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

- 1. Go to the website: <u>tax.nd.gov/tap</u>
- 2. On the right side of the screen, click "Sign Up For Access" under the login information.





 Choose the access type 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 to check the box that you understand how you will receive the Authorization code to get access. Then continue to follow the steps to create a Username and Password for **Third Party Access**.

Create TAP Profile			
ccess Type	Create Username and Password		
ad the description carefully for each access type and then select the e that best describes your role.	Required	At least 3 characters long	
Third Party (CPA, Payroll Provider, etc.)	Password *	 Allowed special characters: !@#\$^,.?_ 	
	Required	Password Requirements:	
Employee (Bookkeeper, Staff Accountant, etc.)	Confirm Password	Minimum 8 characters 1 upper case character 2 lower case characters 1 upper	
Owner (Business Owner, CEO, etc.)	Email *	- Filomber	
*	Required		
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	Confirm Email		
applicable tax accounts.	Secret Question		
	Secret Question *		
	Required	~	
	Secret Answer *		
	Required		

4. Enter your contact information and click "Submit" to finalize your request for access.

Create TAP Profile	Contact Information				
ontact Information					
ter the following contact info	rmation. This information will I	be used to create Third P	arty Access and will populate y	our profile in the system. To finalize yo	ur request, please click the 'Submit
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5. After submitting your request, click the "Home" button.

Confirmat	ion
Your Reque An email will be to log in to Taxp Summary of yo	est Has Been Submitted esent 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 payer Access Point for the first time. ur request
Request:	Sign Up for Access
Access Type:	Third Party
Confirmation	#: 1-700-411-904
Username:	Testy
Submitted:	12/23/2020 1:53:17 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.

To login into your account, follow these steps:

1. Enter your username and password under the login information and click "login".



2. You will need to set up the two-step verification to provide how you would like to receive your unique security code. After scanning the code or entering either your phone number or email, you will click "Save".

Protect your TAP account with two-step ver wo-step verification is used to better protect your TAP account. ccount.	rification Once we have it set up you'll be asked to provide a unique security	code to verify your identity each time you access your TAP
Authentication App Use an authentication app, such as Google Authenticator, to get security codes. Set Up	 Text Message Receive security codes by text message. Add Phone Message and data rates may apply. To stop receiving SMS messages, remove your number above. 	 Email Receive security codes by email. Add Email

3. Based on the option you chose; enter the security code that you received and click "Confirm".

☑ Verify Security Code		
An email with your TAP security code was sent to withhold@nd.gov. If you don't see the message, check your junk folder for an email from TAPHelp@nd.gov.		
* Security Code		
Required		
Didn't receive your security code? Resend		
	Cancel	Confirm

4. An authorization code was sent to you from <u>taphelp@nd.gov</u>. You will need to login to your email account to access this authorization code. Once you receive the code, it is only good for the one use and will not need to be saved for future reference. Note: Check your junk email folder.
Entential such arises and the two access the good to the prior to your email account to good for the one use and will not need to be saved for future reference. Note: Check your junk email folder.

Enter the authorization code that was sent to you by email click "Submit".

Authorize TAP Access	
Authorize Access	
Authorize Access Please enter the code from the email we sent to the email address we have on file to gain access to your TAP profile. Authorization Code * Required	
Cancel	< Previous Submit