MyTax.DC.gov User Guide:
How to Search for a Submission
You can search and retrieve submissions sent through MyTax.DC.gov.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. Once logged in, locate and click the “More” tab

MyTax.DC.gov User Guide:
How to Search for a Submission

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. Once logged in, locate and click the “More” tab
3. You will be navigated to additional self-service options.
   a. Locate the Submissions section and click the **Search Submissions** hyperlink.
4. You will be navigated to your processed submissions page. To locate your submissions –
   a. Enter a date in the **Processed From** field and another date in the **Processed To** field.
   b. Click “Search”
   c. A list of submissions will display. To view a submission, click the hyperlink associated with the submission under **Title**. For this example, we will click the **Officer Add/Update** submission.
5. The **Confirmation Number** and date of submission will be listed under the **Completed** section.