![ND Tax - North Dakota logo]

## Step by Step Instructions on how to sign up for Taxpayer Access Point (TAP):

***If you need assistance at any time, please call our Customer Support team at 701-328-1257.

1. Go to the website: tax.nd.gov/tap

2. On the top right corner of the screen, click **"Sign Up For Access"**.
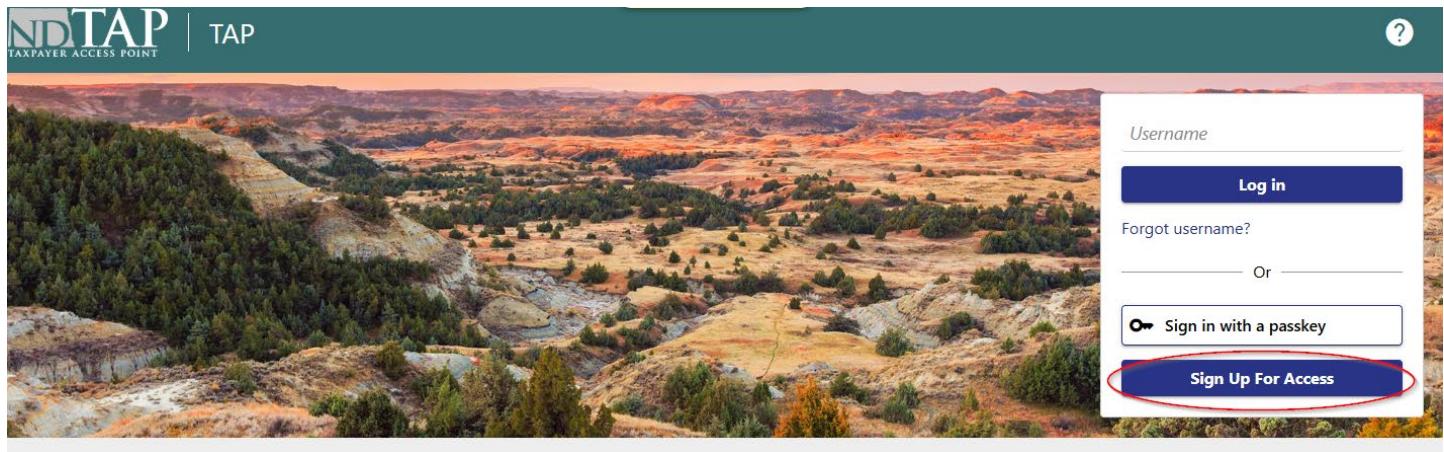
3. On the next screen, click "Continue to Sign up for Access".

   Note: Signing up for access is NOT the same as applying for a Sales Tax or Withholding Account. If you haven't already filled out the Electronic Application, you will need to do so before signing up for access.

4. Choose the type of access that best describes your role:

Third Party – Filing returns on behalf of clients or **quick access to filing W-2s or 1099s.**
Employee – Filing returns for a business through which you are employed.
Owner – You are the business owner or head of a company.

Note: You can get access to your TAP Account within minutes by choosing Third Party. You will need a letter specific to the account you're wanting to access.

Next, you will need to check the box that you understand **how** you will receive the Authorization Code to get access. **3ʳᵈ Party Access** will receive this via email immediately after completing the sign-up process.

Then continue to follow the steps to create a Username and Password. The following example is for **3ʳᵈ Party Access** sign-up. Once you've created your login credentials, click "Next" on the bottom right corner of the screen.

For help with **Owner** or **Employee** access, skip to Step 10.

Sign Up for Access

Create TAP Profile

Access Type

Read the description carefully for each access type and then select the type that best describes your role.

◉ Third Party (CPA, Payroll Provider, etc.)

◯ Employee (Bookkeeper, Staff Accountant, etc.)

◯ Owner (Business Owner, CEO, etc.)

☑ I understand that by selecting 'Third Party' access I will receive an emailed Authorization Code, but will not have immediate access to any accounts. I will need to Add/Grant Access to any applicable tax accounts.

Create Username and Password

TAP Username
Tax

Password
••••••••

Confirm Password
••••••••

Email
withhold@nd.gov

Confirm Email
withhold@nd.gov

Secret Question

Secret Question
What was your first job?

Secret Answer
Auditor

TAP Username Requirements:
- At least 3 characters long
- Allowed special characters: !@#$^,.?_

Password Requirements:
- Minimum 8 characters
- 1 upper case character
- 2 lower case characters
- 1 number

Cancel   ‹ Previous   Next ›

5. On the next page, enter your contact information and click "Submit" to finalize your request for access.

Sign Up for Access

Create TAP Profile — Contact Information

Contact Information

Enter the following contact information. This information will be used to create Third Party Access and will populate your profile in the system. To finalize your request, please click the 'Submit' button.

Name *

| Required |

Email Address

| withhold@nd.gov |

Phone *

| Required |

Ext.

| |

Address

Country

| USA |

Street *

| Required |

Unit Type

| |

Unit

| |

City *

| Required |

State *

| Required |

Zip Code *

| Required |

Cancel   < Previous   Submit

6. After submitting your request, you will receive a confirmation number. Please make note of this in the event you need to contact Customer Support, then click "Home" to go back to the main page and login.

If you don't have a letter ID, skip to Step 7.

Confirmation

Your Request Has Been Submitted
An email will be sent to you shortly at the email address you provided. The email includes an authorization code that is linked to the TAP Username and Password you provided, and is needed to log in to Taxpayer Access Point for the first time.
Summary of your request

Request: Sign Up for Access
Access Type: Third Party
Confirmation #: 0-681-628-416
Username: TeamTax
Submitted: 10/13/2025 2:13:24 PM

If you have any questions regarding this request, please contact our office by email at TAPhelp@nd.gov or by phone at 701-328-1257 and reference the confirmation number identified above.

Please Note: By signing up as 3rd Party, you will not immediately have access to any accounts under your profile. Access must be added separately for each tax type by using a letter specific to the account. If you do not have a letter ID to access a specific account, click the "Request Letter ID" button below.

Home   Request Letter ID   Print Confirmation

7. If you do not have a letter that is specific to the account you're needing to access, select "Request Letter ID" and fill in the required information. Our office will mail you a TAP Reference Letter so you can add access to the account.

Note: You can request letters for multiple accounts by submitting separate submissions.

8. On the next page, check the box acknowledging you will be receiving this letter in the mail. Click "Next".

9. Complete the Contact Details and click "Submit".

Add Access to Another Account

Add Access to Another Account — Request Letter — Contact Information

Contact Details

Enter the following contact information and click the "Submit" button at the bottom of the page.

Name *

Required

Title *

Required

Phone *

Required

Email *

Required

Cancel   < Previous   Submit

10. If you sign up for **Owner** or **Employee** access, you will be required to acknowledge that you understand you will receive an authorization code in the mail. This is to ensure that only those that are authorized have access to your account(s).

Create your username and password and the other required fields. Click "Next".

Sign Up for Access

Create TAP Profile

Access Type

Read the description carefully for each access type and then select the type that best describes your role.

○ Third Party (CPA, Payroll Provider, etc.)

○ Employee (Bookkeeper, Staff Accountant, etc.)

● Owner (Business Owner, CEO, etc.)

☑ I understand that by selecting 'Owner' access I will be mailed an Authorization code which is required the first time I log on.

Create Username and Password

TAP Username *

Required

Password *

Required

Confirm Password

Email *

Required

Confirm Email

TAP Username Requirements:
- At least 3 characters long
- Allowed special characters: !@#$^,.?_

Password Requirements:
- Minimum 8 characters
- 1 upper case character
- 2 lower case characters
- 1 number

Secret Question

Secret Question *

Required

Secret Answer *

Required

Cancel   < Previous   Next >

11. On the next page, you will need to fill out the Taxpayer Information for the entity you're requesting account access to. Click "Next".

Please note: If you operate as a Sole Proprietor, you must select SSN as the "ID Type", enter your SSN and your Name (not the business name). We understand that you may have a FEIN, but we identify Sole Proprietors first by their SSN. All other entity types will use their FEIN and Business Legal Name.

Sign Up for Access

Create TAP Profile — Taxpayer Information

Taxpayer Information

Enter the following information about the business you are signing up for Employee Access. Select SSN if your business is a Sole Proprietorship; Select FEIN for all other ownership types (Corporation, Partnership, LLC, etc.).

ID Type
[Federal Employer ID #   ⌄]

Federal Employer ID # *
[Required]

Business Legal Name *
[Required]

Cancel   < Previous   Next >

12. You will then be asked for your Contact Information. Complete and click "Submit".

Sign Up for Access

Create TAP Profile — Taxpayer Information — Contact Information

Contact Information

Enter the following contact information. This information will be used to create Owner Access and will populate your profile in the system. To finalize your request, please click the 'Submit' button.

Name *
[Required]

Phone *   Ext
[Required]   [   ]

Email
[   ]

Cancel   < Previous   Submit

13. On the next page, you'll receive your confirmation. Please make note of this in the event you need to contact Customer Support. From here, you can click "Home" to login.

Note: You can sign in today, but you will not be able to access your account until you receive your Authorization Code in the mail.

Owners will have immediate access to all of their accounts after entering their Authorization Code.

Employees will still need a TAP Reference Letter to add access to any account(s). On the bottom of the Confirmation click "Request Letter ID" and go back to Step 7.

Confirmation

Your Request Has Been Submitted

An email will be sent to you shortly at the email address you provided. The email includes an authorization code that is linked to the TAP Username and Password you provided, and is needed to log in to Taxpayer Access Point for the first time.

Summary of your request

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Please Note: By signing up as 3rd Party, you will not immediately have access to any accounts under your profile. Access must be added separately for each tax type by using a letter specific to the account. If you do not have a letter ID to access a specific account, click the "Request Letter ID" button below.

[Home]   [Request Letter ID]   [Print Confirmation]

To log in to your account, follow these steps:

1. Navigate back to the main ND TAP page by clicking "Home" on the last screen after signing up for access or entering in the web address tax.nd.gov/tap.

2. You will now log in with your newly created credentials. Enter the Username in the upper right corner of your screen and click "Log in".
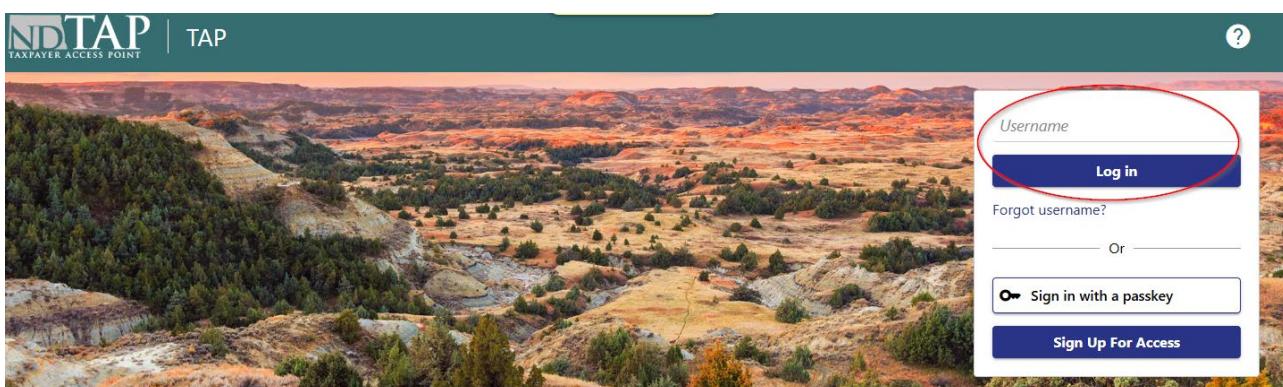
3. New users will be required to enter their password on the next screen. Then click "Log In".
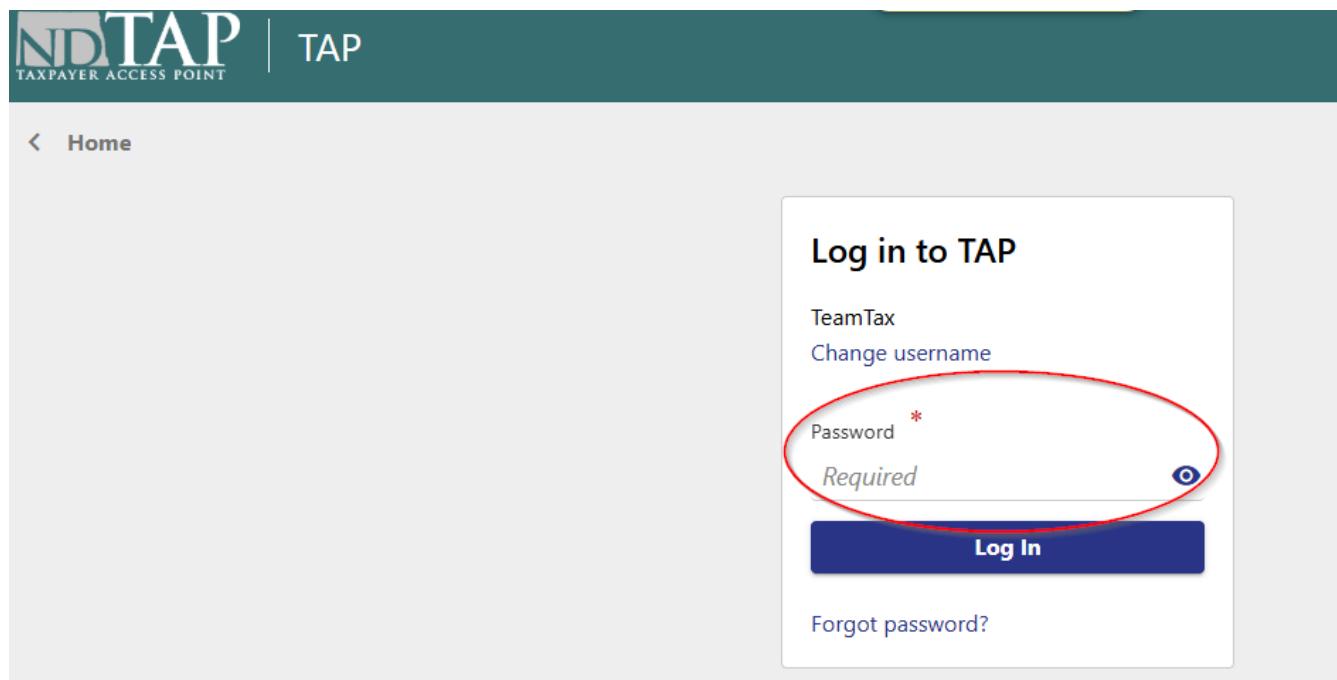
4. You will then be prompted to protect your TAP profile with Two-Step Verification. You can choose to use a Passkey, Authentication App, Phone, or Email. The method you choose is how you will verify your identity each time you log in. Below is an explanation of each method. **NOTE – you only need to set one of these methods up to continue.**

5. **Passkeys** – A passkey allows you to sign into TAP using things like Fingerprint, Face ID, or PIN instead of Username and Password. This will also bypass the need for a password and two-step verification.

Select "Create a passkey" and then you'll be prompted to choose how you'd like to verify your identity (Fingerprint, PIN, Security Key, etc.).
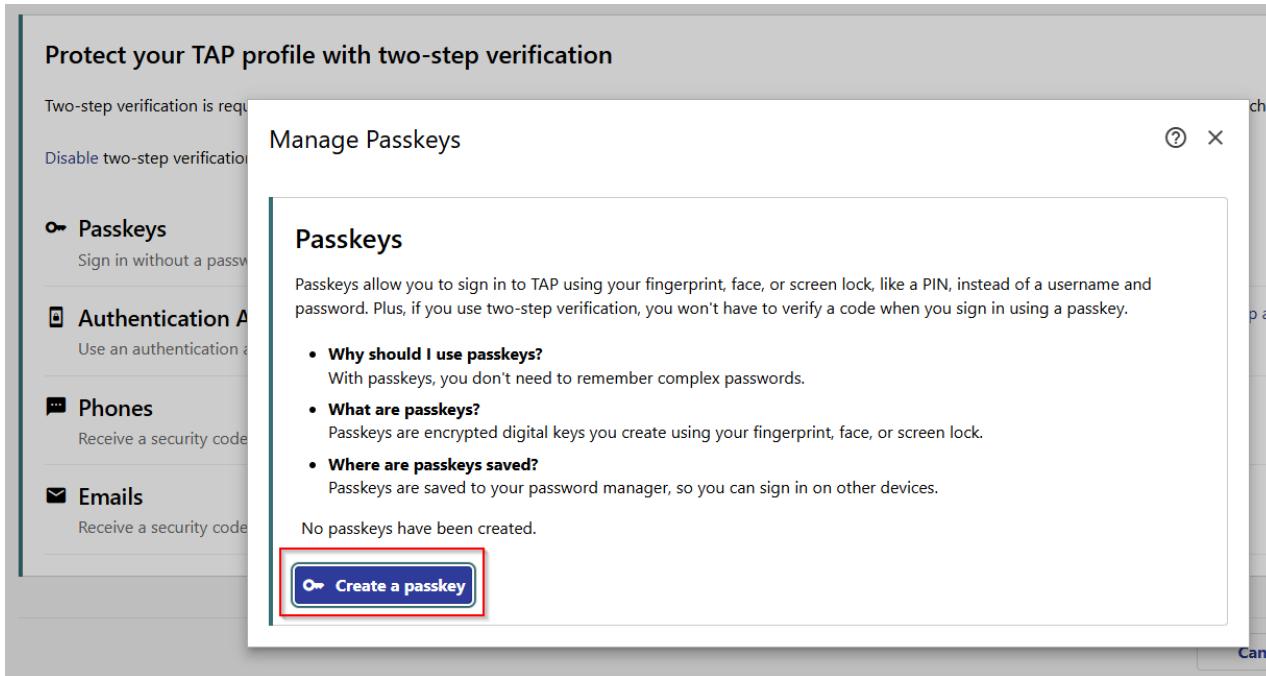
The next time you login after setting up a **Passkey**, you will be prompted to enter your password as normal. Instead of entering your password, you can "Choose another way to sign in".
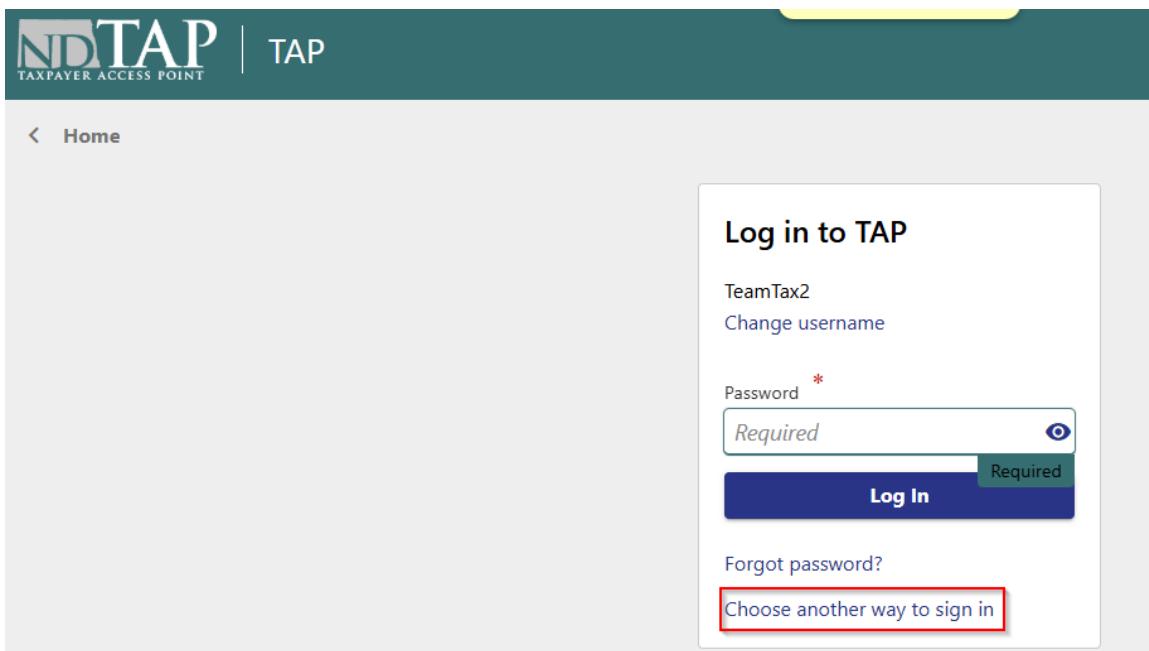
You can then use your **Passkey** in lieu of your password and this will also bypass your two-step verification.
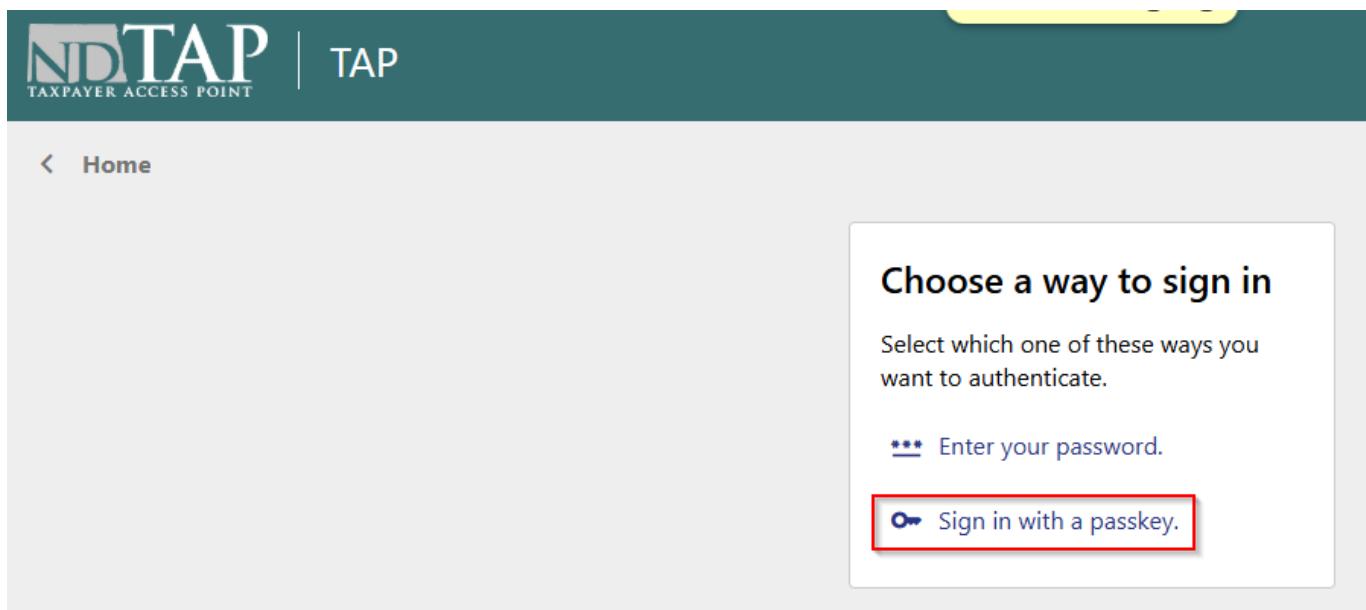
Authentication App – You will use your mobile device to scan a QR code.

Your device will then save this "key" to your authentication app and will provide you with a secure, one-time passcode each time you log in.

Protect your TAP profile with two-step verification

Two-step verification is required to further protect your TAP profile. Once we have it setup you'll be asked to provide one of these methods to verify your identity each

Disable two-step verification in development environments only.

🔑 **Passkeys**
Sign in without a passw

📱 **Authentication A**
Use an authentication

💬 **Phones**
Receive a security code

✉️ **Emails**
Receive a security code

Set Up Authentication App ⑦ ✕

Enter the 6-digit code you see in your authentication app for TAP.

Security Code *

| Required |

Required

Trust this device

Cancel   **Confirm**

Phones – Provide your mobile phone number to receive your two-step verification code via text message.

Protect your TAP profile with two-step verification

Two-step verification is required to further protect your TAP profile. Once we have it setup you'll be asked to provide one of these methods to verify your identity each

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Sign in without a passw

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Use an authentication

💬 **Phones**
Receive a security code

✉️ **Emails**
Receive a security code

Add Phone ⑦ ✕

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country   Phone Number *

USA | Required |

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel   **Save**

Emails – By entering your email address, you'll be able to receive your two-step verification code by email. This email will come from TAPHelp@nd.gov, but can sometimes end up in your junk folder, so be sure to check that if it doesn't show up timely in your inbox.
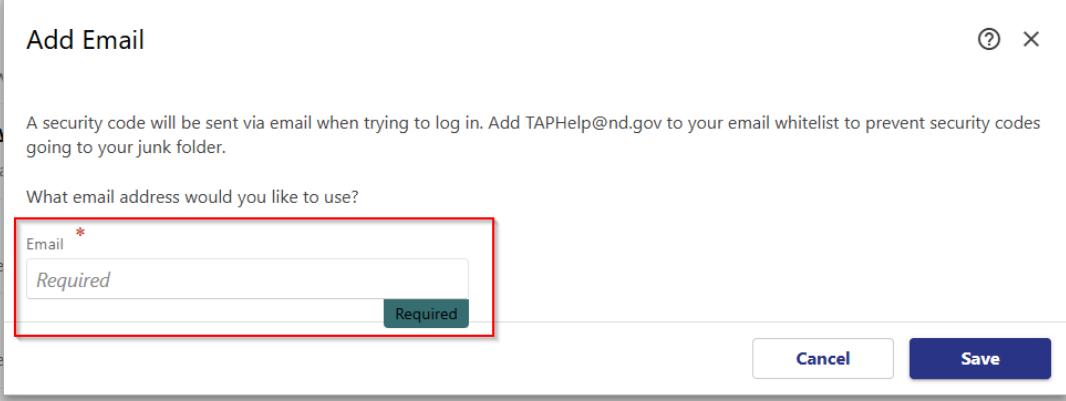
Note: You will have the option to check "Trust this device" no matter which method you choose for your two-step verification. By checking this box, you will only be required to enter your Username and Password. It's important to make sure this is not a shared computer.

6. At any time, while logged into TAP, you can manage how you sign in by clicking "Mange My Profile" in the upper right corner.
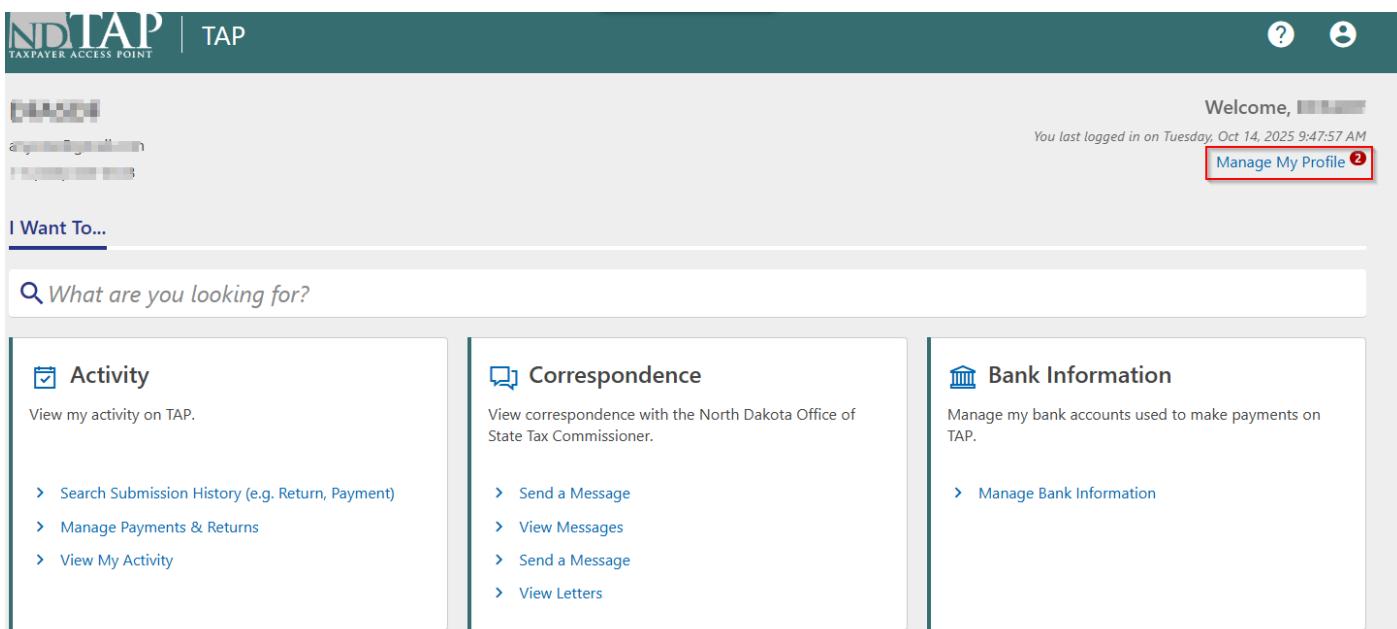
Click on the "Security Tab" to bring up your options.

Note: You can have multiple authentication methods at any given time.