

REGISTERING FOR OKTAP



The following tax types are currently available through OkTAP:

- Sales Tax
- Withholding Tax
- Nonresident Royalty Withholding Tax
- Pass through Withholding Tax
- Use Tax: Vendor
- Use Tax: Consumers
- Tire Recycling Fee
- Mixed Beverage
- Prepaid Wireless
- Alcohol Wholesale
- Cigarette Wholesale
- Tobacco Wholesale
- Telephone Surcharge Tax
- Vehicle Rental Tax
- Lodging Tax
- Rural Electric Tax
- Prepaid Wireless Tax
- Franchise Tax
- Rural Electric Co-Op License

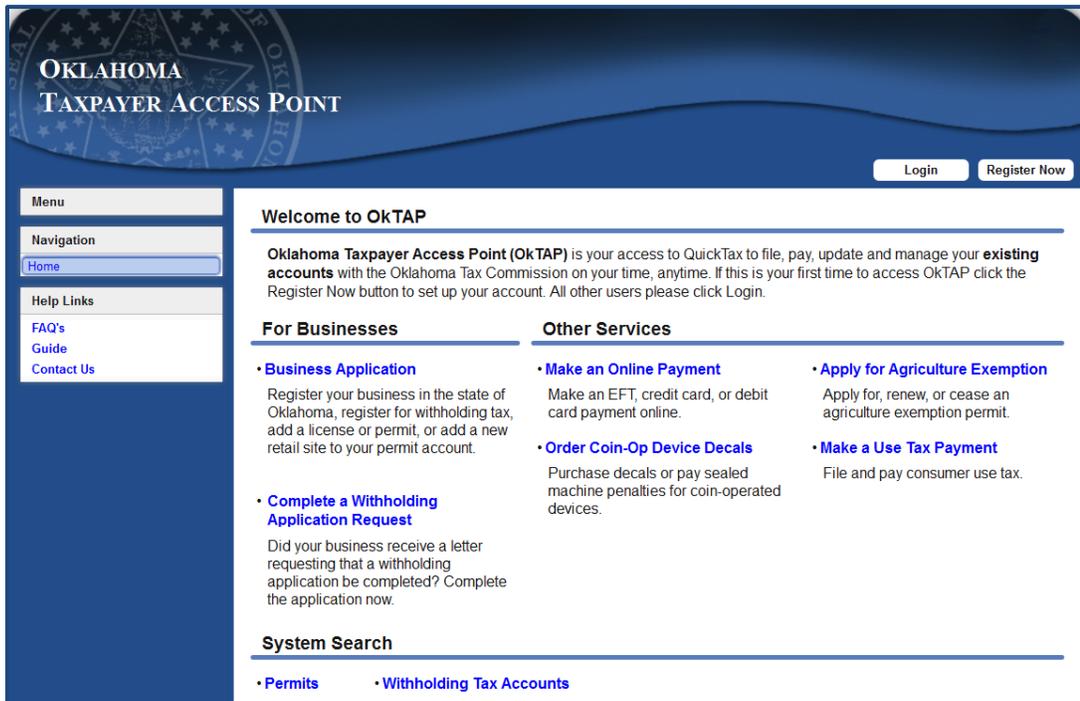
Any taxpayers with tax accounts for those tax types are eligible to register for an OkTAP logon.

The first individual that registers for OkTAP under a company's FEIN is the Master Account Holder. Only the Master Account Holder can manage logons, request to cease an account, and set up Direct Deposit for any tax refunds associated with their account(s). The Master Account Holder will also be alerted by email whenever a subsequent account is accessed under the same FEIN.

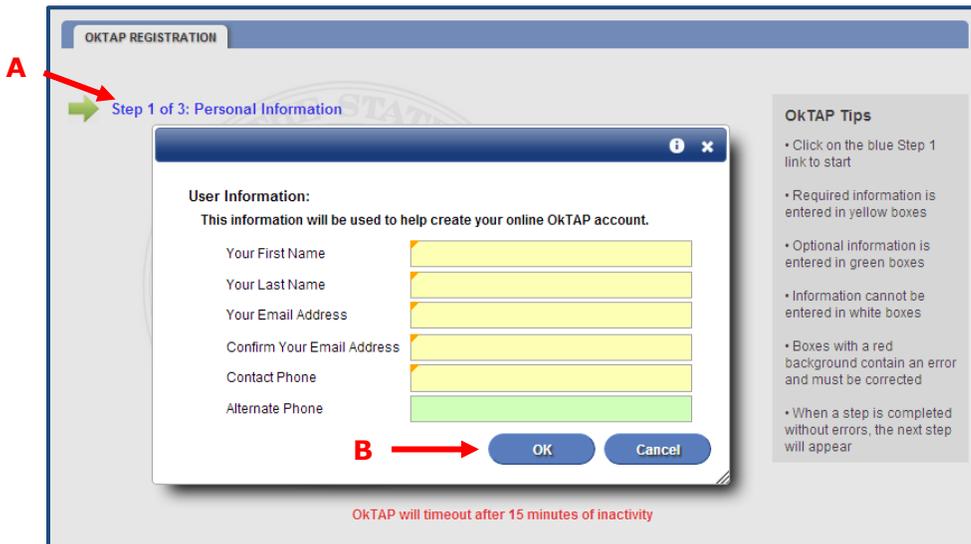
You will need the following information to register for an OkTAP account:

- Account Number: 13-digit account number located on all correspondence received from the OTC after October 10, 2011
- Federal Employer Identification Number (FEIN) for businesses or Social Security Number (SSN) for individuals

1. Click the **Register Now** button at the top-right of the screen to create an OKTAP account.



2. Click the **Step 1 of 3: Personal Information** link (A) and enter your information in the pop-up window.
3. Click the **OK** button (B) to save the information.



- Click the **Step 2 of 3: Logon Credentials** link (A) and complete the required fields. The **Logon ID** may contain up to 30 characters, is not case sensitive, and spaces are allowed. Make a note of your ID, password, and security question for future reference.
- Click the **OK** button (B) to save the information.

The screenshot displays the 'OKTAP REGISTRATION' interface. At the top, a blue header bar contains the text 'OKTAP REGISTRATION'. Below this, the page is divided into two main sections. On the left, 'Step 1 of 3: Personal Information' is shown with two input fields: 'Your Name (First and Last)' containing 'SAMPLE TAXPAYER' and 'Email Address' containing 'email@tax.com'. Below these fields, a green arrow labeled 'A' points to the 'Step 2 of 3: Logon Credentials' link. On the right, an 'OkTAP Tips' box contains several bullet points: 'Click on the blue Step 1 link to start', 'Required information is entered in yellow boxes', 'Optional information is entered in green boxes', 'Information cannot be entered in white boxes', 'Boxes with a red background contain an error and must be corrected', and 'When a step is completed without errors, the next step will appear'. The central focus is a modal window titled 'Select a Username for OkTAP:'. This window contains three sections: 'Create a logon ID. You will use this to login to OkTAP.' with a yellow input field for 'Your Logon ID'; 'Create a Password for OkTAP: Must be 10 or more characters, and have at least 1 uppercase and lowercase letter, and 1 number.' with yellow input fields for 'Password' and 'Confirm Password'; and 'Select a Secret Question and Answer: Your secret question will only be used if you forget your password.' with a dropdown menu for 'Secret Question' and a yellow input field for 'Secret Answer'. At the bottom of the modal, a red arrow labeled 'B' points to the 'OK' button, with a 'Cancel' button next to it.

6. Click the **Step 3 of 3: Customer and Account Information** link (A).
7. Third party filers are tax preparers who are filing returns and/or making payments on behalf of their clients. If you are a third party:
 - a. Select **Yes** from the **Are you a third party?** drop down menu (B).
 - b. Bulk filers are tax preparers who are bulk filing withholding tax returns on behalf of their clients. If you are a bulk filer, select **Yes** from the **Do you bulk file withholding returns?** drop down menu (C).
 - c. Select **FEIN** from the **Select ID Type** drop down menu and enter your company's FEIN number in the **Enter ID Number** field (D).

Step 3 of 3: Customer and Account Information

Account Information

Third Party

Are you a third party? Yes

Do you bulk file withholding returns? No

Note: As a third party filer, your clients will need to register on OkTAP before you may access their accounts. [Click here for our guide on third party filing.](#)

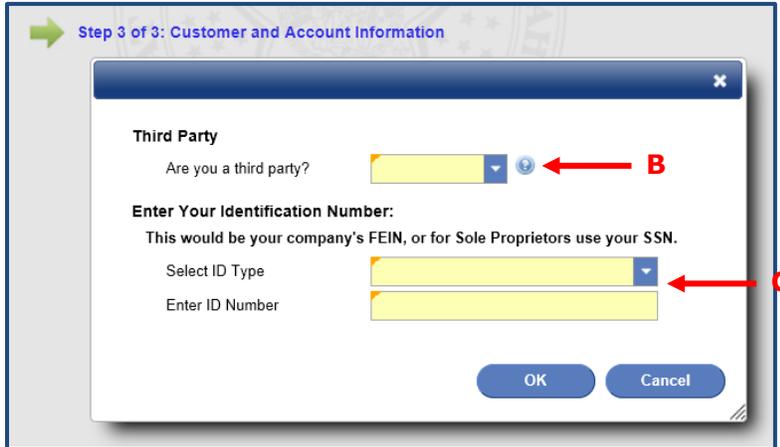
Enter Your Identification Number:
This is your FEIN for businesses or your SSN for sole proprietors.

Select ID Type

Enter ID Number

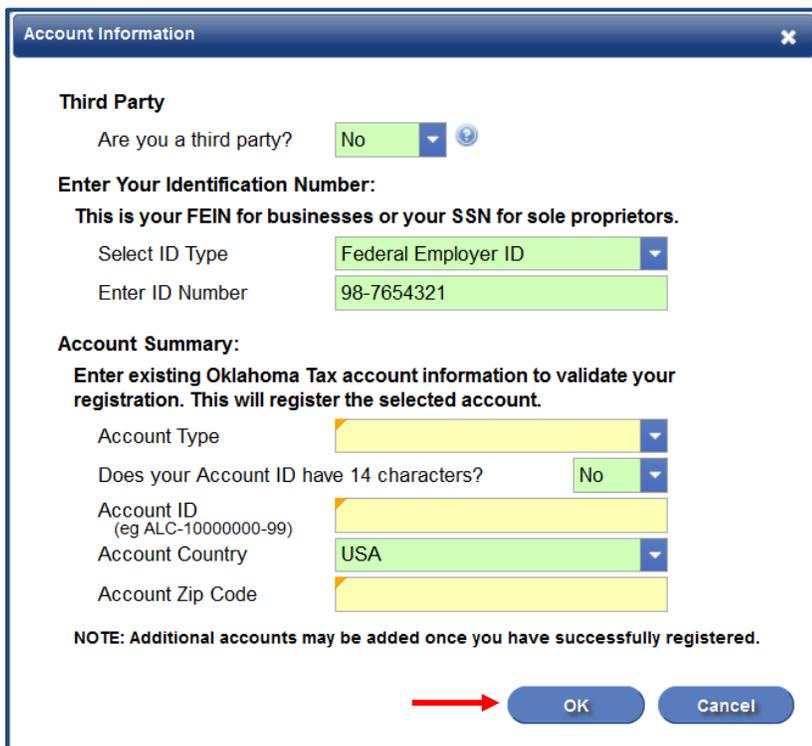
OK Cancel

- 8. If you are not a third party:
 - a. Select **No** from the **Are you a third party?** drop down menu (B).
 - b. Select **FEIN**, if you are a business, or **SSN**, if you are an individual, from the **Select ID Type** drop down menu and enter your FEIN or SSN number in the **Enter ID Number** field (C).



- c. Upon entering the ID number, the window will expand to include Account Summary information. Enter account information for an existing Oklahoma Tax account to validate your registration.

- 9. Click the **OK** button to save the information.



10. You can click on the step links to edit the information you entered. Click the **Submit** button at the top of the page to complete the registration.

OKLAHOMA TAXPAYER ACCESS POINT

OKTAP REGISTRATION

Step 1 of 3: Personal Information

Your Name (First and Last)

Email Address

Step 2 of 3: Logon Credentials

Logon ID

Secret Question

Step 3 of 3: Customer and Account Information

Third Party

Bulk Filer

Federal Employer ID

Account ID

OkTAP Tips

- Click on the blue Step 1 link to start
- Required information is entered in yellow boxes
- Optional information is entered in green boxes
- Information cannot be entered in white boxes
- Boxes with a red background contain an error and must be corrected
- When a step is completed without errors, the next step will appear

Click the 'SUBMIT' button at the top of the page to complete your registration

11. The confirmation screen indicates successful completion. Click the **OK** button to continue.

OKLAHOMA TAXPAYER ACCESS POINT

CONFIRMATION

Thank you for signing up for Oklahoma Taxpayer Access Point (OkTAP)!

You will receive an e-mail shortly confirming your request. This email contains an authorization code that will be used to complete your registration. This authorization code will be required the first time you sign into OkTAP.

Click OK at the top of the page to proceed.

If you have questions or concerns, many of these answers can be found in our helpful **OkTAP FAQs** or **OkTAP Guide** found to the left.

NOTE: If you do not receive an email within 24 hours of registering, please contact the Oklahoma Tax Commission help desk at (405) 521-3160.

You will receive an email confirming your request that will include an authorization code you will use when you logon to OkTAP for the first time.