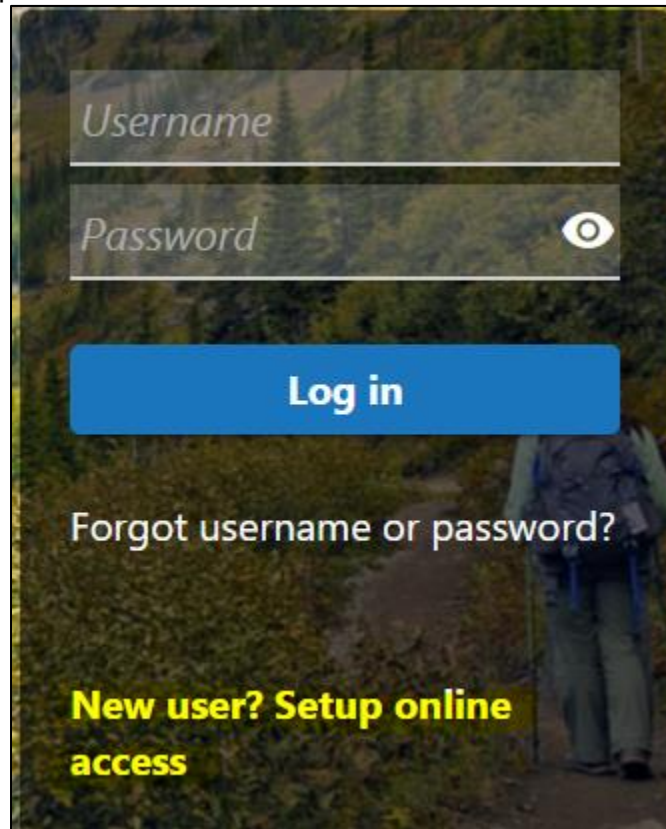



TransAction Portal (TAP) Online Access for Taxpayers Business Accounts

1. TAP Homepage - <https://tap.dor.mt.gov/>
2. "New user? Setup online access"



3. Select "My Business Account"
4. Enter your 13-digit Montana Tax Account ID. See example below.
 - a. Format: XXXXXXX-XXX-WTH (the 3 characters at the end of this ID will differ with account type, see last page for a full list of the tax account types accessible with a TAP login)

Setup Online Access	
	
Establish Your Online Access	Account ID
Please enter your Account ID below	
<input type="text" value="4184733-002-WTH"/>	Your Account ID can be retrieved two ways: <ol style="list-style-type: none">1. A letter you received from the Department of Revenue will have your Account ID in the upper right hand corner.2. Contact us at (406) 444-6900. You will need to verify your identity by answering a few questions.

5. Account Verification

- a. Enter the Zip Code (for your account)
 - i. If TAP is not accepting your zip code, please call (406)444-6900 for assistance. This could occur because the address registered to the account does not match the address for the business. (i.e., mailing address vs. physical address)
- b. Verify with:
 - i. FEIN – Federal Employer Identification Number issued by the IRS.
 - ii. Last payment made
 - iii. Total wages paid

6. Profile Information

- a. Your Full Name
- b. Email address
- c. Confirm email address
- d. Contact phone number
 - i. Country
 - ii. Phone type
 - iii. Number
 - iv. Extension
- e. Alternate phone – optional

The screenshot shows a progress bar at the top with four steps: 'Establish Your Online Access', 'Account ID', 'Account Verification', and 'Profile Information'. The 'Profile Information' step is currently active. Below the progress bar, the form is titled 'Profile Information' and contains the following fields:

Your Full Name	Business Owner		
Email Address	BusinessOwner@BusinessName.com		
Confirm Email Address	BusinessOwner@BusinessName.com		
Contact Phone Country	USA	Alternate Phone Country	USA
Contact Phone Type	Business Phone	Alternate Phone Type	Cell
Contact Phone Number	(406) 444-6900	Alternate Phone Number	
Contact Phone Extension	1234		

7. Letter Verification

- a. If you do not have a letter from the Montana Department of Revenue dated with the past year, select "No." Then request a letter be mailed to you. If you do not receive the letter within 2 weeks, please call (406) 444-6900 for assistance.

8. Login Information

- a. Username –
 - i. Usernames can only contain alphanumeric characters (123ABC)

- ii. Must be between 6 and 20 characters
- b. Password –
 - i. Cannot be reused and are case sensitive
 - ii. Must be between 8-20 characters
 - iii. Must contain both letters and numbers
 - iv. Must have both UPPERCASE and lowercase letters
 - v. Must contain at least 1 special character e.g.,~!@#\$\$%^&*_-+\\|/
- c. Confirm Password
- d. Select Secret Question
- e. Enter Secret Answer

Login Information

Username

Password

Confirm Password

Secret Question

The secret question and answer will be used to reset your password if you forget it.

Select a Secret Question

Secret Answer

- 9. Submit
- 10. Captcha
- 11. Confirmation & Feedback
 - a. Always save the 10-digit confirmation number (X-XXX-XXX-XXX) for your records.
 - b. Feel free to rate the process and leave any comments or suggestions. You will need to select "OK" to submit the feedback to Montana Department of Revenue.
- 12. Login
- 13. Protect your Montana TransAction Portal profile with two-step verification
 - a. Authentication App

- i. Use an authentication app, such as Google Authenticator, to get security codes.
 - b. Text Message
 - i. Message and data rates may apply. To stop receiving SMS messages, remove your number above.
 - c. Email
 - i. Receive security codes by email
- 14. Limited Access
 - a. Finish Account Setup
 - i. Enter Letter ID – If you have a letter from the Department dated within the last year.
 - 1. Access Type
 - a. Account Manager – can view, file, and pay or a combination of those based on the permission granted by the *Administrator*.
 - b. **Administrator – Master Login!** Can view, file, pay, and manage all tax accounts and additional TAP logons under the customer. Administrators can limit, grant, or remove Account Manager and lesser accesses by account type.
 - 2. Confirmation – Always save the 10-digit confirmation number (X-XXX-XXX-XXX) for your records.
 - ii. Send Me a Verification Letter
 - b. Continue to my Accounts
- 15. Login Home Page – will only show filing & payment options for the account that you used to setup your login at first.

Summary	Action Center	Settings	More...
<p>Corporate Income Tax</p> <p>YOUR BUSINESS NAME 340 N LAST CHANCE GULCH HELENA MT 59601-5012</p>	<p>ID 4184733-003-CLT</p> <p>Balance \$0.00</p>	<p>> Add access to this account</p>	
<p>Withholding</p> <p>YOUR WAGE WITHHOLDING TAX ACCOUNT 340 N LAST CHANCE GULCH HELENA MT 59601-5012</p>	<p>ID 4184733-002-WTH</p> <p>Balance \$0.00</p>	<p>> Upload W-2 or 1099 Files</p> <p>> Manually Enter Your W-2s or 1099s</p> <p>> Make a Payment</p> <p>> View Returns and Payments</p> <p>> More...</p>	

Account Types Accessible with a TransAction Portal (TAP) Login

Account Code	Account Type	State Agency
911	911 Emergency Telephone Fee	DOR
BCT	Beer Connoisseur Tax	DOR
BDT	Bad Debts	DOR
BEN	Bentonite Production Tax	DOR
BET	Beer	DOR
BSD	Brewery Storage Depot License	DOR
CAI	Cannabis Individual	DOR
CAL	Cannabis License	DOR
CAN	Cannabis Tax	DOR
CCT	Consumer Counsel Fee	DOR
CDL	Card Dealer License	DOJ
CGP	Coal Gross Proceeds	DOR
CGR	Contractors Gross Receipts Tax	DOR
CGT	Cement & Gypsum Prod License Tax	DOR
CIG	Cigarette	DOR
CLT	Corporate Income Tax	DOR
COG	Oil & Gas Production Tax	DOR
CON	Connoisseur License	DOR
CRC	Card Room Contractor	DOJ
CSA	Concession Agreement	DOR
CST	Coal Severance Tax	DOR
DBR	Domestic Brewery License	DOR
DER	Disregarded Entity	DOR
DSM	Distilled Spirits Manufacturer License	DOR
DWR	Winery License	DOR
EEL	Electrical Energy Production License Tax	DOR
ELT	Excise and License Tax	DOR
FBI	Foreign Brewery Import License	DOR
FID	Fiduciary	DOR
FWI	Foreign Winery Import License	DOR
GEP	Gambling Event Permit	DOJ
GOA	Gambling Operator	DOJ
HCT	Hard Cider	DOR
HEF	HELP Entity Fee	DOR
HIF	HELP Integrity Fee	DOR
HUF	Hospital Fac Utilization Fee	DOR
IIT	Individual Income Tax	DOR
IPR	Industrial Property Reporting	DOR
LCT	Common Carrier Tax	DOR
LFT	Lodging Facility Sales and Use	DOR
LGT	Live Game Tax	DOJ
LIQ	Agency Liquor Store Account	DOR

LPC	Livestock Per Capita	DOR
LST	Lodging Sales	DOR
LVA	Liquor Vendor Acct	DOR
MDR	VGM Route/Manufacturer/Distribution	DOJ
MMG	Metal Mines Gross Proceeds	DOR
MML	Metalliferous Mines License Tax	DOR
MMN	Miscellaneous Mines Net Proceeds	DOR
MMP	Medical Marijuana Provider Tax	DOR
MRW	Mineral Royalty Withholding	DOR
NFB	Nursing Fac Utilization Fee	DOR
ODL	Opioid Distributor License	DOR
OFF	Off-Premises License	DOR
ONP	On-Premises License	DOR
OTP	Other Tobacco Products	DOR
PPR	Personal Property Reporting	DOR
PSR	Public Service Regulation Fee	DOR
PTR	Partnership	DOR
RCT	Railcar Tax	DOR
RIT	Resource Indemnity Trust Tax	DOR
RTE	Retail Telecom Excise Tax	DOR
RVT	Rental Vehicle	DOR
SBC	Small Business Corporation	DOR
SPP	Liquor Special Permit License	DOR
TDD	Telephone Device for the Deaf	DOR
VGD	VGM Development	DOJ
VGM	VGM Tax	DOJ
VRL	Vendor Rep License	DOR
WCT	Wine Connoisseur Tax	DOR
WET	Wholesale Energy Transfer Tax	DOR
WIT	Wine Tax	DOR
WSL	Wholesale License	DOR
WTH	Withholding	DOR