MyTax.DC.gov User Guide:
How to Sign Up – Individuals Sign-up

Individuals who pay taxes in the District of Columbia can sign up for a MyTax.DC.gov account using this step-by-step guide.
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1. On the MyTax.DC.gov homepage, click **Sign up to use MyTax.DC.gov**.
2. You will be navigated to the **Instructions** page.
   
   **Note:** To sign up, you may need one of the following:
   
   a) The “**Notice Number**” listed on a letter received from the Office of Tax and Revenue. You may also use the most recent **return or payment information**, depending on the tax account type.
   
   b) Click **Next**.
3. On the Registration Type page, indicate the type of registration you need. Selecting Yes will open a MyTaxDC profile as a taxpayer, selecting No will indicate that you are a third-party. For this example, we have selected Yes.
   a) Because you are an individual taxpayer in the District, click Yes to “Do you expect to file/pay DC taxes for yourself or your business?”
   b) Click Next.
4. Complete the **Taxpayer Information** section.
   
a. Select the **ID Type**, FEIN (Federal Employer Identification Number), ITIN (Individual Taxpayer Identification Number) or SSN (Social Security Number). For this example, we have selected SSN.

   b. Type your ID Number in the **Your ID** field.

   c. Retype it in the **Re-enter Your ID** field.

   d. Click **Next**.
5. On the **Validation Method** page, indicate which method you will use to validate your identity. In our **first example**, we will use a **Notice Number**.
   a. Because you would like to use a **Notice Number** to validate your account, select the first option **“I would like to provide the Notice Number listed on a letter received from the Office of Tax and Revenue.”**
   b. 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. You must use a Notice Number issued from our new Modernized Integrated Tax System (MITS). The Notice Number begins with the letter “L”. If you do not have a notice issued from MITS, you must register by selecting an Account Type.
   c. Click **Next**
6. On the Validation Method page, if you do not have a notice number, you can enter Account Type information (e.g. Individual Income). In our second example, we will use the Account Type option to validate.

a. Because you would like to use Account Type information to validate your account, select the second option “I would like to provide information related to a registered tax account.”

b. Select your Account Type in the Account Type field. 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. Note: A description of the last tax due will immediately display once you select your Account Type. The description will help you locate the correct number needed to validate your account.

c. Click Next.
On the Logon Information page, complete are required sections.

a. Create a username in the Username field.

b. Type your First Name, Last Name, and Email.

c. In the Phone Type field, use the drop-down menu to select a phone type.

d. Type your phone number in the Contact Phone field.

e. If applicable, type an alternate phone number in the Alternate Phone field.

8. In case you forget your password, 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.

9. Click Next.
10. From the **Registration Summary** page, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.
11. A **Confirmation** pop-up will display. Click **Cancel** if you need to make changes, otherwise click **OK** to proceed.
12. 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.

13. A section to provide Feedback will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click “Submit Feedback”.
14. An email will be sent to the email address you provided. Within the email will be a Temporary Password that you will need to log into mytax. Click “Please click here to return to MyTax DC” hyperlink to navigate back to the MyTax.DC.Gov homepage.
15. Once you navigate back to the MyTax.DC.gov homepage, type in your **Username** and the **Temporary Password** that was emailed to you.

16. Click **Log In**.
17. In the **Authentication Contact** section, you may choose to receive an authentication code via an **Authentication App**, **Text Message**, or **Email** each time you attempt to log into your account. For this example, we have chosen to receive our authentication codes by **email** by clicking the **Add Email** hyperlink.
   a. Click **Confirm**.
18. Add the **Email Address** where you would like to receive your authentication codes.
   a. Click **Save**.
19. An email will be sent to the email address you provided. Within the email there will be a **Security Code** that you will need to log into mytax.

![Verify Security Code](image)

20. On the **Verify Security Code** page, enter your **Security Code**.
   a. Click **Confirm**.
21. You will be prompted to enter a **New Password**, retype it in the **Confirm Password** field.
   a. Click **Submit**.
22. Click **OK** and your homepage will display.