MyTax.DC.gov User Guide:
How to Setup Electronic Mail Correspondence
- Business

Follow this step-by-step guide to learn how to setup electronic mail correspondence via MyTax.DC.gov and stop receiving paper correspondence through U.S. postal mail.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. In the user profile, click the Settings tab.
3. The **Settings** page highlights the **Mail Delivery** setting for your tax accounts. The first account listed, will be your logged in account. You can update your mail delivery preference for all accounts in this section.

   a. Under the **Mail Delivery** section, click the **Paper** hyperlink next to your logged in account.
4. The **Mail Delivery Preference** page displays. From this page you will be able to set your mail delivery preference. Selecting **Paper** will enable your selected account to receive notices by U.S. postal mail. Selecting **Email** will allow notices to be sent to you electronically.
   a. In this example, we have selected **Email**.
   b. Click **Save**.
5. You will be redirected to your Settings page where the tax accounts that are subscribed to receive electronic mail correspondence will show an Email hyperlink. In this example, our Alcoholic Beverage and Ballpark Fee accounts have their Mail Delivery set to Email.
6. If you would like to set the mail delivery preferences by individual account, locate the account you want to change. Under the “Mail Delivery” section, click the Default (Email) hyperlink. For this example, we have chosen Ballpark Fee.
7. The Mail Delivery Preference page displays. From this page you will be able to set your mail delivery preference. Selecting Paper will enable your selected account to receive notices by U.S. postal mail. Selecting Email will allow notices to be sent to you electronically.
   a. In this example, we have selected Paper.
   b. Click Save.
You will be redirected to your **Settings** page where the tax accounts that are subscribed to receive electronic mail correspondence will show an **Email** hyperlink. In this example, our Alcoholic Beverage has its **Mail Delivery** set to **Email**. The **mail delivery** for our Ballpark Fee account is set to **Paper** and will continue to receive correspondence by US Postal Mail.
How to Opt-Out of Electronic Mail Correspondence Settings in Your Web Profile
1. From the MyTax.DC.gov homepage, log in using your Username and Password.

2. In the user profile, click the Settings tab.
3. In your **Settings** screen, locate the **Mail Delivery** section for your logged in account. This will be the first account listed. The **Mail Delivery** section allows you to manage your paperless subscription for all tax accounts.
   
   a. You can **unsubscribe** from receiving paperless correspondence at any time. To disable the electronic mail correspondence feature for all tax accounts, click the **Email** hyperlink next to the logged in account. **Note:** By disabling the **Email** feature you will begin receiving paper correspondence through U.S. postal mail.
4. The **Mail Delivery Preference** page displays. From this page you will be able to set your mail delivery preference. Selecting **Paper** will enable your accounts to receive notices by **U.S. postal mail**. Selecting **Email** will allow notices to be sent to you **electronically**.

   a. In this example, we have changed our preference from **Email to Paper**.
   b. Click **Save**.
5. You will be redirected to your **Settings** page where the mail delivery preference for each tax account is listed. In this example, all tax accounts have their **Mail Delivery** set to **Paper** and will receive notices by **U.S. postal mail**.