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

1. Click Sign up to use MyTax.DC.gov on the homepage.
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**.
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**.
8. From the **Registration Summary**, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.

9. In the **Ready to submit this request?** pop-up, click **Cancel** if you need to make changes, otherwise click **OK**.
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](https://mytax.dc.gov) homepage.

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/](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: hkf6py
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.

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.

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.
1. Click **Sign up to use MyTax.DC.gov**.
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 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**.
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**.
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](https://MyTax.DC.gov) homepage.
Thank you for creating an account on MyTax.DC.gov!

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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 homepage.

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.
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.

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.