



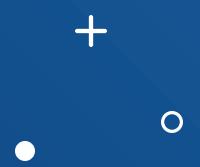
Registering for Revenue Online

An overview of registering for Revenue Online

Created: 08/01/2023



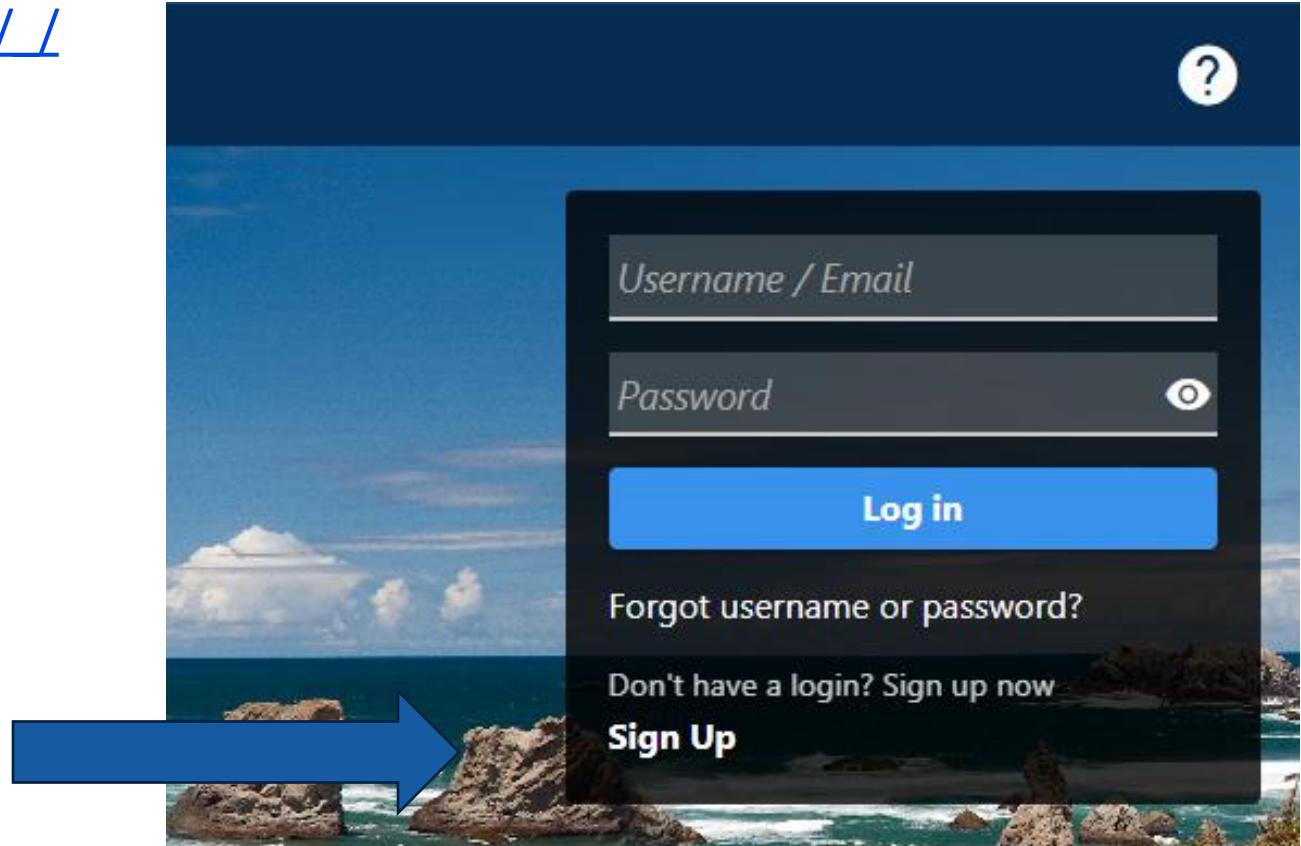
This is a step by step guide on registering for Revenue Online, and how to add additional tax programs to your existing Revenue Online account.



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.



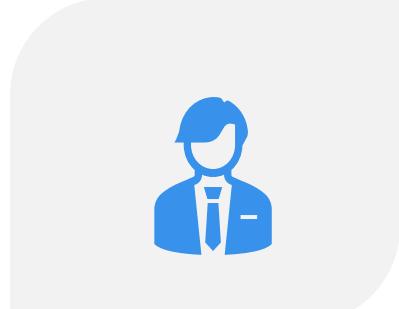
Individual:

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:

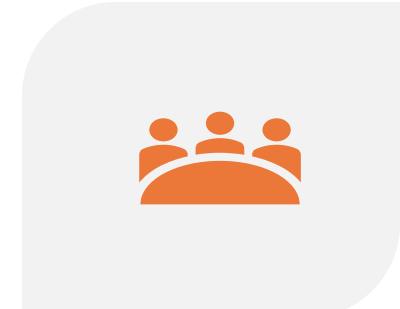
** Tax professional*

**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.

Customer Information

ID type Federal Employer ID (FEIN) 

* FEIN *Required* 

* Legal business name *Required* 

Country USA 

* ZIP *Required* 

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 No
filed a return for any program with
the state of Oregon?

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

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**

The screenshot shows a web-based form for entering representative information. At the top, a horizontal progress bar indicates the user is on the 'Representative Information' step of a four-step process. The steps are: Instructions (checkmark), Logon Selection (checkmark), Customer Information (checkmark), and Representative Information (next arrow). The main section is titled 'Representative Information'. It contains the following fields:

- ID type: A dropdown menu showing 'Federal Employer Identification N'.
- * FEIN: A required input field.
- * Legal business name: A required input field.
- Is the address outside the United States?: A radio button group with 'Yes' and 'No' options, where 'No' is selected.
- * Street: A required input field.
- Street 2: An input field for additional street information.
- Unit type: A dropdown menu.
- * City: A required input field.
- * ZIP: A required input field.
- Unit: An input field.
- State: A dropdown menu showing 'OR - OREGON'.

A large blue button at the bottom of the form is labeled 'Verify Address' and includes the text 'Required' and 'Format: 99999-99??'. Below the button, a message says 'Address must be verified'.

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.

Submission

Instructions Logon Selection Customer Information Representative Information User Information

Contact Information

* Email - this will be *Required* your username

* Verify email *Required*

* First name *Required*

* Last name *Required*

Phone country USA

* Phone type *Required*

* Phone number *Required*

Password and Security Question

* Password *Required*

* Verify password *Required*

Password requirements:

- Must be between 8 to 15 characters in length.
- Contain both letters and numbers.
- Use a special character (!, @, #, \$, %, ^, (,), & *)
- Have both upper and lowercase letters.
- Cannot be the same as your username.

* Secret question *Required*

* Secret answer *Required*

* Confirm answer *Required*

Submission



Security Questions

- * Do you want to [allow new logins?](#) Yes No
- * Do you want to [allow 3rd party access?](#) Yes No

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.

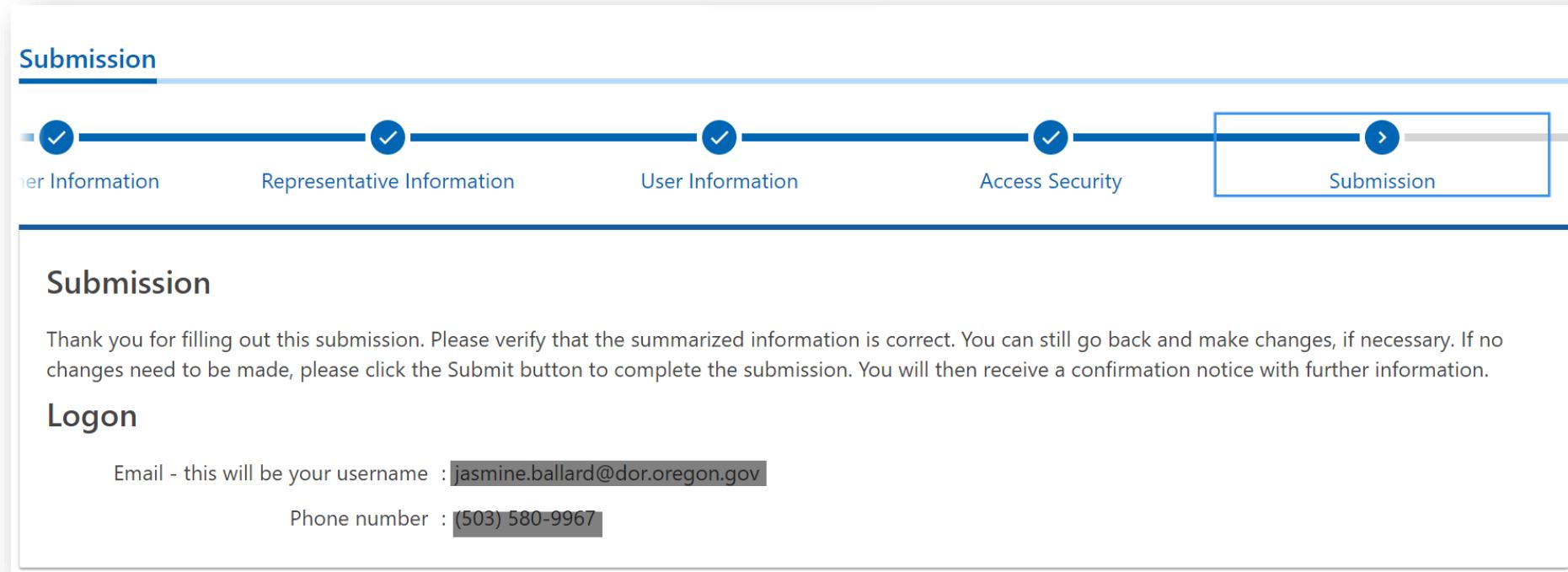
If you select **No**, then there will be no further accesses allowed for the business. This would include adding additional tax programs to your account.

Access Security

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.



The screenshot shows a 'Submission' page with a progress bar at the top. The progress bar has five steps: 'Customer Information' (checked), 'Representative Information' (checked), 'User Information' (checked), 'Access Security' (checked), and 'Submission' (unchecked, highlighted with a blue border). Below the progress bar, the 'Submission' section contains a message: '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.' Below this message is a 'Logon' section with fields for 'Email' and 'Phone number'.

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 :

Phone number :

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**.



Revenue Online

ROL TESTING

testing@dor.oregon.gov

+1 (503) 999-9999

Welcome, ROL TESTING

You last logged in on Tuesday, Jul 25, 2023 8:31:14 AM

Manage My Profile 1

A large blue arrow points from the text "Select the top right corner under your welcome message" to the "Manage My Profile" link in the screenshot.

Manage My Profile

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

Manage My Profile : Staging

Profile Action Center ¹ More Options

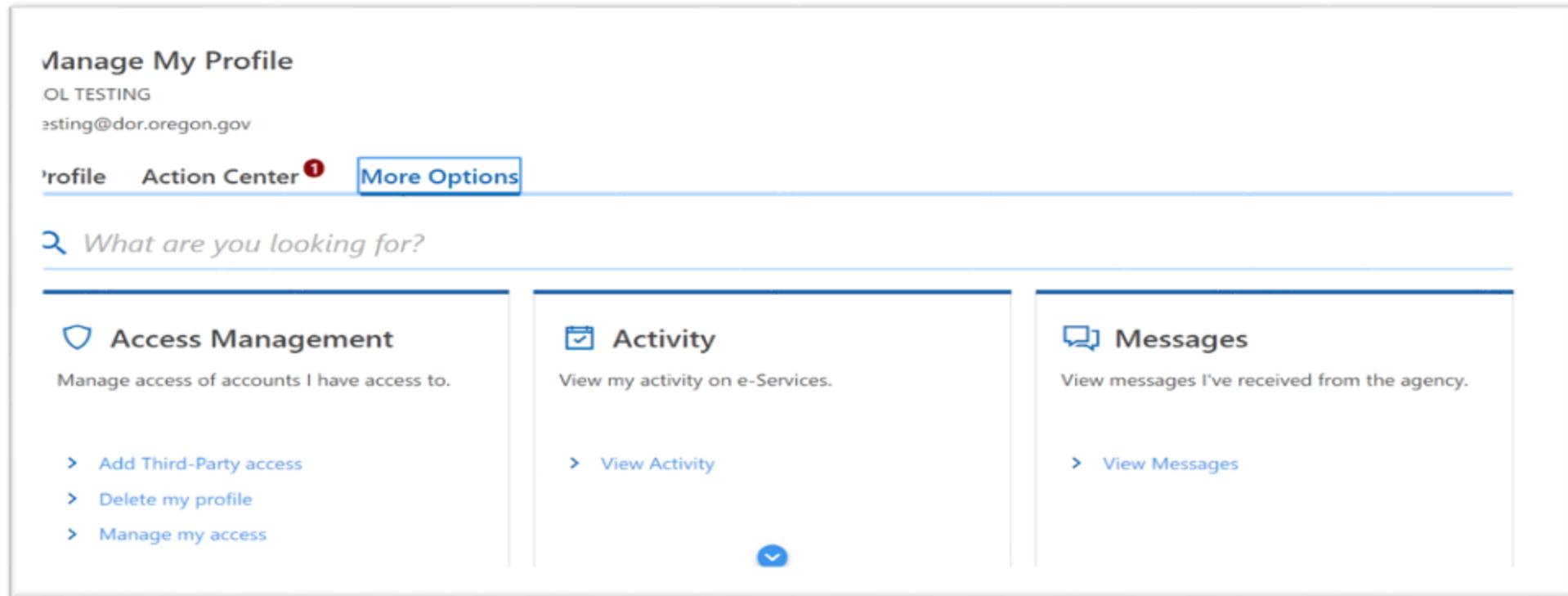
Profile

- Username: [jasmine.ballard@dor.oregon.gov](#)
- Name: ROL TESTING
- [Update Name](#)
- My Email: [testing@dor.oregon.gov](#)
- [Change Email](#)
- My Phone Number: +1 (503) 999-9999
- [Edit Phone Number](#)

Security

- Password
- Last changed July 25
- [Change Password](#)
- Secret Question: What was the first concert you attended?
- [Update Your Secret Question](#)
- Two-Step Verification Settings
- Two-step verification is disabled
- [Change Two-Step Settings](#)

More Options



Manage My Profile

OL TESTING
esting@dor.oregon.gov

Profile Action Center More Options

What are you looking for?

Access Management

Manage access of accounts I have access to.

> Add Third-Party access
> Delete my profile
> Manage my access

Activity

View my activity on e-Services.

> View Activity

Messages

View messages I've received from the agency.

> View Messages

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

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: Business Tax Entity

FEIN: 89-9999999

Account type: Corporate Activity Tax

* Account ID type: *Required*

* Account ID: *Required*

International address

* Associated ZIP: *Required*

Validation Options

Letter ID *

Payment amount *



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.

- +
-



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.