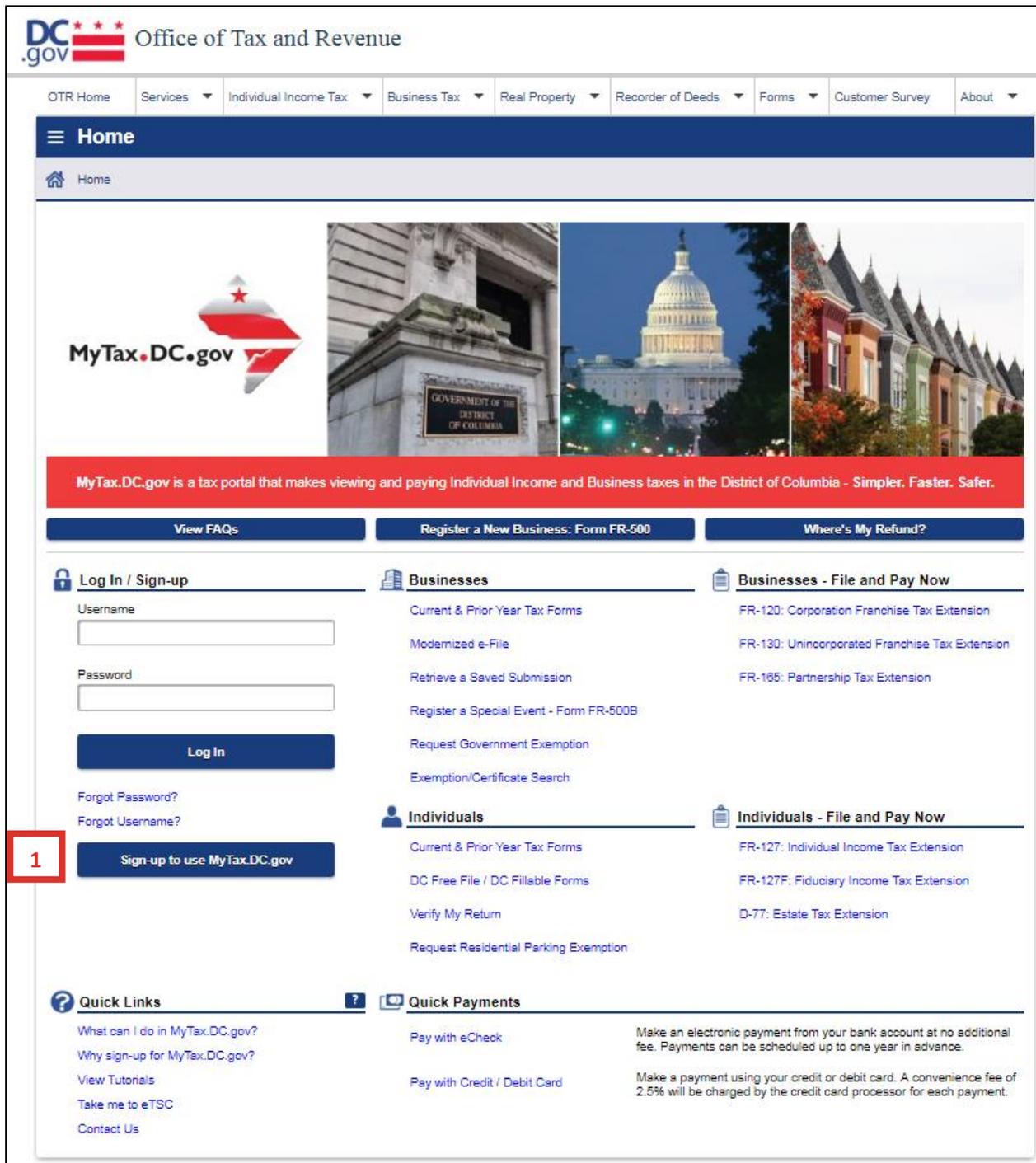


MyTax.DC.gov User Guide: How to Sign up

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](https://mytax.dc.gov).

Nexus Business Sign-up



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation menu with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below the navigation is a 'Home' section with a banner image featuring the MyTax.DC.gov logo and the U.S. Capitol building. A red banner below the image reads: "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 this banner are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?".

The main content area is divided into three columns:

- Log In / Sign-up:** Contains fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". A red box with the number "1" highlights the "Sign-up to use MyTax.DC.gov" button.
- Businesses:** Lists links for "Current & Prior Year Tax Forms", "Modernized e-File", "Retrieve a Saved Submission", "Register a Special Event - Form FR-500B", "Request Government Exemption", and "Exemption/Certificate Search".
- Businesses - File and Pay Now:** Lists links for "FR-120: Corporation Franchise Tax Extension", "FR-130: Unincorporated Franchise Tax Extension", and "FR-165: Partnership Tax Extension".
- Individuals:** Lists links for "Current & Prior Year Tax Forms", "DC Free File / DC Fillable Forms", "Verify My Return", and "Request Residential Parking Exemption".
- Individuals - File and Pay Now:** Lists links for "FR-127: Individual Income Tax Extension", "FR-127F: Fiduciary Income Tax Extension", and "D-77: Estate Tax Extension".

At the bottom, there are two sections: "Quick Links" with links for "What can I do in MyTax.DC.gov?", "Why sign-up for MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", and "Contact Us"; and "Quick Payments" with links for "Pay with eCheck" and "Pay with Credit / Debit Card".

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

☰ **Sign-Up for MyTax.DC.gov**

🏠 Home > Sign-Up for MyTax.DC.gov

1. Web Profile

Web Profile

2

Login Information

Do you currently or expect to file DC returns? No Yes

Required

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

Use Login Email? No Yes

Email Required

Mobile Carrier Required ▼

Mobile Phone Required

Cancel

< Pre

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 “Do you currently or expect to file DC returns?”
 - 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**.

☰ **Sign-Up for MyTax.DC.gov**

Home > Sign-Up for MyTax.DC.gov

1. Web Profile
2. Tax Profile

Tax Profile

6 **Taxpayer Information**

ID Type

FEIN

ITIN

SSN

Your ID (SSN or FEIN)

Required

Re-enter Your ID

Required

7 **Account Validation**

Notice Number

Required

OR

Account Type

7b

Required

Required

Cancel

< Previous

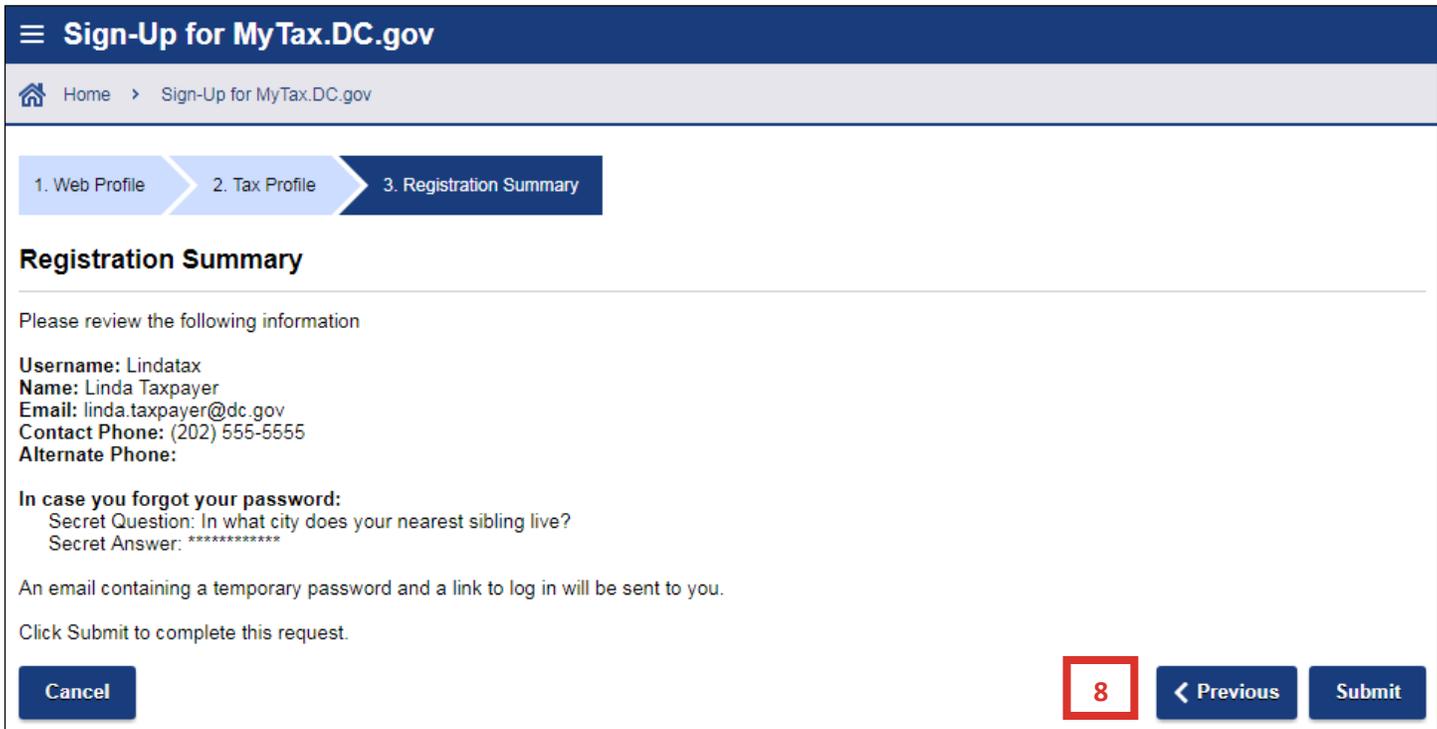
Next >

6. Complete the **Taxpayer Information** section.

- a. Select the **ID Type**, FEIN (Federal Employee Identification Number), ITIN (Individual Taxpayer 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. 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.
- b. If you do not have a notice number, enter your **Account Type** (e.g. Withholding Wage). 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**.



Sign-Up for MyTax.DC.gov

Home > Sign-Up for MyTax.DC.gov

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

Registration Summary

Please review the following information

Username: Lindatax
Name: Linda Taxpayer
Email: linda.taxpayer@dc.gov
Contact Phone: (202) 555-5555
Alternate Phone:

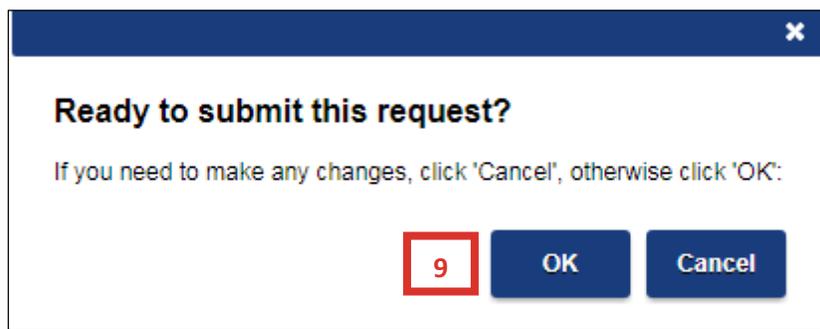
In case you forgot your password:
Secret Question: In what city does your nearest sibling live?
Secret Answer: *****

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 click 'OK':

9 OK Cancel

- 9. In the **Ready to submit this request?** pop-up, click **Cancel** if you need to make changes, otherwise click **OK**.

Confirmation

Home > Sign-Up for MyTax.DC.gov > Confirmation

Confirmation

12-Oct-2017

Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the following:

Email: linda.taxpayer@dc.gov
Confirmation Code: **t4d7pj**

For questions regarding this confirmation, please contact the Customer Service Administration at e-services.otr@dc.gov

[Printable View](#)

[OK](#)

10

10. 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.

Thu 10/12/2017 4:40 PM

NoReply@gentax.com

11 Testing: DCT MyTax.DC.gov - Online Registration Complete

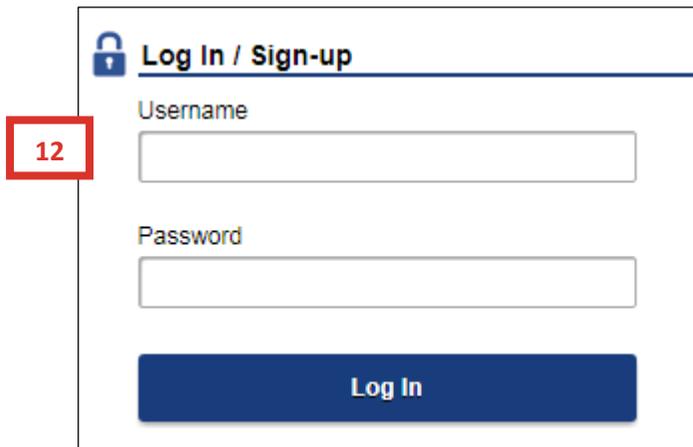
Thank you for creating an account on MyTax.DC.gov!

[Please click here to return to MyTax DC](#), enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: <https://mytax.dc.gov/> and Log In using the temporary password and authentication code along with your username to complete your registration.

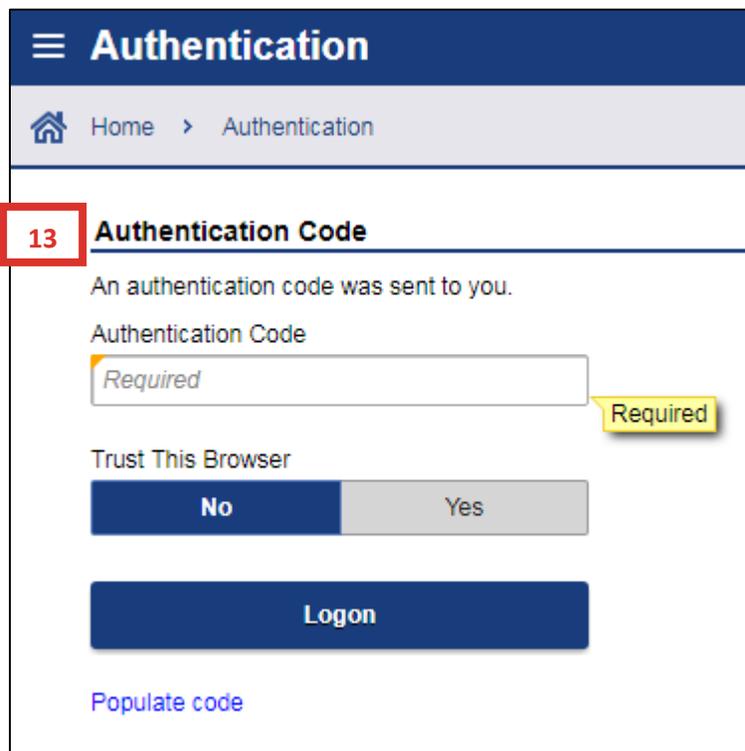
- Temporary password: t39sqvh7
- Authentication code: hkftpy

11. 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 the MyTax.DC.gov homepage.



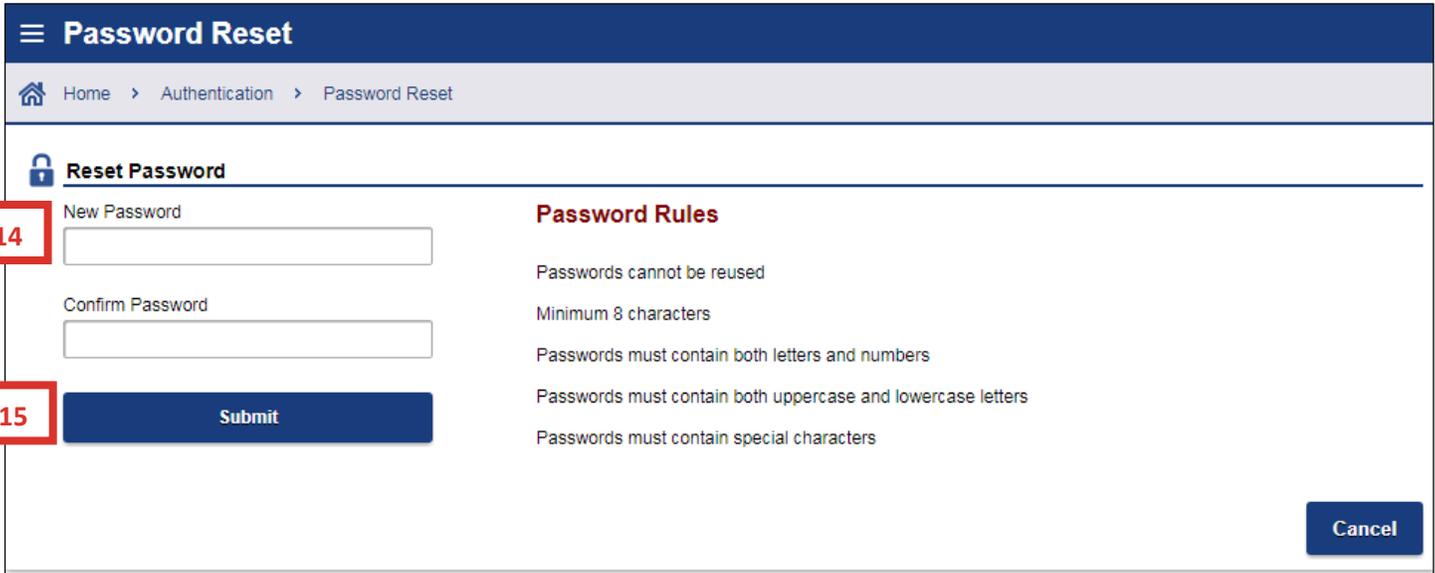
A screenshot of the 'Log In / Sign-up' form. The form has a blue header with a lock icon and the text 'Log In / Sign-up'. Below the header are two input fields: 'Username' and 'Password'. A red box with the number '12' is positioned to the left of the Username field. At the bottom of the form is a blue button labeled 'Log In'.

12. On the **Log In / Sign-up** panel, enter your username and the temporary password that was emailed to you. Click the **Log In** button.

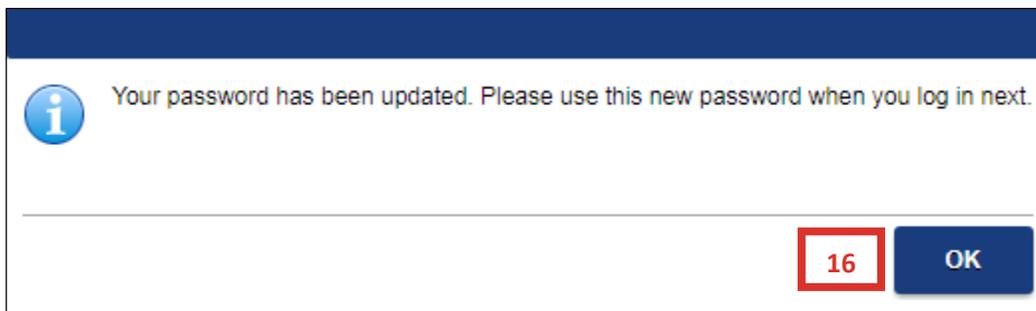


A screenshot of the 'Authentication' page. The page has a blue header with a menu icon and the text 'Authentication'. Below the header is a breadcrumb trail: 'Home > Authentication'. The main content area is titled 'Authentication Code' with a red box and the number '13' to its left. Below the title is the text 'An authentication code was sent to you.' followed by an input field for 'Authentication Code' with a yellow 'Required' label to its right. Below the input field are two buttons: 'No' and 'Yes'. At the bottom of the form is a blue button labeled 'Logon' and a link labeled 'Populate code'.

13. On the **Authentication** page, enter the **Authentication Code** that was emailed to you. Click **No** or **Yes** if you trust the browser on the computer you're using and click **Logon**.



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

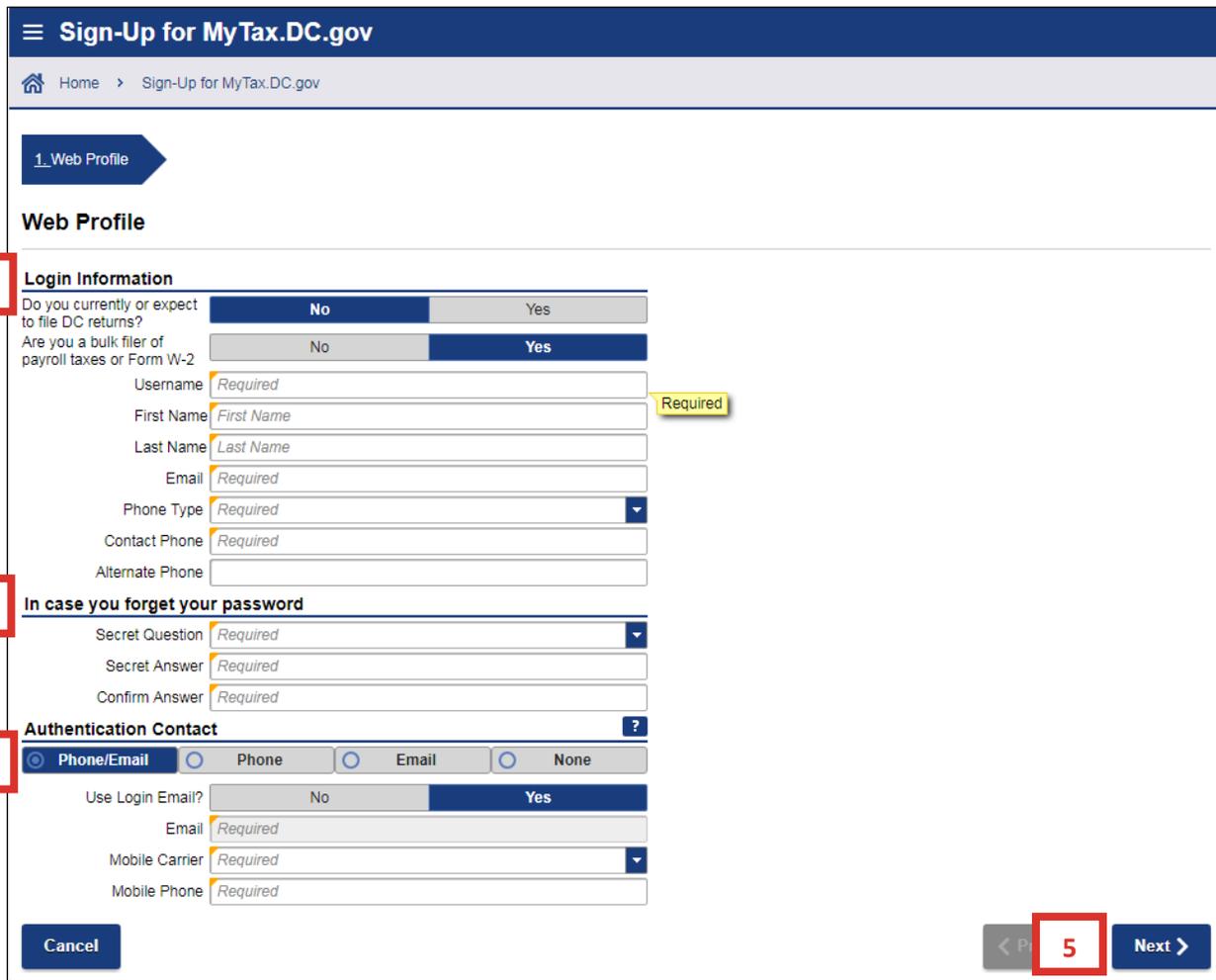


16. Click **OK** and your homepage will display.

Non-Nexus Business Sign-up

The screenshot shows the MyTax.DC.gov website interface. At the top, there is a navigation menu with options like 'OTR Home', 'Services', 'Individual Income Tax', 'Business Tax', 'Real Property', 'Recorder of Deeds', 'Forms', 'Customer Survey', and 'About'. Below the menu is a 'Home' button. The main content area features a banner with the MyTax.DC.gov logo and a red bar stating: '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 'Log In / Sign-up' section contains a login form with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. A red box highlights the 'Sign-up to use MyTax.DC.gov' button. To the right, there are sections for 'Businesses' and 'Individuals', each with a 'File and Pay Now' sub-section. The 'Businesses' section lists links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', and 'Request Government Exemption'. The 'Individuals' section lists links for 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Businesses - File and Pay Now' section lists 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-165: Partnership Tax Extension'. The 'Individuals - File and Pay Now' section lists 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. At the bottom, there are 'Quick Links' and 'Quick Payments' sections. The 'Quick Links' section includes 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. The 'Quick Payments' section includes 'Pay with eCheck' and 'Pay with Credit / Debit Card', with descriptions of each payment method.

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



1_ Web Profile

Web Profile

2 Login Information

Do you currently or expect to file DC returns? No Yes

Are you a bulk filer of payroll taxes or Form W-2? 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

Use Login Email? No Yes

Email Required

Mobile Carrier Required

Mobile Phone Required

Cancel < P **5** Next >

2. On the **Web Profile** page, complete the Login Information section.
 - a. Because you do not have nexus within the District, click **No** to “Do you currently or expect to file DC returns?” Click Yes to Are you a bulk filer of payroll taxes or Form W-2? **Note:** If you are not a bulk filer and do not have nexus within the District you do not meet the requirements for a [MyTax.DC.gov](https://mytax.dc.gov) login. Please call the Office of Tax and Revenue’s e-Services Unit at (202) 759-1946 for assistance.
 - 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**.

☰ Sign-Up for MyTax.DC.gov

Home > Sign-Up for MyTax.DC.gov

1. Web Profile
2. Signup

Signup

6 **User Demographics**

ID Type

FEIN	ITIN	SSN
------	------	-----

Required

Your ID (SSN or FEIN) Required

Re-enter Your ID Required

Address Street

Street 2

Unit Type

Unit

City

DC - DISTRICT OF COLUMBIA

Zip

USA

Address Validation Required

6e

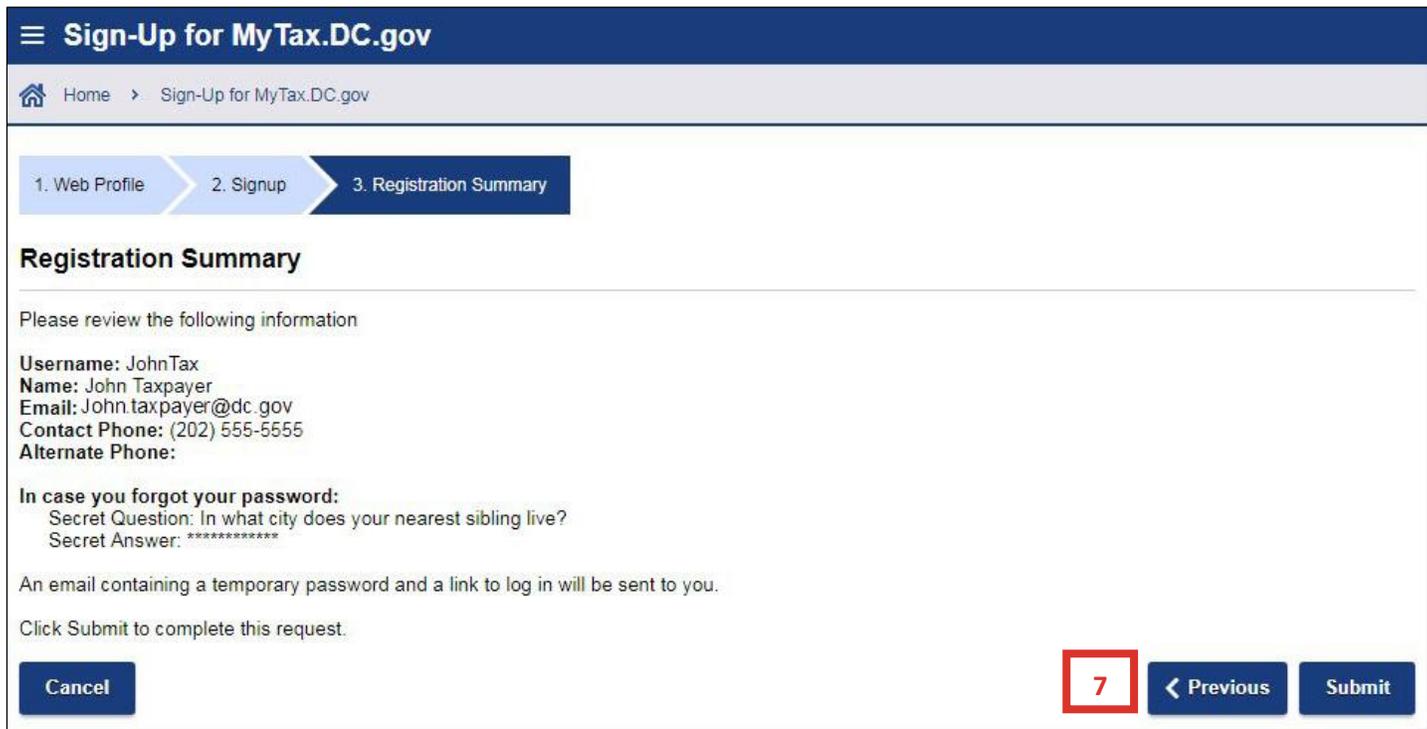
Cancel

6g

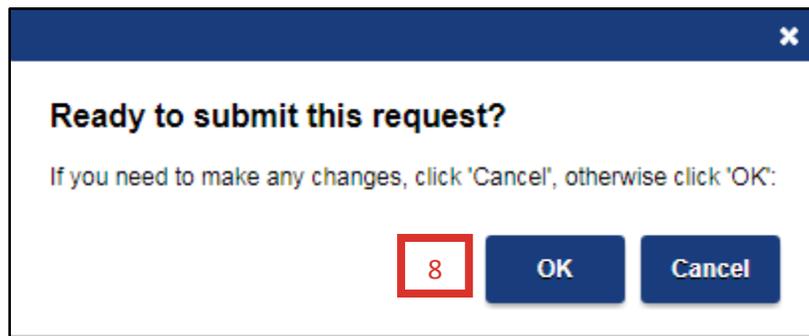
< Previous

Next >

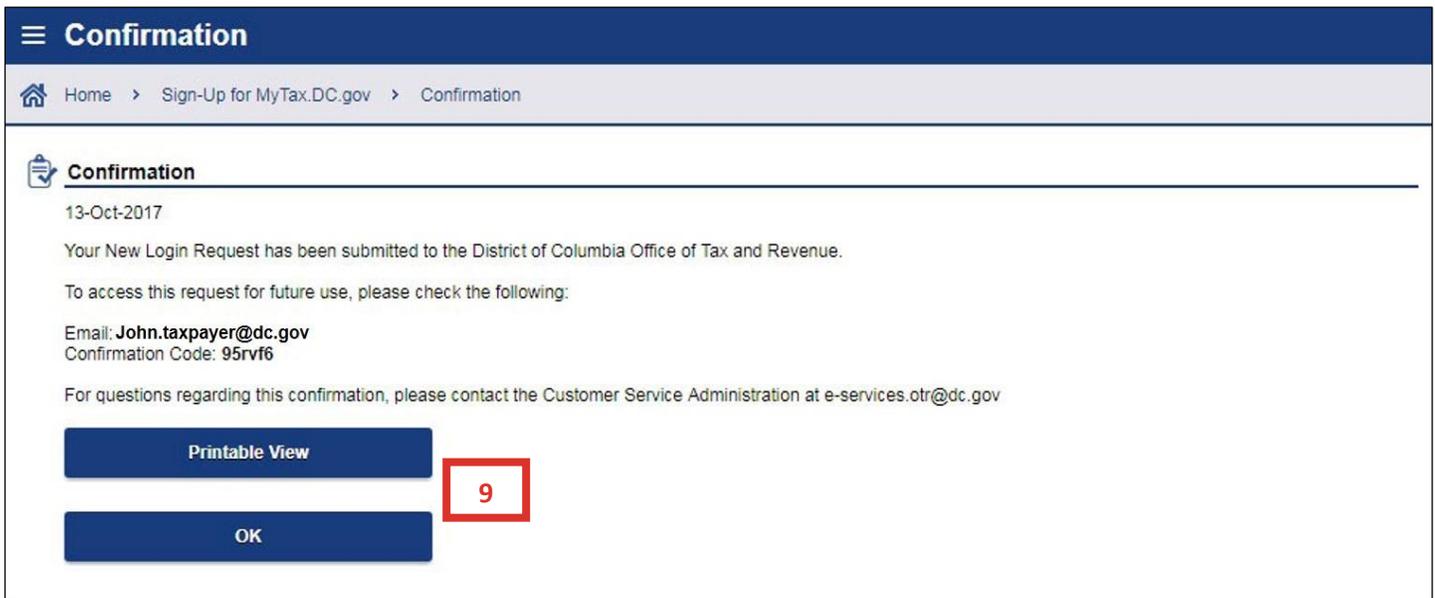
6. In the **USER DEMOGRAPHICS** section, all the fields are required.
 - a. Select your **ID Type**, FEIN, ITIN or SSN.
 - b. Type your ID number in the **Your ID (SSN, ITIN or FEIN)** field.
 - c. **Re-enter Your ID.**
 - d. Enter your entire mailing **Address.**
 - e. Click **Validate.**
 - f. Click **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, click **Cancel** if you need to make changes, otherwise click **OK**.



The screenshot shows a web page titled "Confirmation" with a breadcrumb trail: Home > Sign-Up for MyTax.DC.gov > Confirmation. The page content includes a date "13-Oct-2017", a message stating "Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.", and instructions to check the following: Email: **John.taxpayer@dc.gov** and Confirmation Code: **95rvf6**. A contact email e-services.otr@dc.gov is provided for questions. At the bottom, there are two buttons: "Printable View" and "OK". A red box highlights the number "9" to the right of the "Printable View" button.

9. 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.

Fri 10/13/2017 12:09 PM

NoReply@gentax.com

Testing: DCT MyTax.DC.gov - Online Registration Complete

10

Thank you for creating an account on MyTax.DC.gov!

[Please click here to return to MyTax DC](#), enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: <https://mytax.dc.gov/> and Log In using the temporary password and authentication code along with your username to complete your registration.

- Temporary password: yrb5vnkk
- Authentication code: 93t37v

10. 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](https://mytax.dc.gov/) homepage.

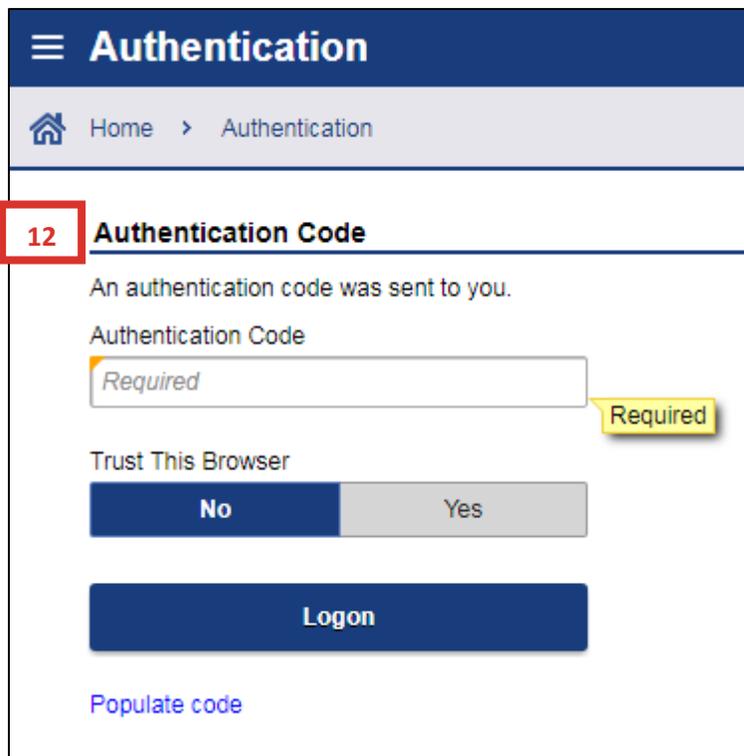
11

 **Log In / Sign-up**

Username

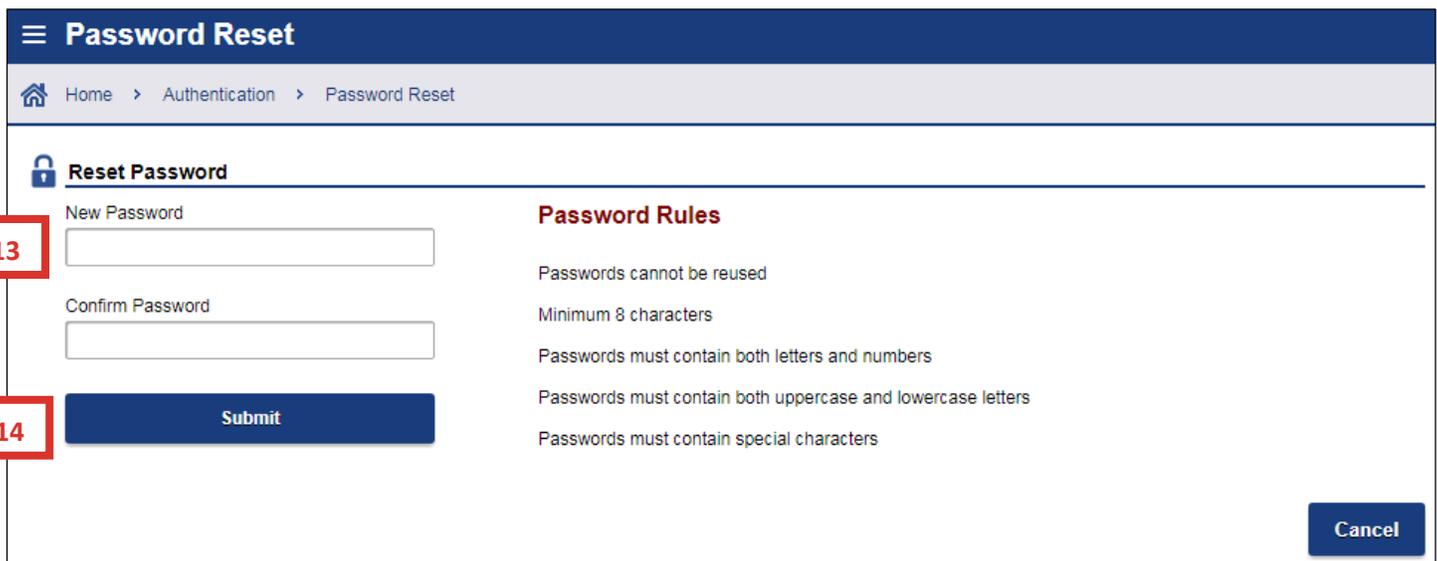
Password

11. On the **Log In / Sign-up** panel, enter your username and the temporary password that was emailed to you. Click the **Log In** button.



The screenshot shows the 'Authentication' page. At the top, there is a blue header with a hamburger menu icon and the text 'Authentication'. Below the header is a breadcrumb trail: 'Home > Authentication'. The main content area is titled 'Authentication Code' (highlighted with a red box labeled '12'). Below the title, it says 'An authentication code was sent to you.' There is a text input field for the 'Authentication Code' with a 'Required' label and a yellow tooltip that also says 'Required'. Below the input field are two radio buttons for 'Trust This Browser': 'No' (selected) and 'Yes'. At the bottom of the form is a large blue 'Logon' button and a blue link labeled 'Populate code'.

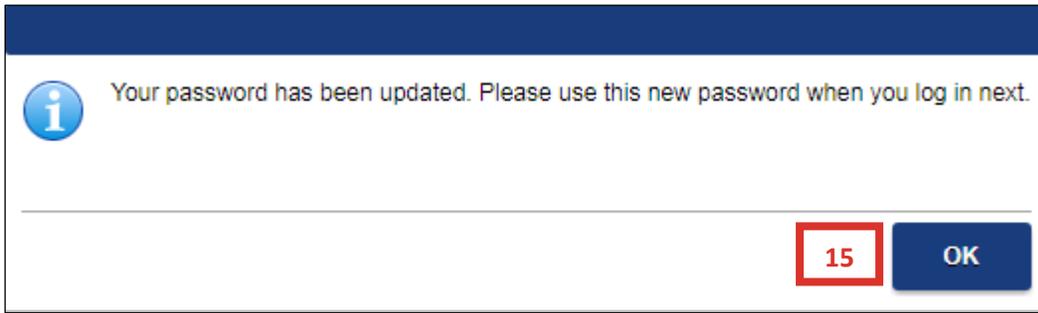
12. On the **Authentication** page, enter the **Authentication Code** that was emailed to you. Click **No** or **Yes** if you trust the browser on the computer you're using and click **Logon**.



The screenshot shows the 'Password Reset' page. At the top, there is a blue header with a hamburger menu icon and the text 'Password Reset'. Below the header is a breadcrumb trail: 'Home > Authentication > Password Reset'. The main content area is titled 'Reset Password' (with a lock icon). There are two text input fields: 'New Password' (highlighted with a red box labeled '13') and 'Confirm Password'. Below the input fields is a large blue 'Submit' button (highlighted with a red box labeled '14'). To the right of the input fields is a section titled 'Password Rules' with the following text: 'Passwords cannot be reused', 'Minimum 8 characters', 'Passwords must contain both letters and numbers', 'Passwords must contain both uppercase and lowercase letters', and 'Passwords must contain special characters'. At the bottom right of the form is a blue 'Cancel' button.

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

14. Click **Submit**.



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