Step by Step Instructions on how to sign up for Taxpayer Access Point (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.

5. After submitting your request, click the “Home” button.
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”.