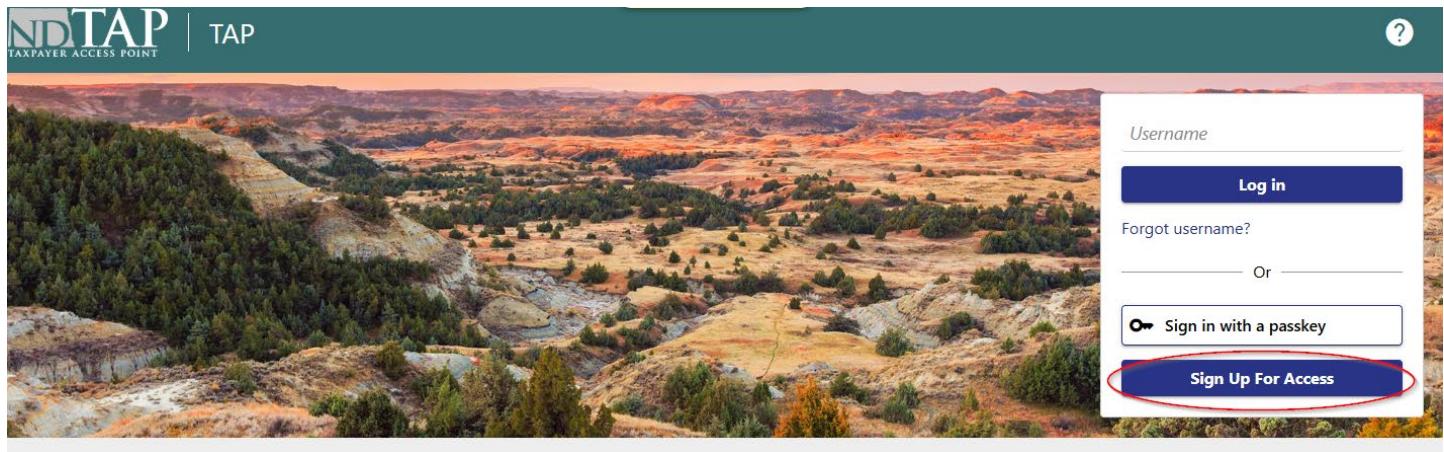




Step by Step Instructions on how to sign up for Taxpayer Access Point (TAP):

***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.

Sign Up For Access

To create a username and file returns electronically for an existing account, please click 'Continue to Sign Up For Access'.

> [Continue to Sign Up For Access](#)

Sales & Use or Withholding Application

To apply for a new Sales, Use, and Gross Receipts Tax Permit, or an Income Tax Withholding Account, please click 'Continue to Electronic Application'.

> [Continue to Electronic Application](#)

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:

Password:

Confirm Password:

Email:

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:

Secret Answer:

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

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 *****

Email Address

Phone *****
 Ext.

Address

Country

Street *****

Unit

Unit Type

City *****

State *****

Zip Code *****

[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.

Add Access to Another Account

—>

Add Access to Another Account

Account Information

Enter the details for the account you wish to access.

ID *

SSN/FEIN *

Account Type *

Account Number *

Letter Information

Please Note: if you already have a Letter ID for this account and would like to add access, you must first log into your TAP account.

Where's my Letter ID?

Letter ID

Request A New Letter

Cancel **Previous** **Next** >

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

Add Access to Another Account

—>

Add Access to Another Account Request Letter

Request New Letter

Please Note: An existing letter that you have already received can be used to add access. The letter must be specific to the tax account you need access to and will have the account number and a unique letter ID in the top right-hand corner.

ID

SSN/FEIN

Account Type

Account Number

I understand that this request will result in a letter being sent to the business address on file and can be used to add access to the applicable tax account.

Cancel **Previous** **Next** >

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

Add Access to Another Account

Progress: ✓ 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 * <i>Required</i>	Title * <i>Required</i>
Phone * <i>Required</i>	Email * <i>Required</i>

[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

Progress: > 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 *

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 # *

Business Legal Name *

Required 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

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

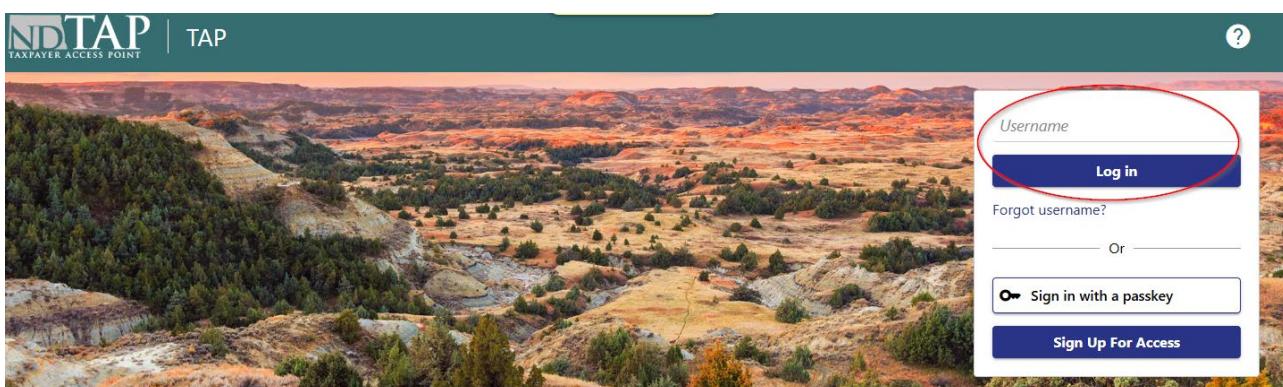
If you have any questions regarding this request, please contact our office by email at TAPhelp@nd.gov or by phone at 701-328-1257 and reference the confirmation number identified above.

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.

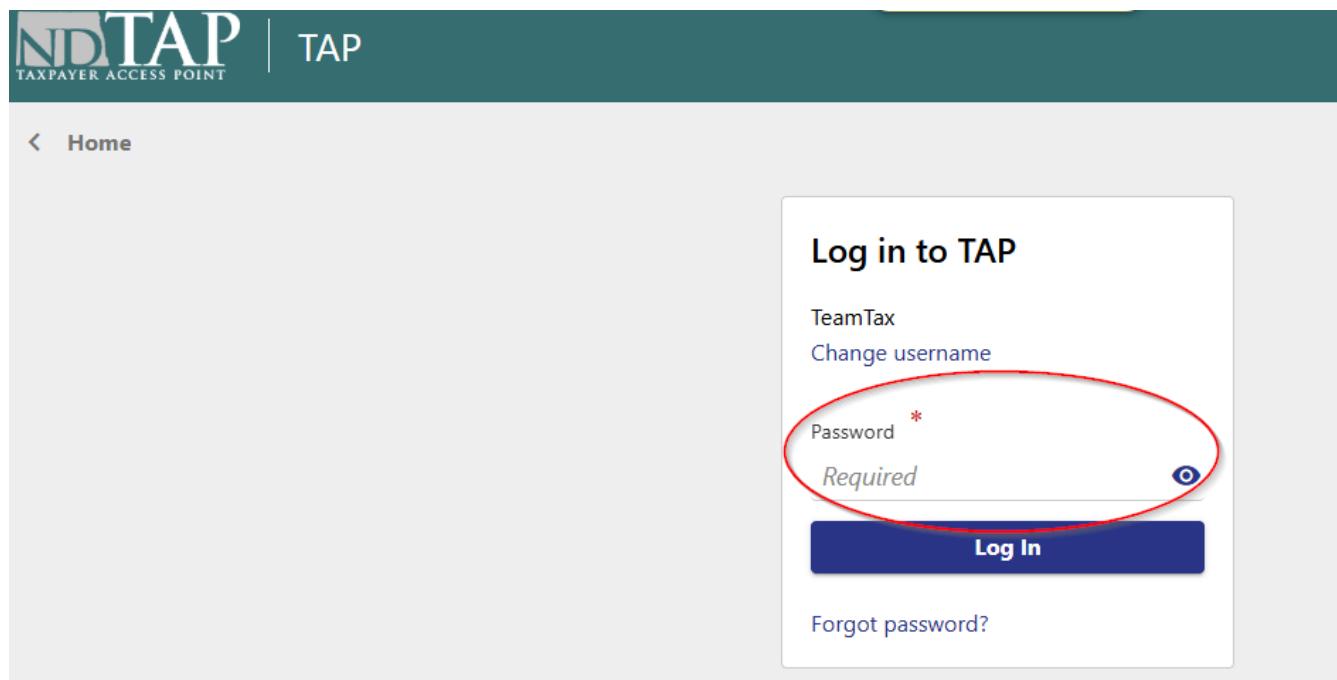
[Home](#) [Request Letter ID](#) [Print Confirmation](#)

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".



ND TAP | TAP

Home

Log in to TAP

TeamTax

[Change username](#)

>Password *

Required

[Log In](#)

[Forgot password?](#)

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.

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 time you log in.

Passkeys

Sign in without a password using your fingerprint, face, or PIN

Add a passkey >

Authentication App

Use an authentication app to generate a security code

Set up an authentication app >

Phones

Receive a security code by text message

Add a phone >

Emails

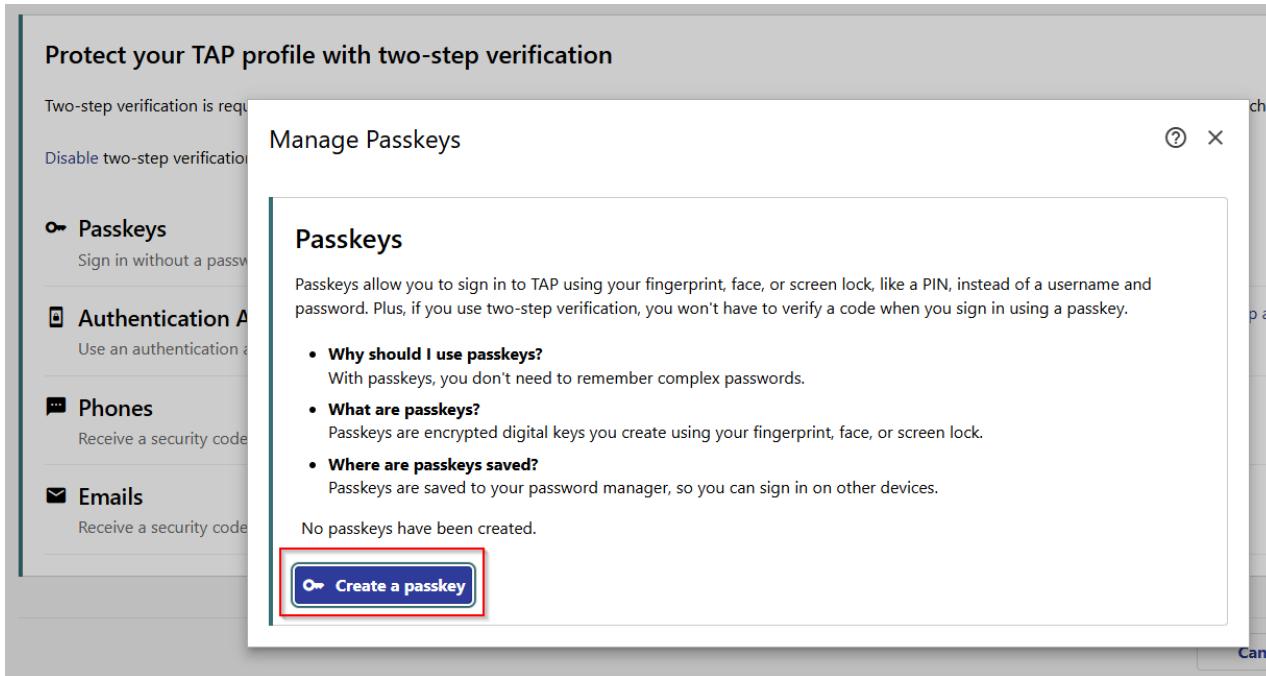
Receive a security code by email

Add an email >

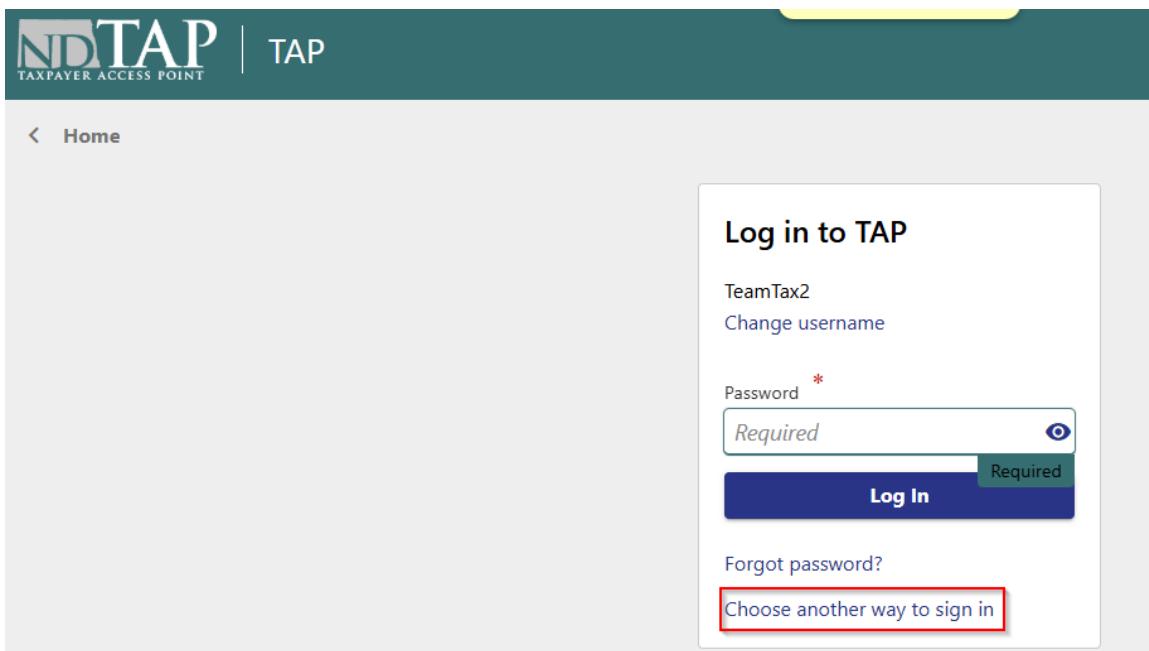
[Cancel](#) [Confirm](#)

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.

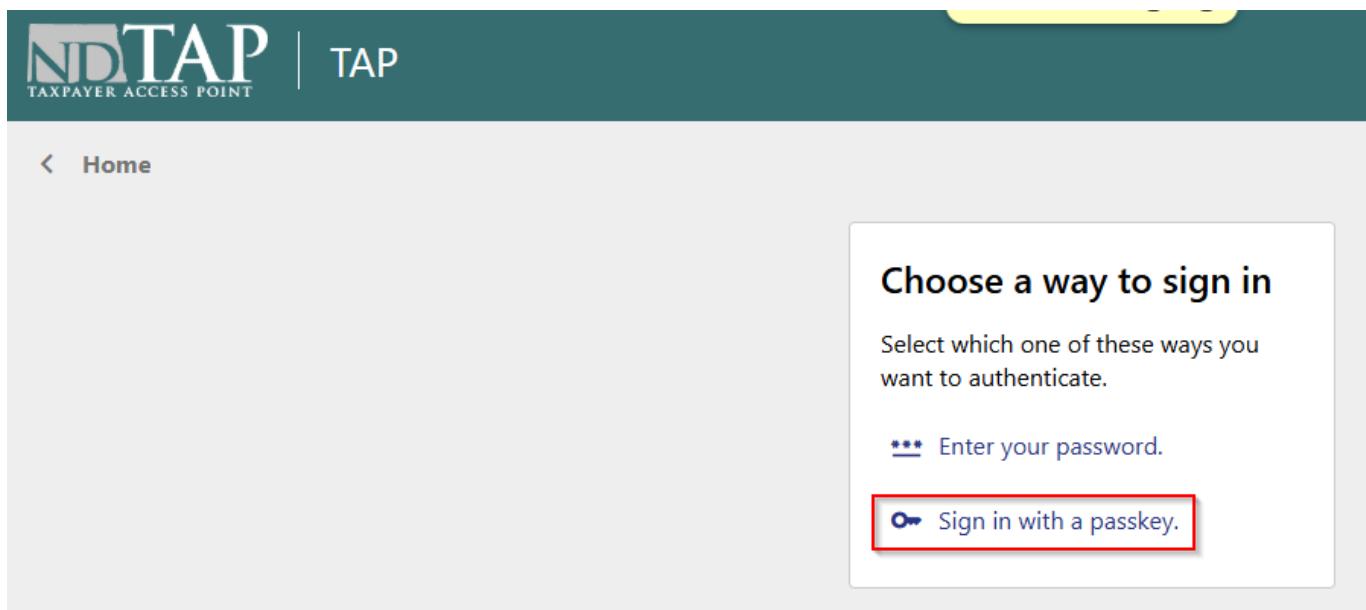
Select “Create a passkey” and then you'll be prompted to choose how you'd like to verify your identity (Fingerprint, PIN, Security Key, etc.).



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”.

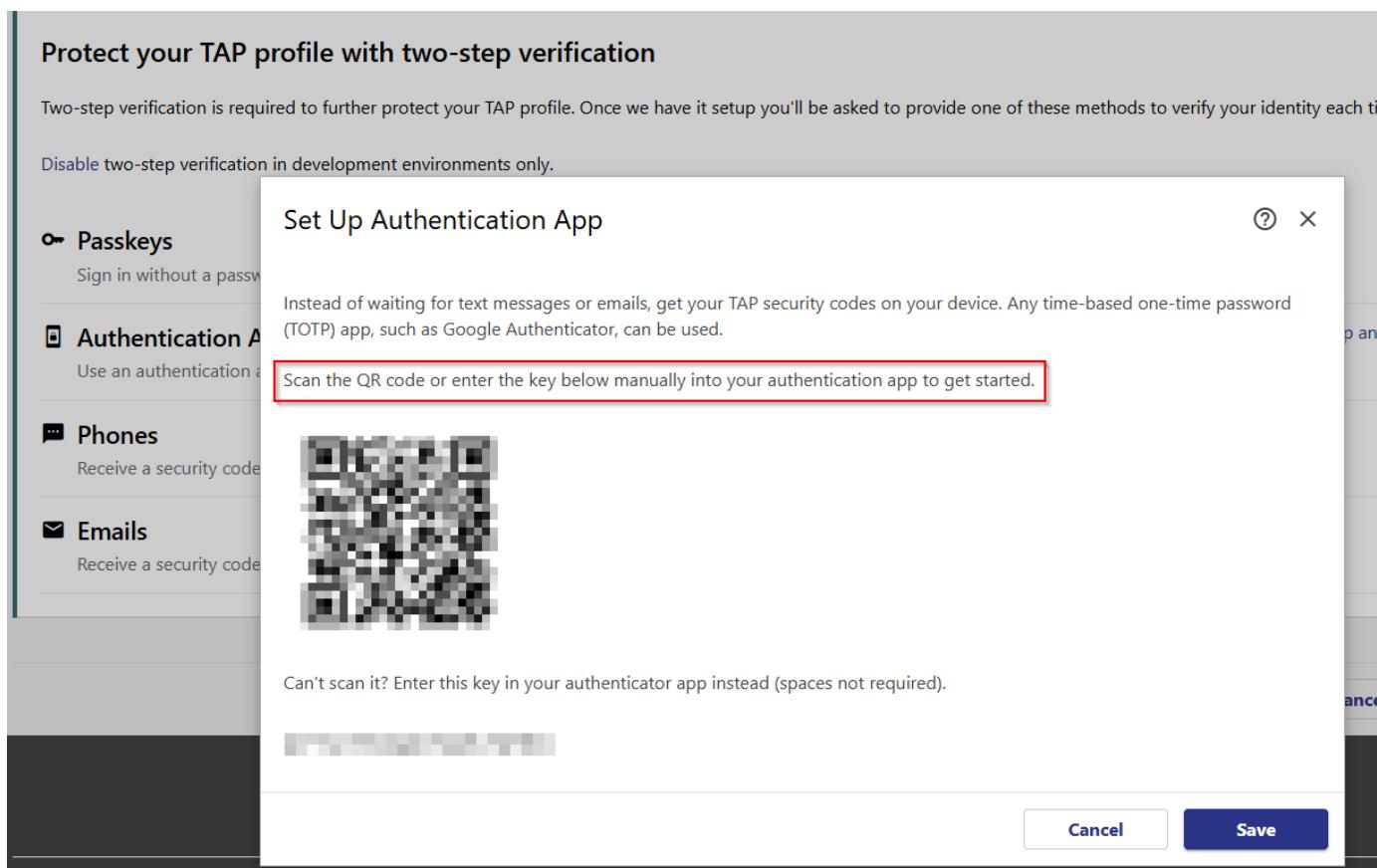


You can then use your **Passkey** in lieu of your password and this will also bypass your two-step verification.



The screenshot shows the ND TAP Taxpayer Access Point sign-in interface. At the top, the ND TAP logo is displayed. Below it, a navigation bar includes a 'Home' link. The main content area is titled 'Choose a way to sign in' and contains the text: 'Select which one of these ways you want to authenticate.' Two options are listed: 'Enter your password.' (indicated by a red box) and 'Sign in with a passkey.' (also indicated by a red box).

Authentication App – You will use your mobile device to scan a QR code.



The screenshot shows the 'Set Up Authentication App' dialog box. On the left, a sidebar lists four methods: 'Passkeys' (selected), 'Authentication App' (disabled), 'Phones', and 'Emails'. The main content area is titled 'Set Up Authentication App' and contains the text: 'Instead of waiting for text messages or emails, get your TAP security codes on your device. Any time-based one-time password (TOTP) app, such as Google Authenticator, can be used.' Below this is a red-bordered box containing the instruction 'Scan the QR code or enter the key below manually into your authentication app to get started.' A QR code is displayed, followed by the text 'Can't scan it? Enter this key in your authenticator app instead (spaces not required.)' At the bottom are 'Cancel' and 'Save' buttons.

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 time you log in.

Disable two-step verification in development environments only.

Set Up Authentication App

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

Authentication App **Required**

Trust this device

Cancel **Confirm**

- Passkeys**
Sign in without a password
- Authentication App**
Use an authentication app
- Phones**
Receive a security code
- Emails**
Receive a security code

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 time you log in.

Disable two-step verification in development environments only.

Add Phone

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

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**

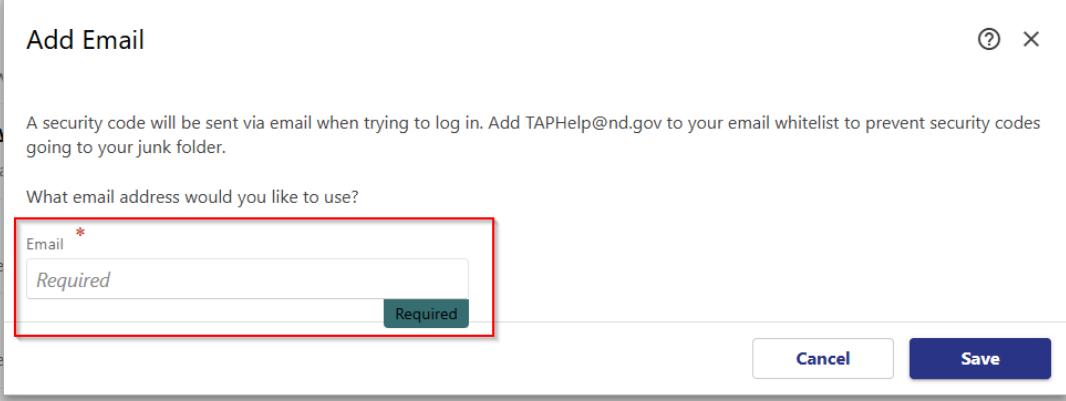
- Passkeys**
Sign in without a password
- Authentication App**
Use an authentication app
- Phones**
Receive a security code
- Emails**
Receive a security code

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.

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 time you log in.

Disable two-step verification in development environments only.



Passkeys
Sign in without a password

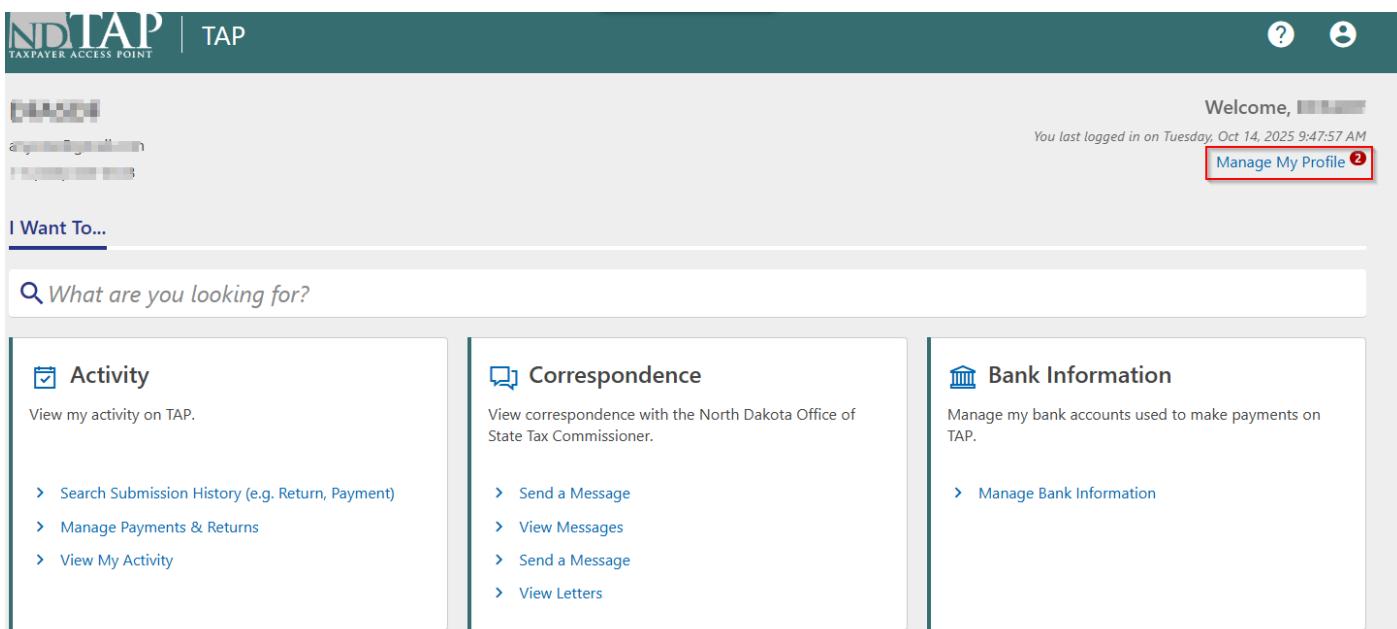
Authentication Apps
Use an authentication app

Phones
Receive a security code via phone

Emails
Receive a security code via email

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 “Manage My Profile” in the upper right corner.



Welcome, [REDACTED]
You last logged in on Tuesday, Oct 14, 2025 9:47:57 AM

I Want To...

Activity
View my activity on TAP.

- › Search Submission History (e.g. Return, Payment)
- › Manage Payments & Returns
- › View My Activity

Correspondence
View correspondence with the North Dakota Office of State Tax Commissioner.

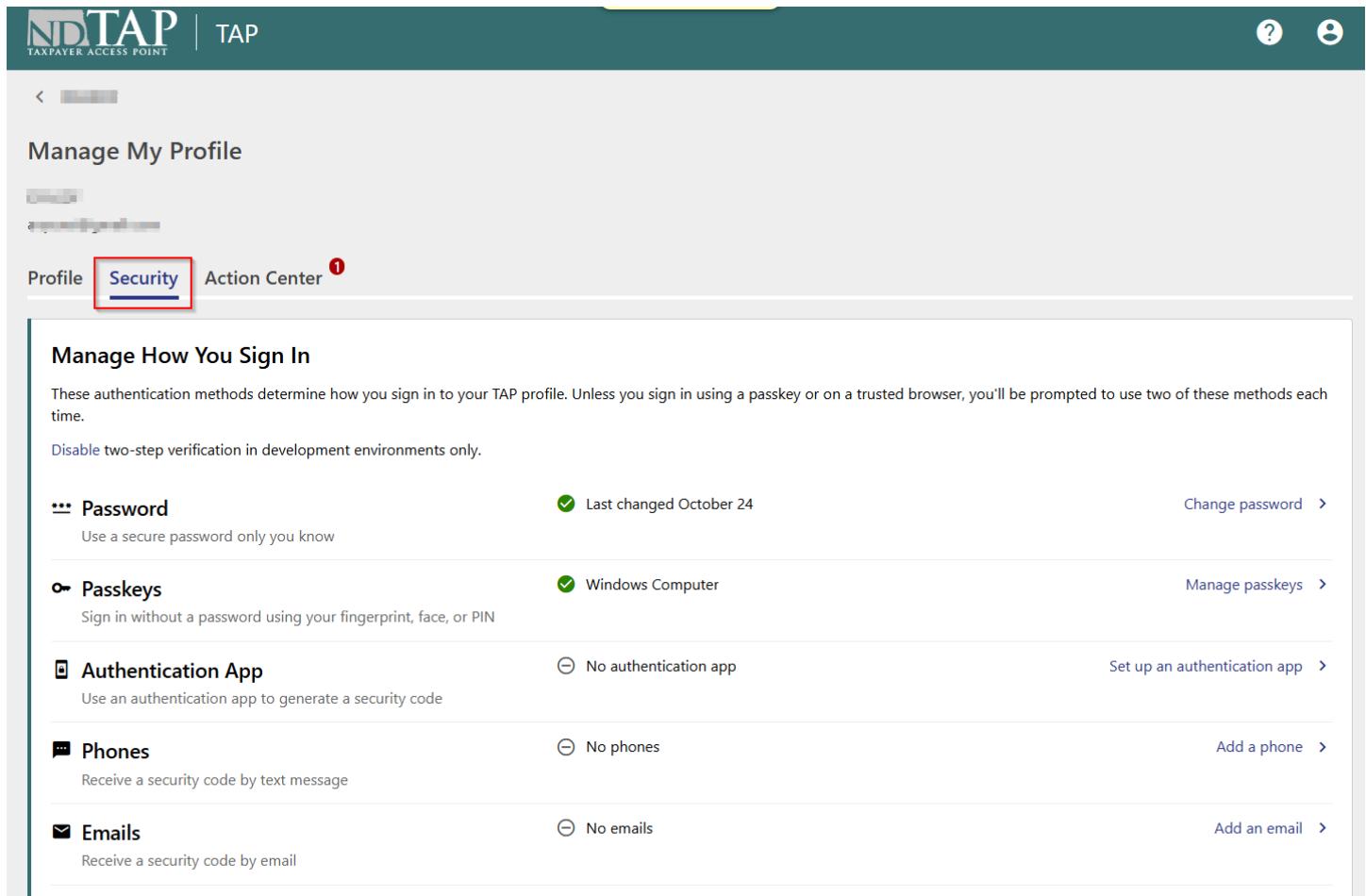
- › Send a Message
- › View Messages
- › Send a Message
- › View Letters

Bank Information
Manage my bank accounts used to make payments on TAP.

- › Manage Bank Information

Click on the “Security Tab” to bring up your options.

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



The screenshot shows the ND TAP Taxpayer Access Point interface. At the top, there is a dark green header with the ND TAP logo and a TAXPAYER ACCESS POINT subtext. On the right side of the header are a help icon (a question mark) and a user profile icon. Below the header, the page title is "Manage My Profile". Underneath the title, there is a navigation bar with three tabs: "Profile", "Security" (which is highlighted with a red box and has a red notification badge with the number "1" on it), and "Action Center". The main content area is titled "Manage How You Sign In". It lists five authentication methods, each with a status indicator (green checkmark), the last change date, and a "Change" or "Manage" link:

- >Password**: Last changed October 24, Change password
- Passkeys**: Windows Computer, Manage passkeys
- Authentication App**: No authentication app, Set up an authentication app
- Phones**: No phones, Add a phone
- Emails**: No emails, Add an email

Below each method, there is a brief description and a link to "Receive a security code".