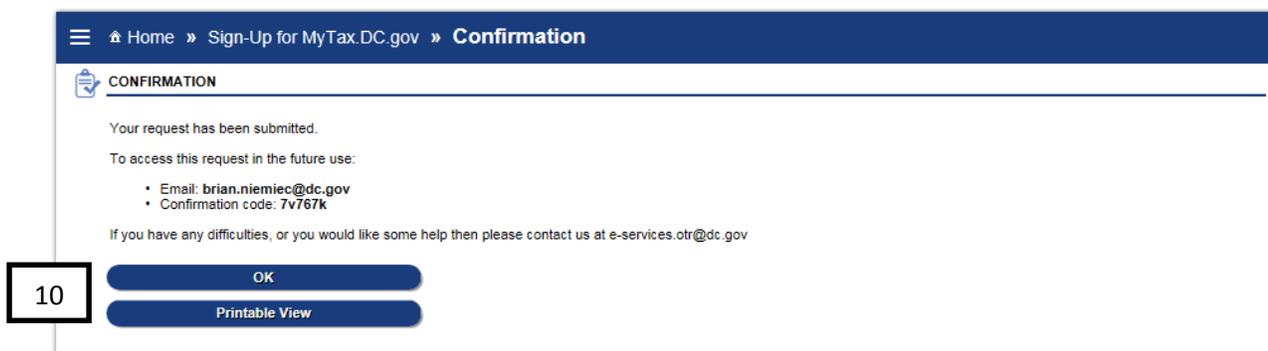
2. On the **Web Profile** page, complete the Login Information section.
  - a. Because you do not have nexus within the District, click **No** to “Are you a DC Taxpayer?”
  - b. Create a username in the **Username** field.
  - c. Type your **First Name**, **Last Name**, and **Email**.
  - d. In the **Phone Type** field, use the drop-down menu to select a phone type.
  - e. Type your phone number in the **Contact Phone** field.
  - f. If applicable, type an alternate phone number in the **Alternate Phone** field.
3. In the **IN CASE YOU FORGET YOUR PASSWORD** section, use the drop-down menu to select a **Secret Question**. Type the answer to that question in the **Secret Answer** field and retype it in the **Confirm Answer** field.
4. In the **AUTHENTICATION CONTACT** section, you may choose to receive an authentication code via email, text or both each time you attempt to log in to your account. To opt out of this feature, choose **None**. Please note, this additional layer of security has been added to protect your identity and account information. We strongly suggest implementing it into your sign-in process.
5. Click **Next**.

6. In the **USER DEMOGRAPHICS** section, all the fields are required.
  - a. Select your **ID Type**, FEIN or SSN.
  - b. Type your ID number in the **Your ID (SSN or FEIN)** field.
  - c. **Re-enter Your ID.**
  - d. Enter your entire mailing **Address**.
  - e. Click **Validate**.
  - f. Click **Select** to accept the verified address, if accurate. If the address cannot be verified, a pop-up window displays requesting authorization to use the address as entered. Click **Yes** to proceed with the unverified address as entered or **No** to enter another address.
  - g. Click **Next**.

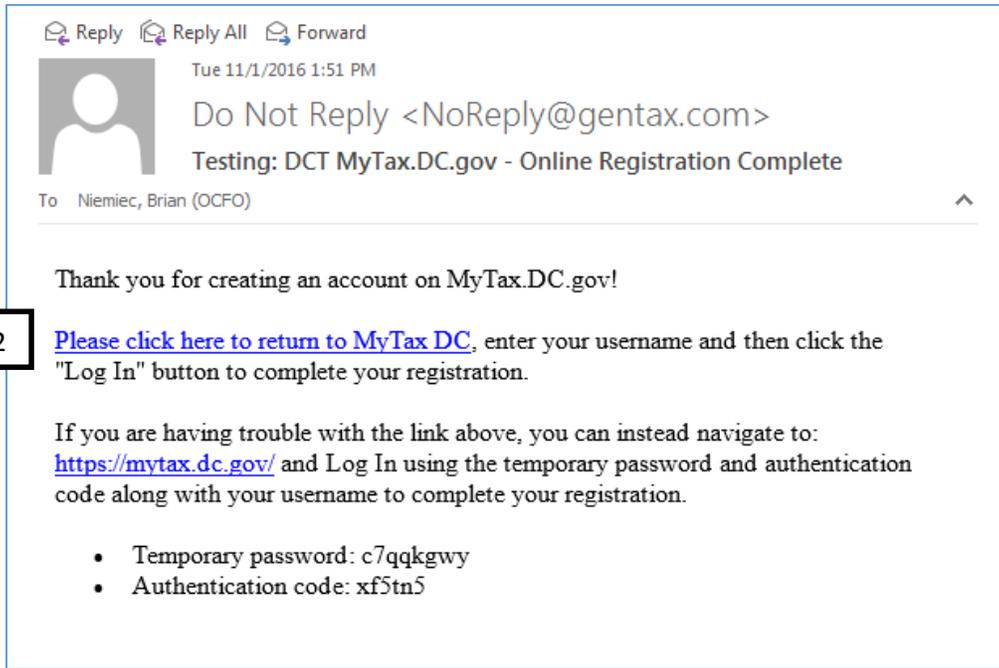
7. The **Registration Summary** page displays. If you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.



8. In the **Ready to submit this request?** pop-up, enter your **Email** address and re-enter it into the **Confirm Email** field.
9. Click **OK**.



10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.
11. You will be returned to the MyTax.DC.gov homepage.



12

12. An email will be sent to the email address you provided. Within the email will be a temporary password and authentication code. Click **Please click here to return to MyTax.DC** to be redirected to MyTax.DC.gov.



13

13. Under the Log In/Sign-Up section, your temporary password will be automatically populated. If you arrive at this page by any other means, you will need to manually enter both the temporary password and authentication code. Enter your **Username** and click **Log In**.

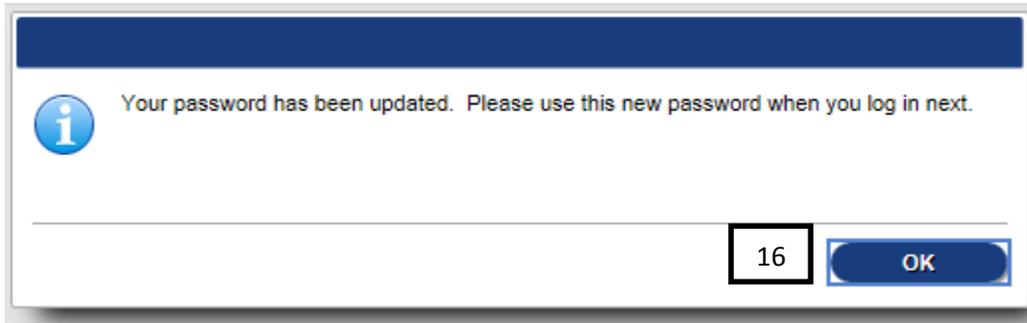


14

15

14. You are prompted to enter a **New Password** and retype it in the **Confirm Password** field.

15. Click **Submit**.



16. Click **OK** and your homepage will display.