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

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

3. 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.**

4. 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

5. After submitting your request, click the "Home" button.

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 #: 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.

Home   Print Confirmation

To login into your account, follow these steps:

1. Enter your username and password under the login information and click "login".
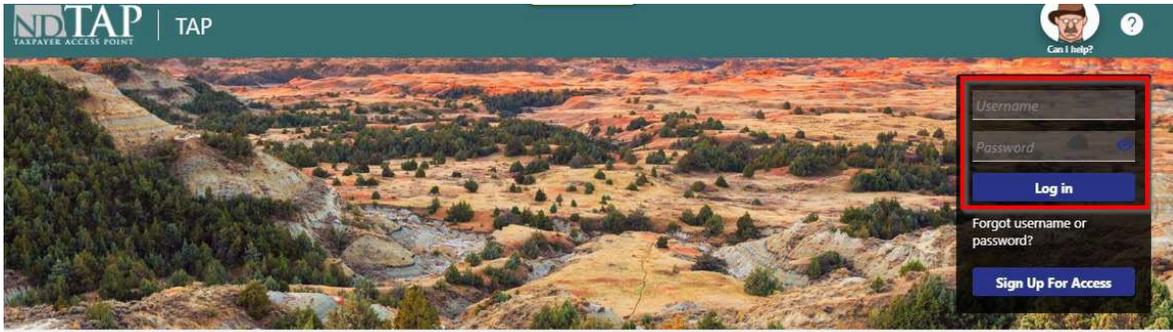
2. You will need to set up the two-step verification to provide how you would like to receive your unique security code. After scanning the code or entering either your phone number or email, you will click "Save".
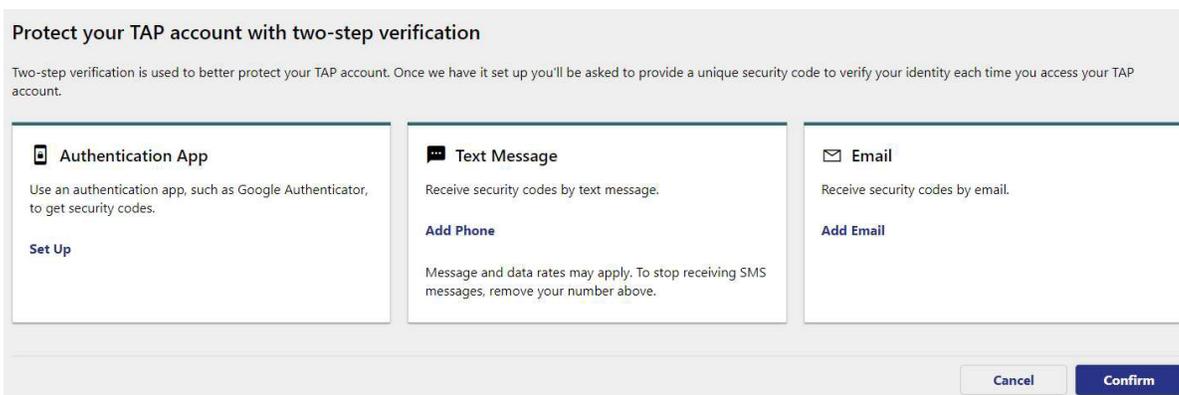
3. Based on the option you chose; enter the security code that you received and click "Confirm".
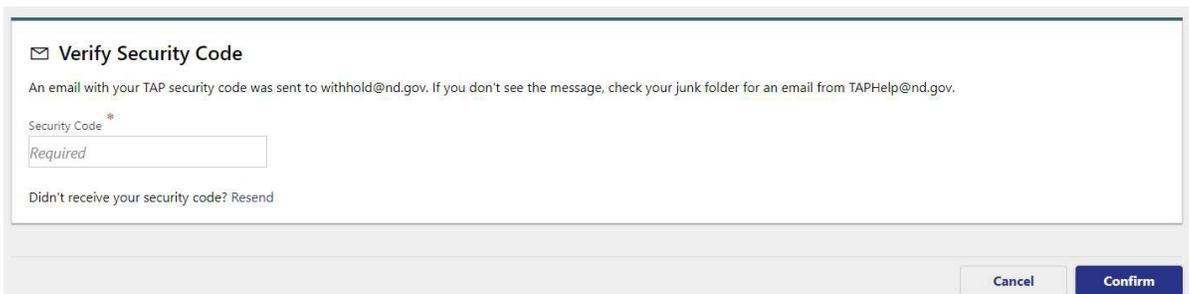
4. An authorization code was sent to you from taphelp@nd.gov. You will need to login to your email account to access this authorization code. Once you receive the code, it is only good for the one use and will not need to be saved for future reference. **Note: Check your junk email folder.**
   Enter the authorization code that was sent to you by email click "Submit".