Registering for Revenue Online

An overview of registering for Revenue Online

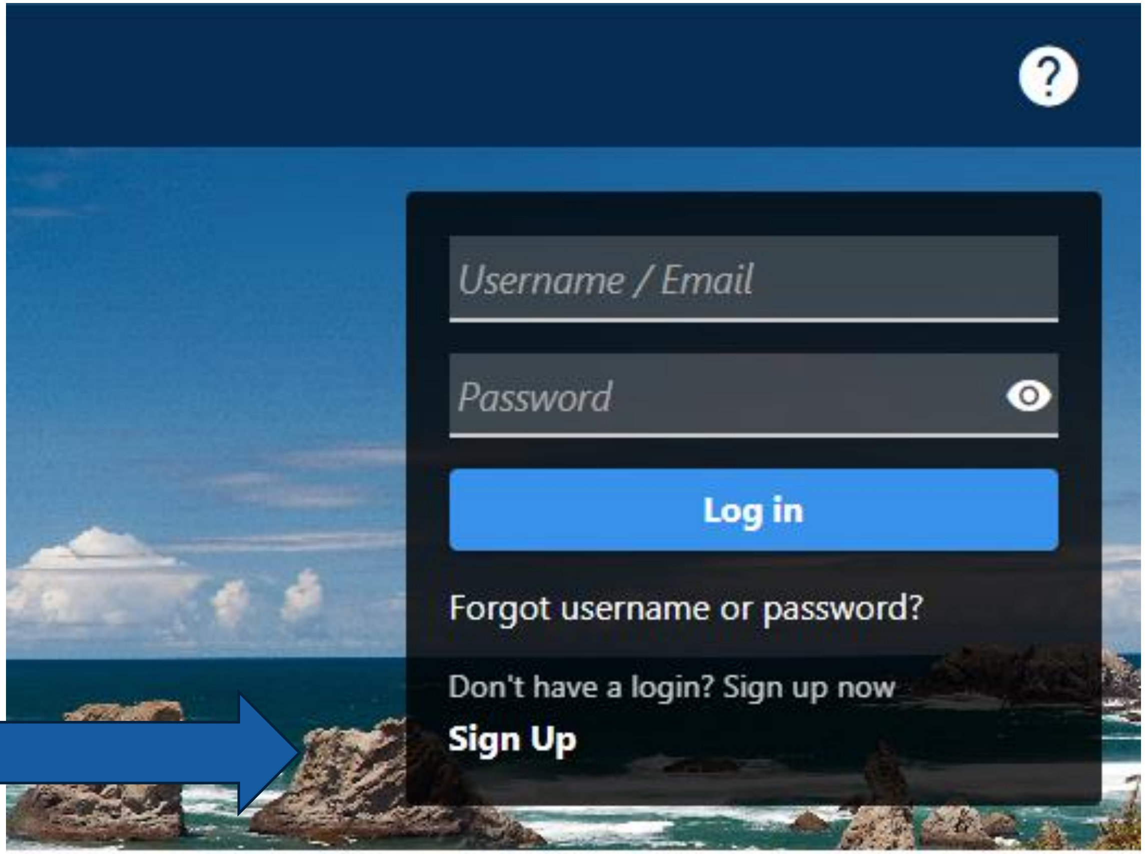
Created: 08/01/2023

This is a step by step guide on registering for Revenue Online and how to add additional tax programs to your existing Revenue Online account.

Registering for Revenue Online

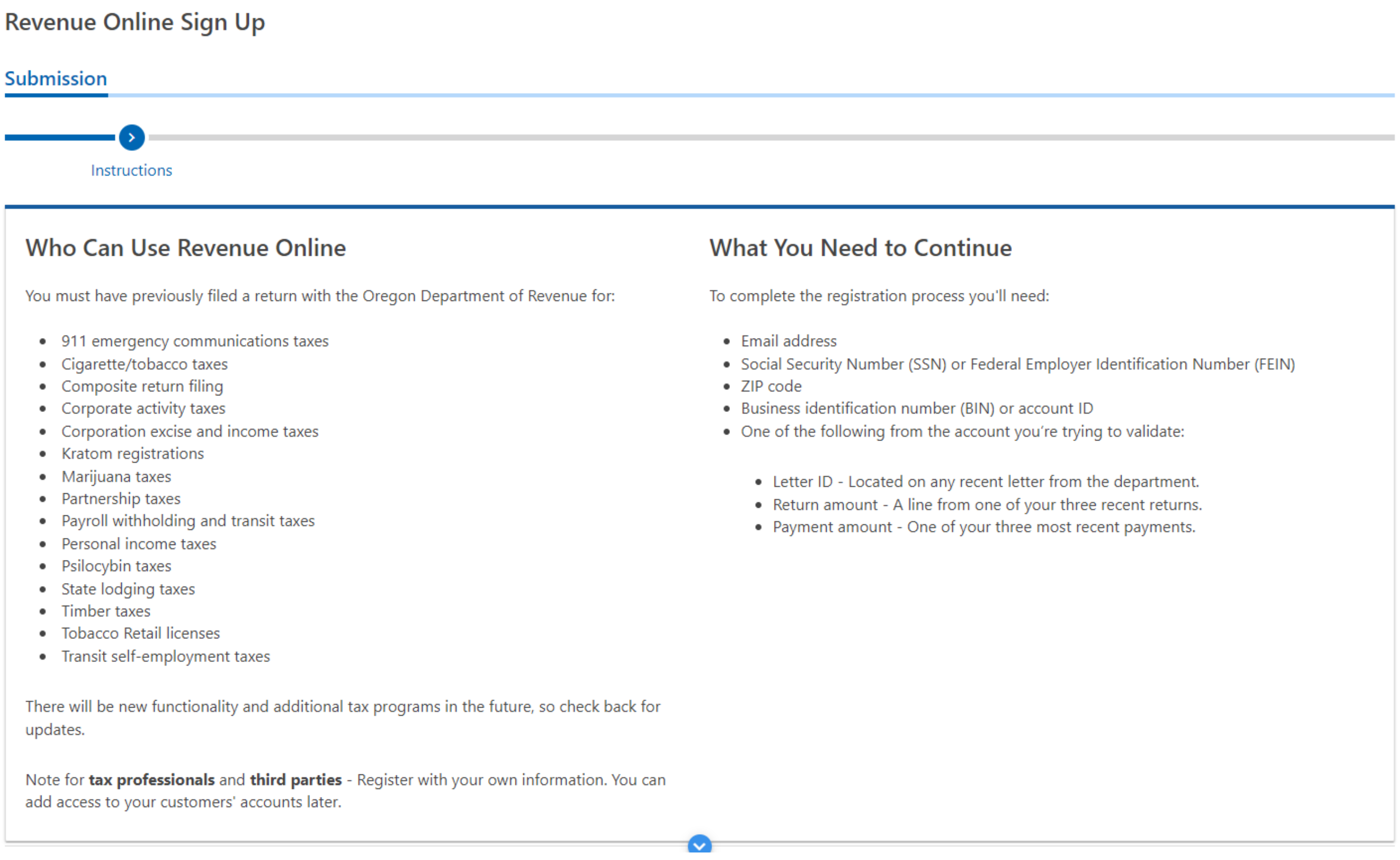
https://revenueonline.dor.oregon.gov/tap/_/

Select the **Sign Up** link under the *Don't have a login? Sign up now option.*



Instructions

The instructions will show which programs are supported through Revenue Online and what you will need to register.


Revenue Online Sign Up

Submission

Instructions

Who Can Use Revenue Online

You must have previously filed a return with the Oregon Department of Revenue for:

- 911 emergency communications taxes
- Cigarette/tobacco taxes
- Composite return filing
- Corporate activity taxes
- Corporation excise and income taxes
- Kratom registrations
- Marijuana taxes
- Partnership taxes
- Payroll withholding and transit taxes
- Personal income taxes
- Psilocybin taxes
- State lodging taxes
- Timber taxes
- Tobacco Retail licenses
- Transit self-employment taxes

There will be new functionality and additional tax programs in the future, so check back for updates.

Note for **tax professionals** and **third parties** - Register with your own information. You can add access to your customers' accounts later.

What You Need to Continue

To complete the registration process you'll need:

- Email address
- Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- ZIP code
- Business identification number (BIN) or account ID
- One of the following from the account you're trying to validate:
  - Letter ID - Located on any recent letter from the department.
  - Return amount - A line from one of your three recent returns.
  - Payment amount - One of your three most recent payments.

If you do not have the information required, please contact us before proceeding.

Logon Selection

Select your access type. The dropdown in your registration will allow you to select one of the three options below.

Individual:

Who should use ROL as an Individual:

Personal Income tax filers

Sole Proprietorship (Schedule C business)

Single- member LLC

Tax Professional:

Who should use ROL as a tax professional:

*** *Tax professional***

Attorney

Person with power of attorney

Employee at tax firm

Self-employed tax preparer

Business:

Who should use ROL as a business:

Owner of responsible party for the business.

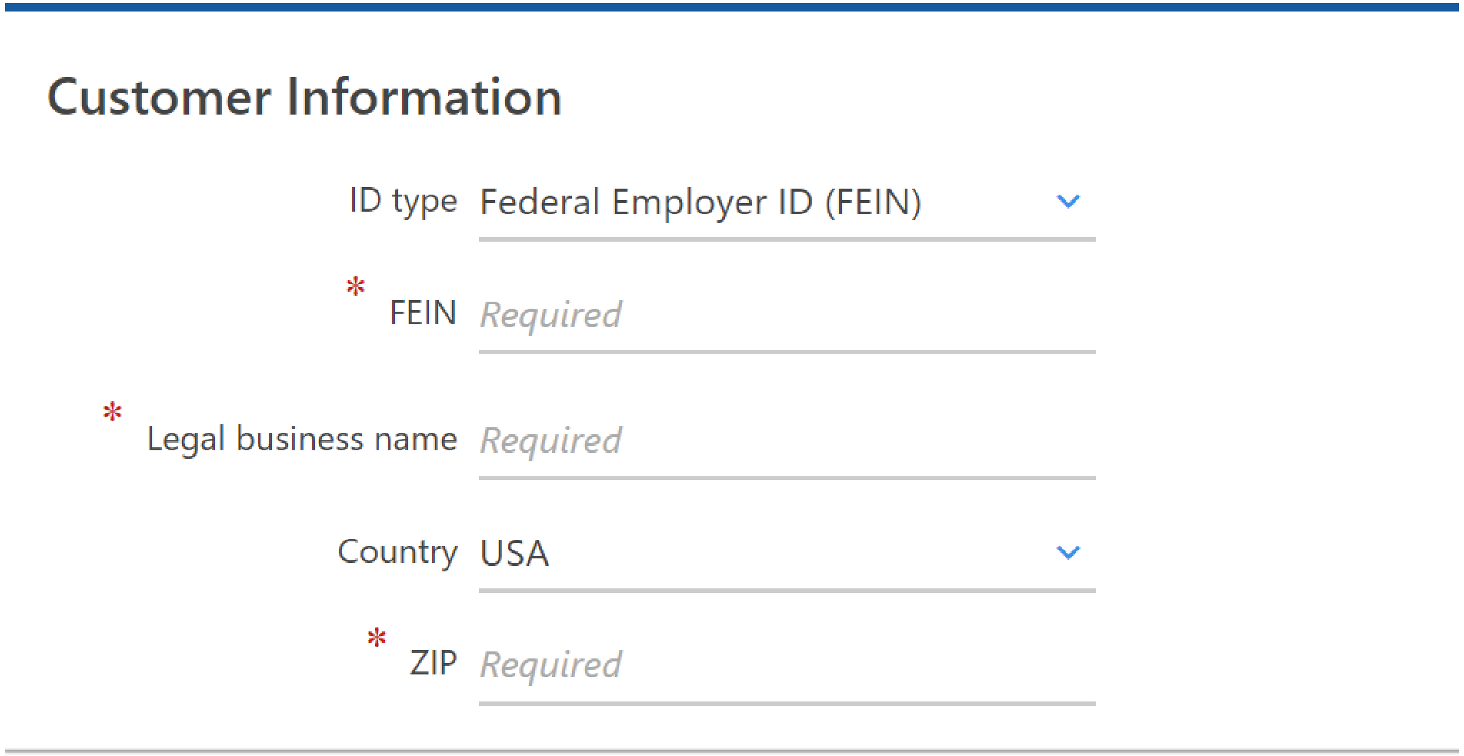
Payroll employee for the business

Bookkeeper for the business.

Customer Information

Your customer information is what your Revenue Online account is created under.

If you gain access to other businesses through Revenue Online, they will receive notice showing the name you registered with here.



Example: If you are a tax professional that will need access to multiple businesses accounts, you would want to create your account under your tax service business. Therefore, when you add your clients, it will show that your business gained access to their account, rather than it being another clients information.

Tax Professionals

If you select that you are a tax professional, additional questions will populate for you.

Customer Information

Important: The third party process requires users to set up access to their own tax profile and then validate into each of their clients accounts. This process will start by verifying your information first, and then we can work on gaining access to your clients.

Have you (or your company) ever filed a return for any program with the state of Oregon? No

Would you like to access ROL as a business or an individual? Business

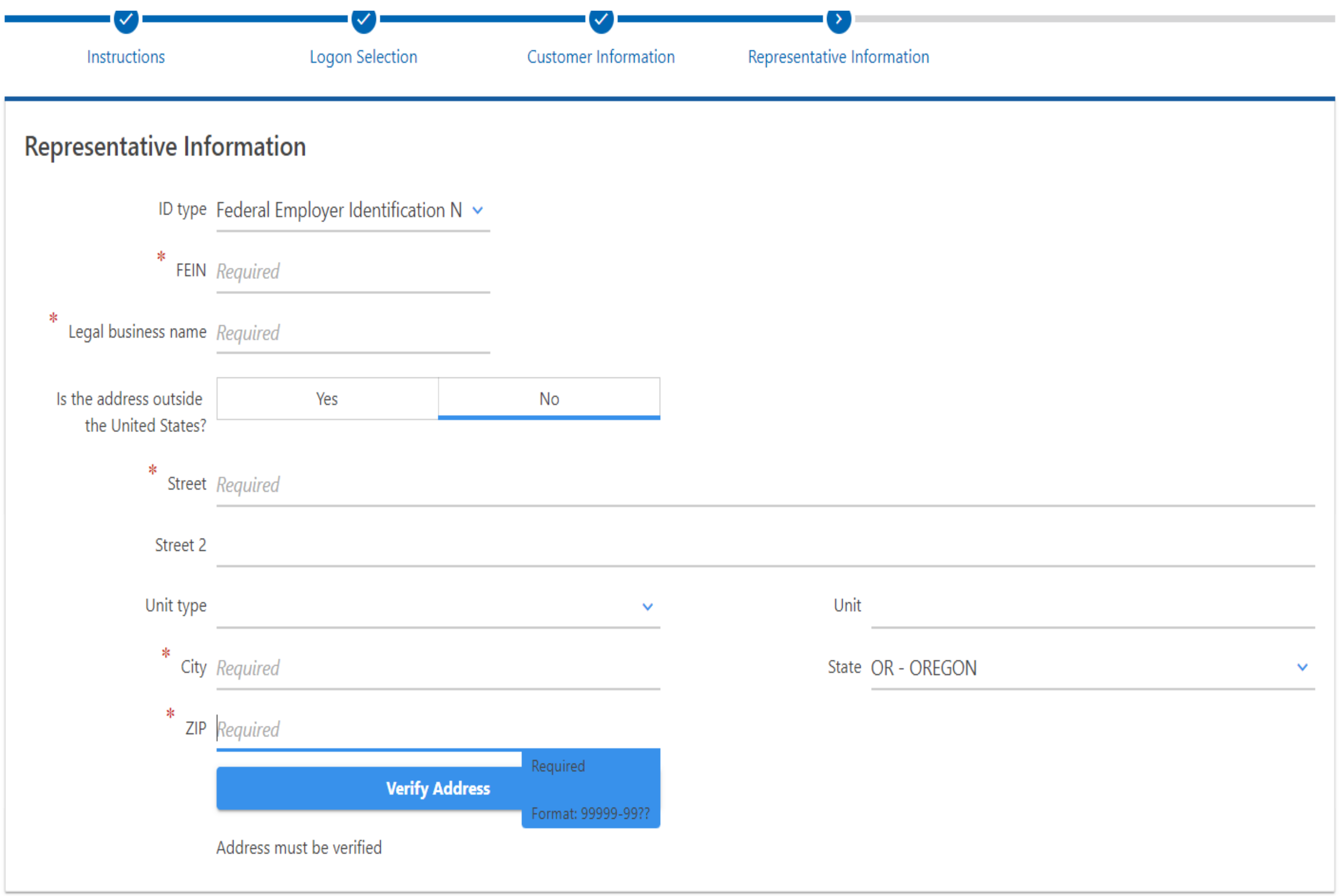
Have you ever filed a return for any program with the state of Oregon? You will need to select "Yes" or "No" depending on if you have ever filed in Oregon.

Would you like to access ROL as a business or an individual? Although you have selected access as a tax professional you will need to select the structure of the account depending on if you are a business or individual.

Representative Information

If you elected to be a tax professional, you will input your representative information. This will need to be information based on you as the professional not the client.

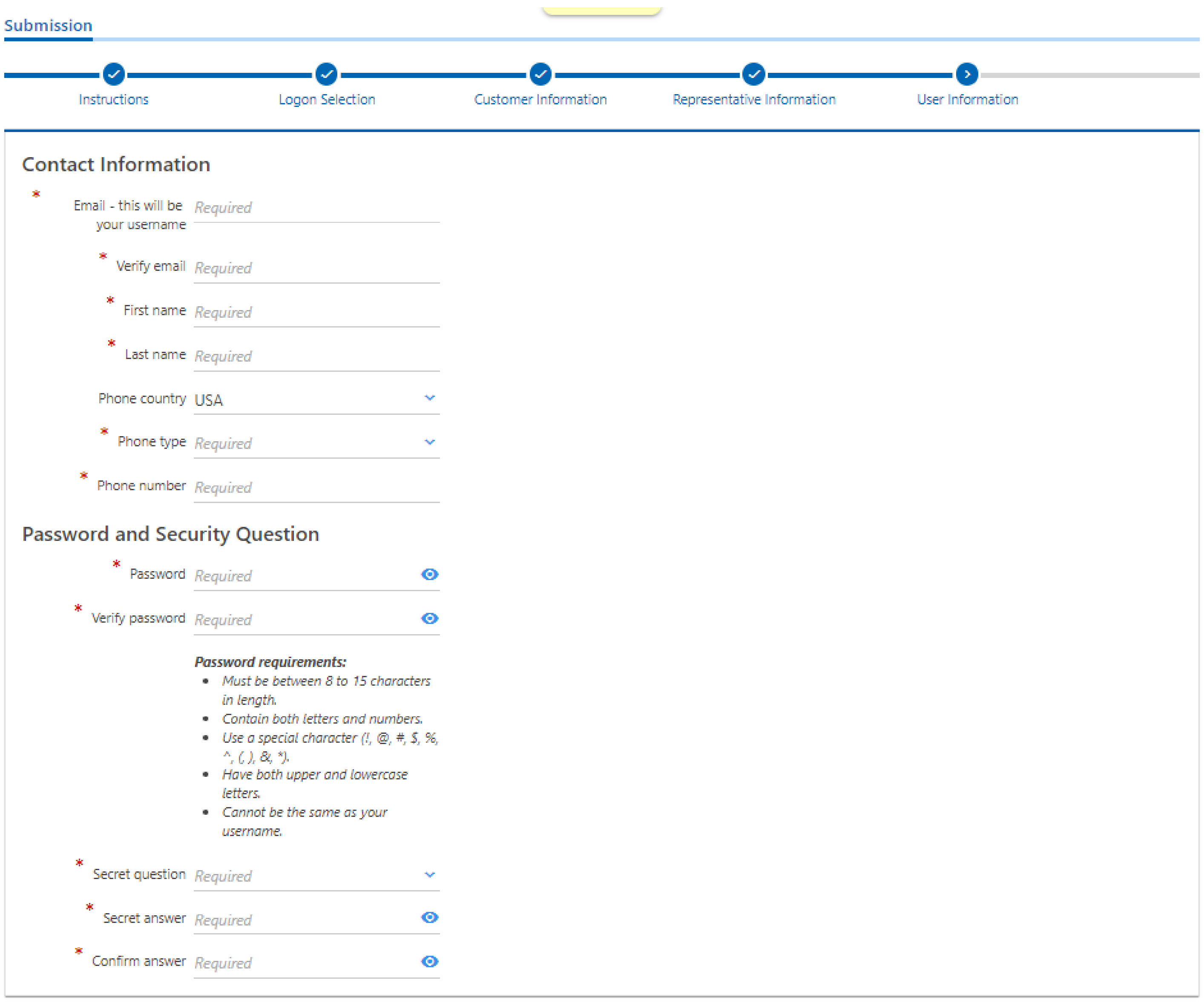
- **Federal employer identification number/Social Security number**
- **Legal business name**
- **Address**

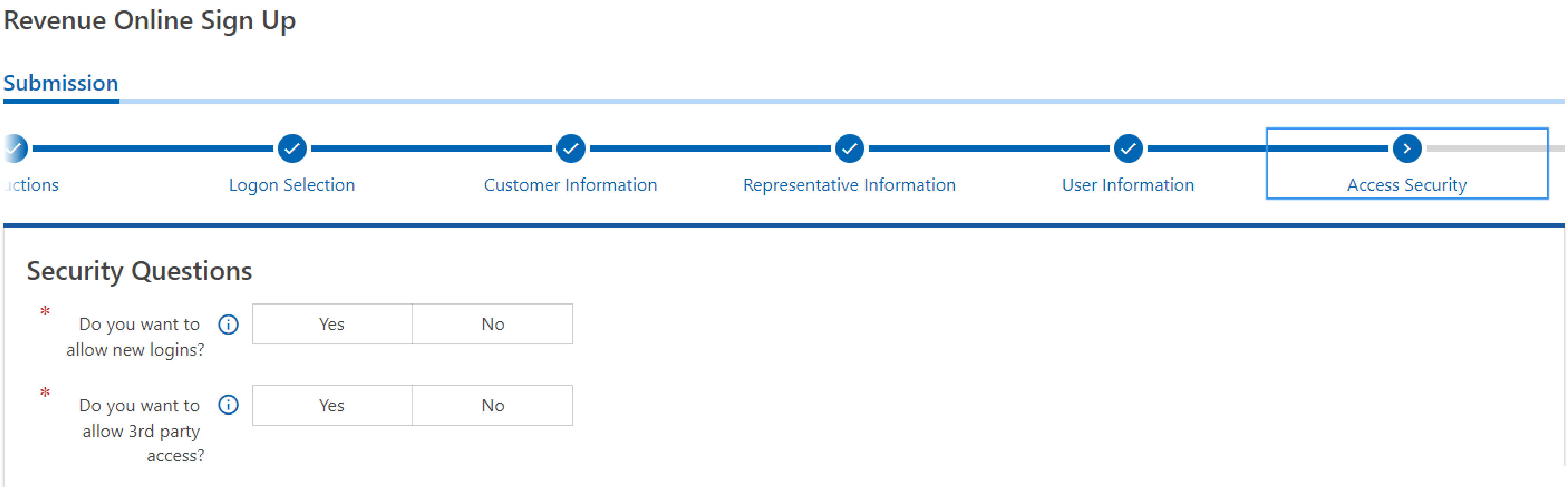


User Information

Create your Revenue Online login by inputting the following:

- **Email**: This email will be your username as well as your verification email.
- **First and last name**
- **Phone type and number:** Select your phone type and input a phone number that can be accessed for logon verification.
- **Password**: must be 8-15 characters with upper and lower case and a special character.
- **Security question:** Choose a security question from the drop down.
- **Secret answer:** Input the answer twice to confirm.





Access Security

Select your security access for allowing additional logons.

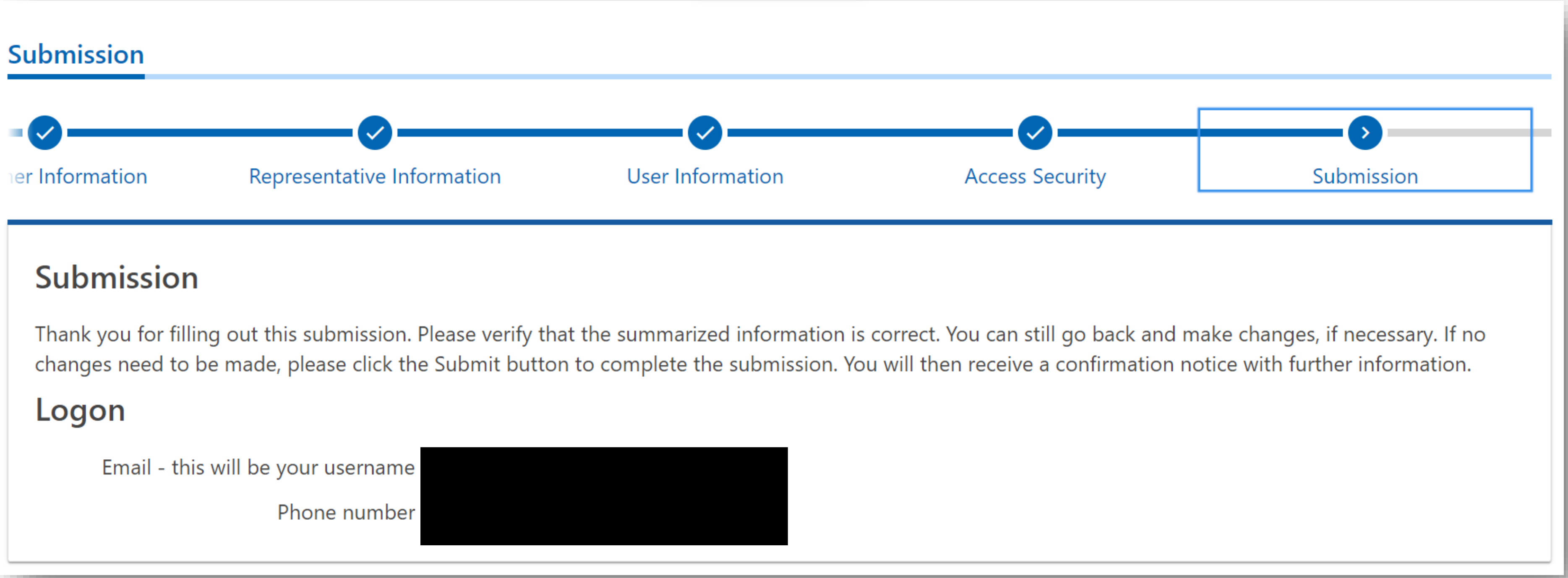
If you select **Yes,** additional logons will be allowed for those who have the required validation information for the business.

If you select **No,** then there will be no further accesses allowed for the business. This would include adding additional tax programs to your account.

These setting can be changed in your revenue online account at any time.

Submission

The Submissions page will reflect the email and phone number you have input. Verify the information before submitting the registration.



Submission

Thank you for filling out this submission. Please verify that the summarized information is correct. You can still go back and make changes, if necessary. If no changes need to be made, please click the Submit button to complete the submission. You will then receive a confirmation notice with further information.

Logon

Email - this will be your username [redacted]

Phone number [redacted]

Confirmation

Save your confirmation number in case you need to have your registration looked up later.

Confirmation

Your request has been submitted and your confirmation number is **2-145-251-968**.

Thank you for registering your tax accounts with Revenue Online.

With Revenue Online you can:
- Look up your tax account balance
- Review your account transactions
- Make payments
- Submit forms and documents
- Change personal information such as address, email, and phone numbers

Don't share your username, password, or authentication code with anyone.

Need help? Contact us.

Select **OK** to return to the homepage and log in.

Printable View

OK

Revenue Online – Adding Additional Tax Programs

Adding an Additional Account

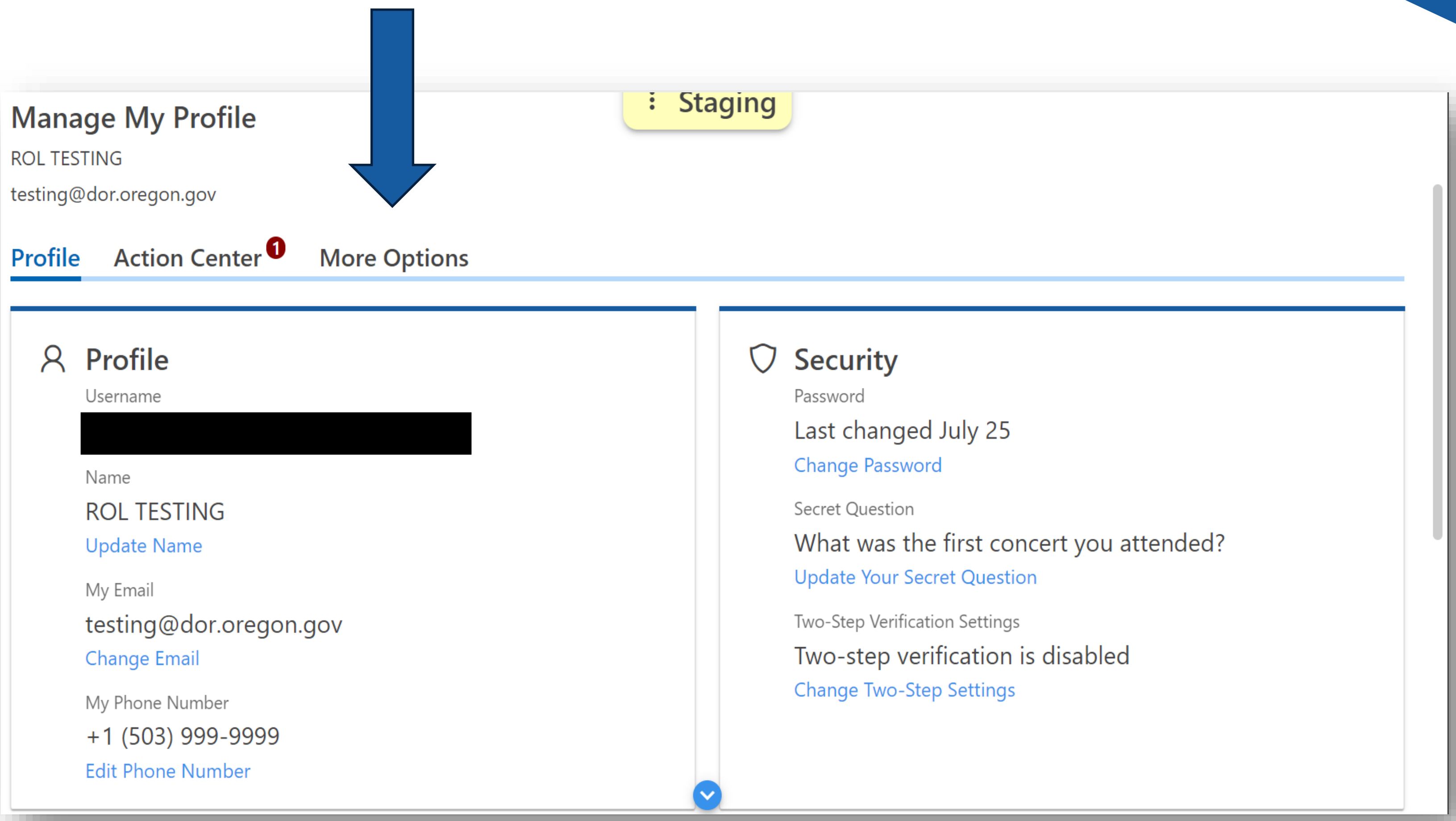
If you need to gain access to multiple tax programs, or you are a tax professional that will need to add in clients, follow these steps

Adding an Additional Account

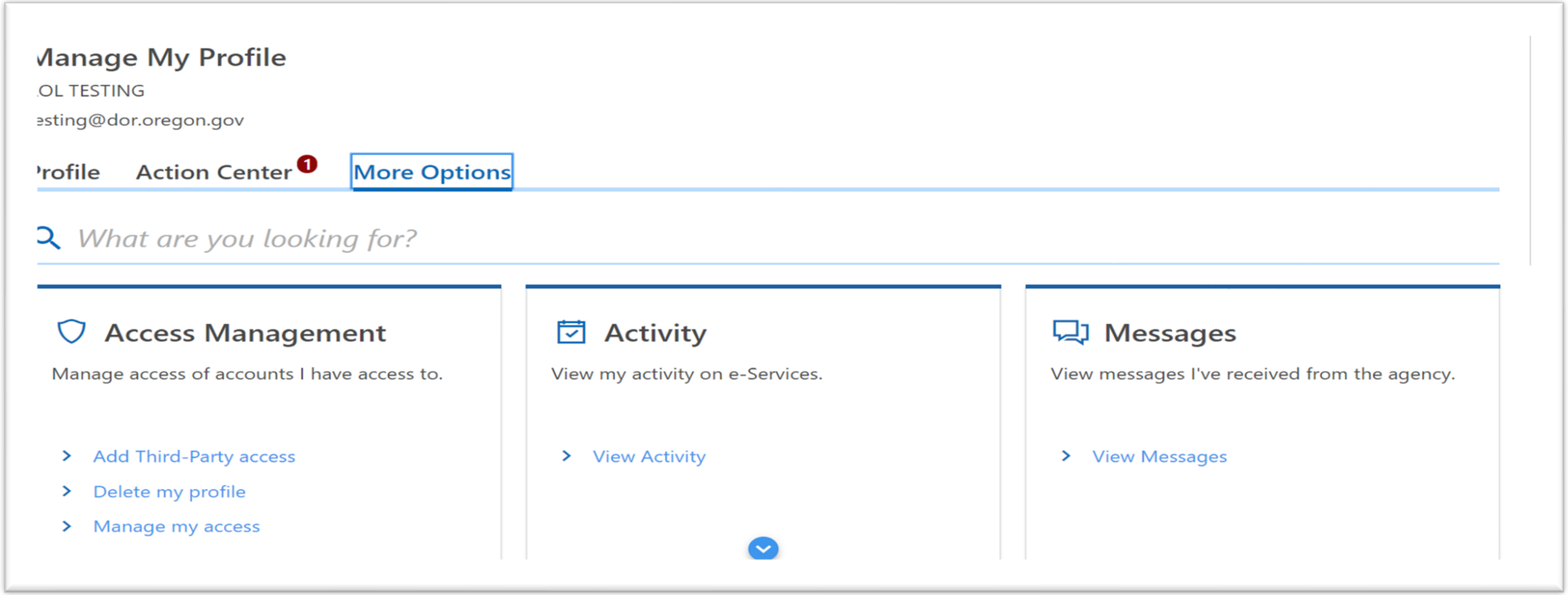
Select the top right corner under your welcome message that says **Manage My Profile**.

Manage My Profile

Under the **Manage My Profile**, select the **More Options** tab.



More Options



From the More Options tab, select the **Add Third-Party** access under the **Access Management box.**

* Any additional access added after the original registration will want to be completed as third-party access. You will have the same access as your current account.

Account Information

Account Information

Please fill out the information below to request access to your clients' account(s). This one-time validation is necessary to gain access to the account information on Revenue Online. Once validated, an email or letter will be sent to the client(s) stating you established access to their account through Revenue Online. Adding access to more accounts will not remove the access for accounts you already have.

Provide the following information:

* Customer type Required

* ID Required

* Account type Required

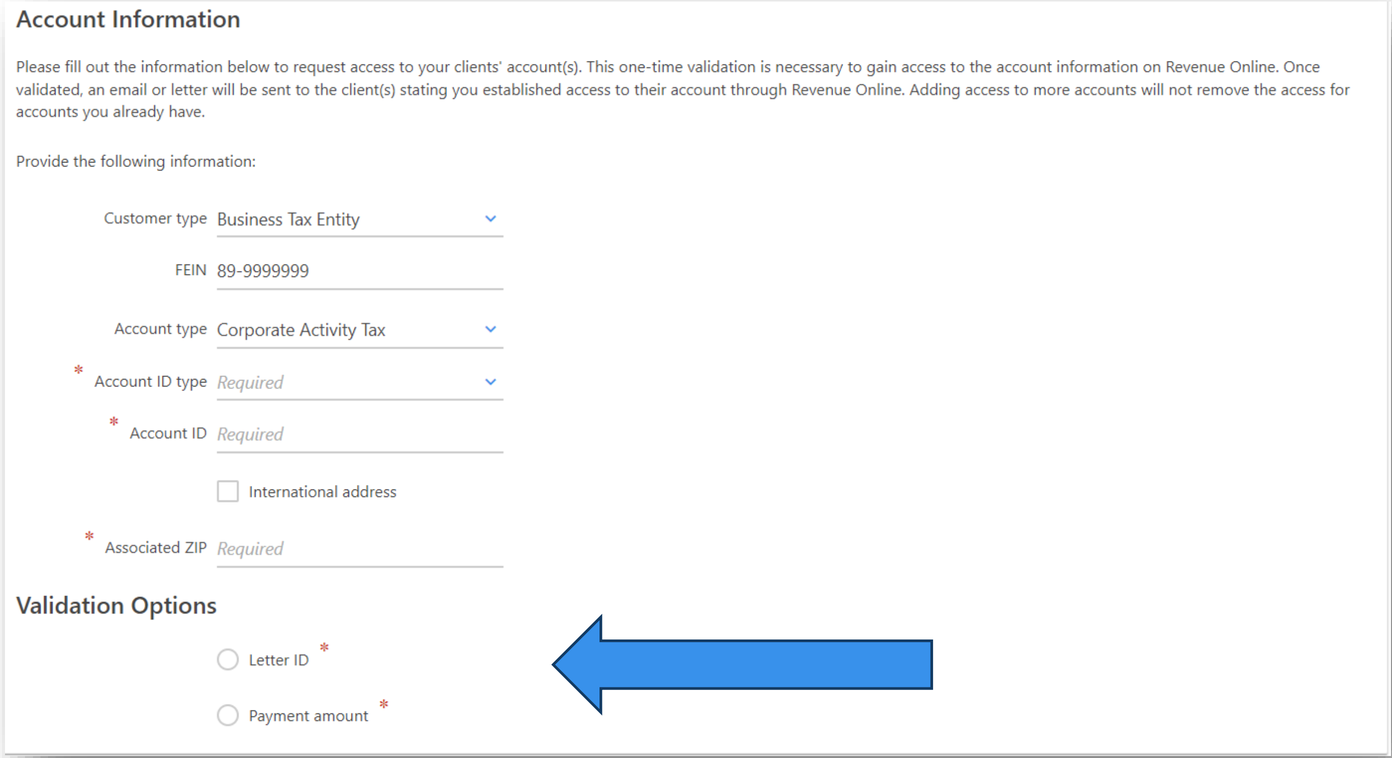
International address

* Associated ZIP Required

Input the account information for the program you are trying to add:

Customer Type: Business or Individual.
ID: Federal ID number or Social Security number.
Account Type: Select the tax program that you are wanting to add.
Account ID: Input the account ID associated with the tax program you would like to add.
Associated Zip Code: Zip code for the location.

Account Information-Verification



Once all your account type information is input, you will see a drop-down option appear asking for one of the following to validate the account:

Letter ID: Letter IDs are located on all letters issued from the Department of Revenue and are located on the top right corner of the letter or notice. To use it for validation, the letter would need to be issued and attributable to the program you are trying to add.

Payment Amount: A payment amount is another option. Generally, this validation is looking for your most recent payment to the program you are attempting to add. You are not able to input zero here.

Submit your access request. If all information provided is correct, then you will gain automatic access to the new program .

If you receive an error, you will need to contact us to confirm your validation information.

OREGON DEPARTMENT OF REVENUE

Do you have questions or need help?

www.oregon.gov/dor/businesses

503-945-8120

SPA.Help@dor.oregon.gov

Contact us for ADA accommodations or assistance in other languages.