

## Creating a OkTAP Logon

### 1. What will the taxpayer need?

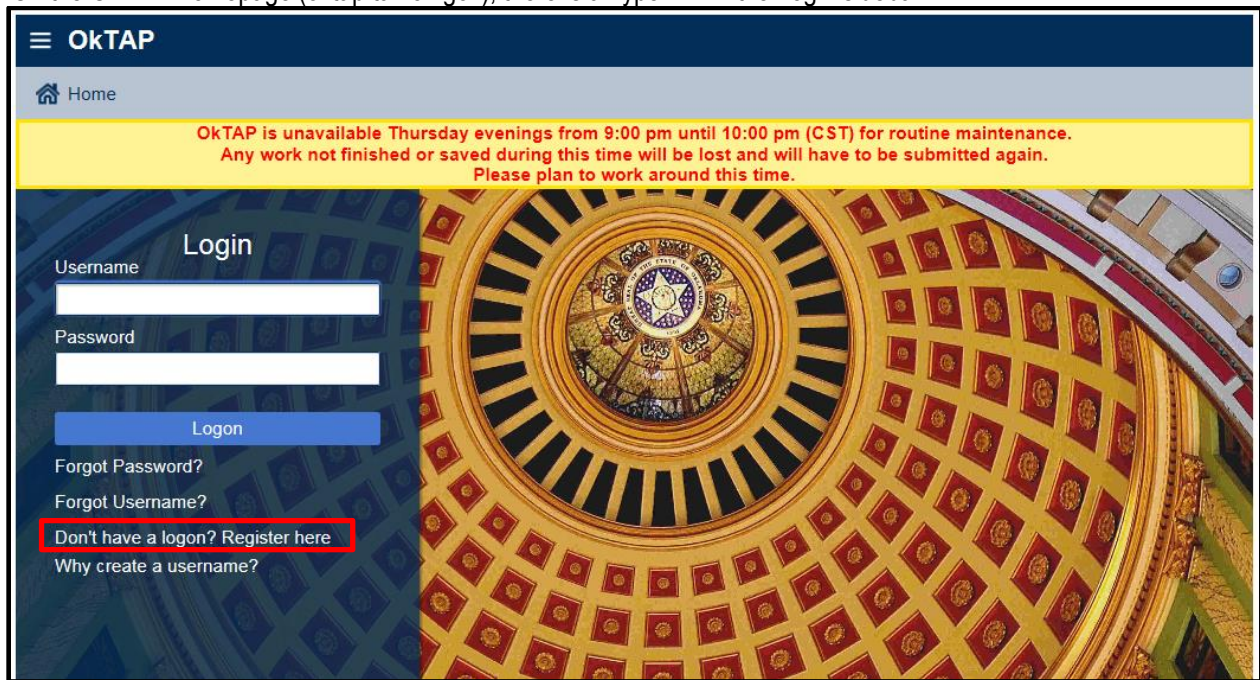
- Individual User's contact information
- Authentication Code contact Information
  - Text: Wireless Phone Number and Wireless Carrier
  - Email: Email Address
  - Both: Wireless Phone Number, Wireless Carrier, and Email Address
- FEIN of business (or SSN if it is a Sole Proprietor)
- Business's zip code (found at the Customer Level in OneLink)
- A tax type that exists on the account and the tax account ID (example: STS-XXXXXXXX-XX)

### 2. When can a taxpayer register for TAP?

After their Registration Application has been processed and the taxpayer knows at least 1 tax type's account number.

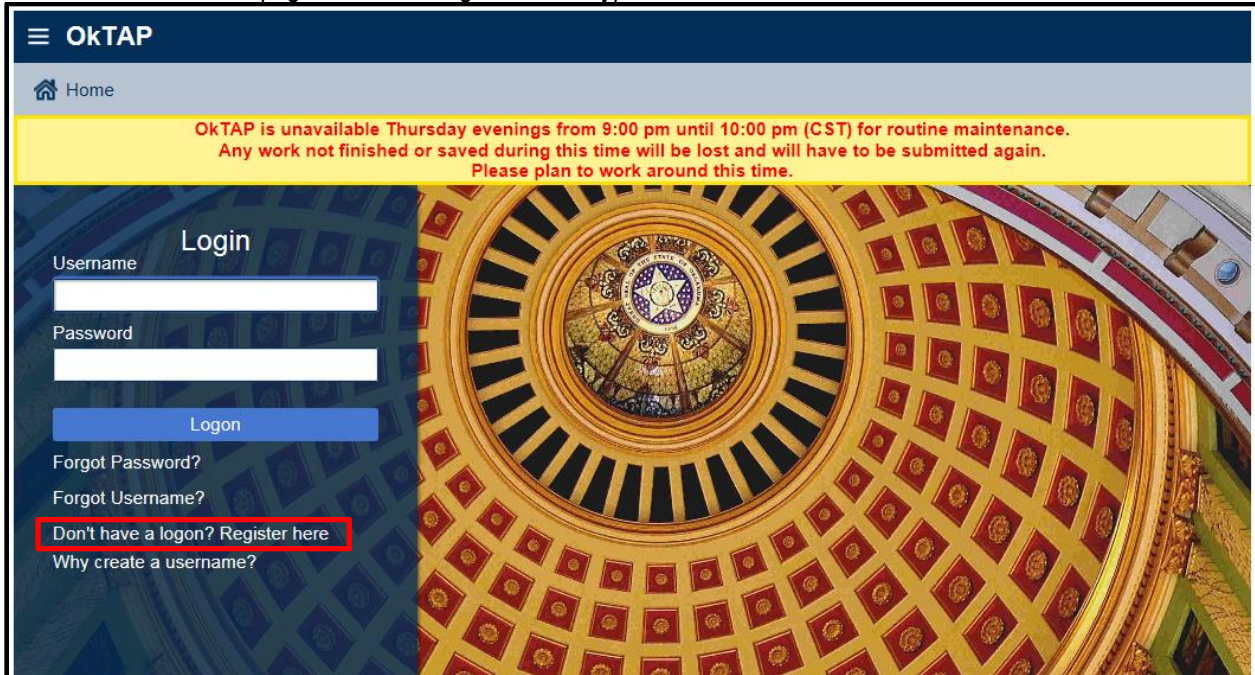
### 3. Where does the taxpayer register for TAP?

On the OkTAP Homepage ([oktap.tax.ok.gov](http://oktap.tax.ok.gov)), there is a hyperlink in the Login sidebar.

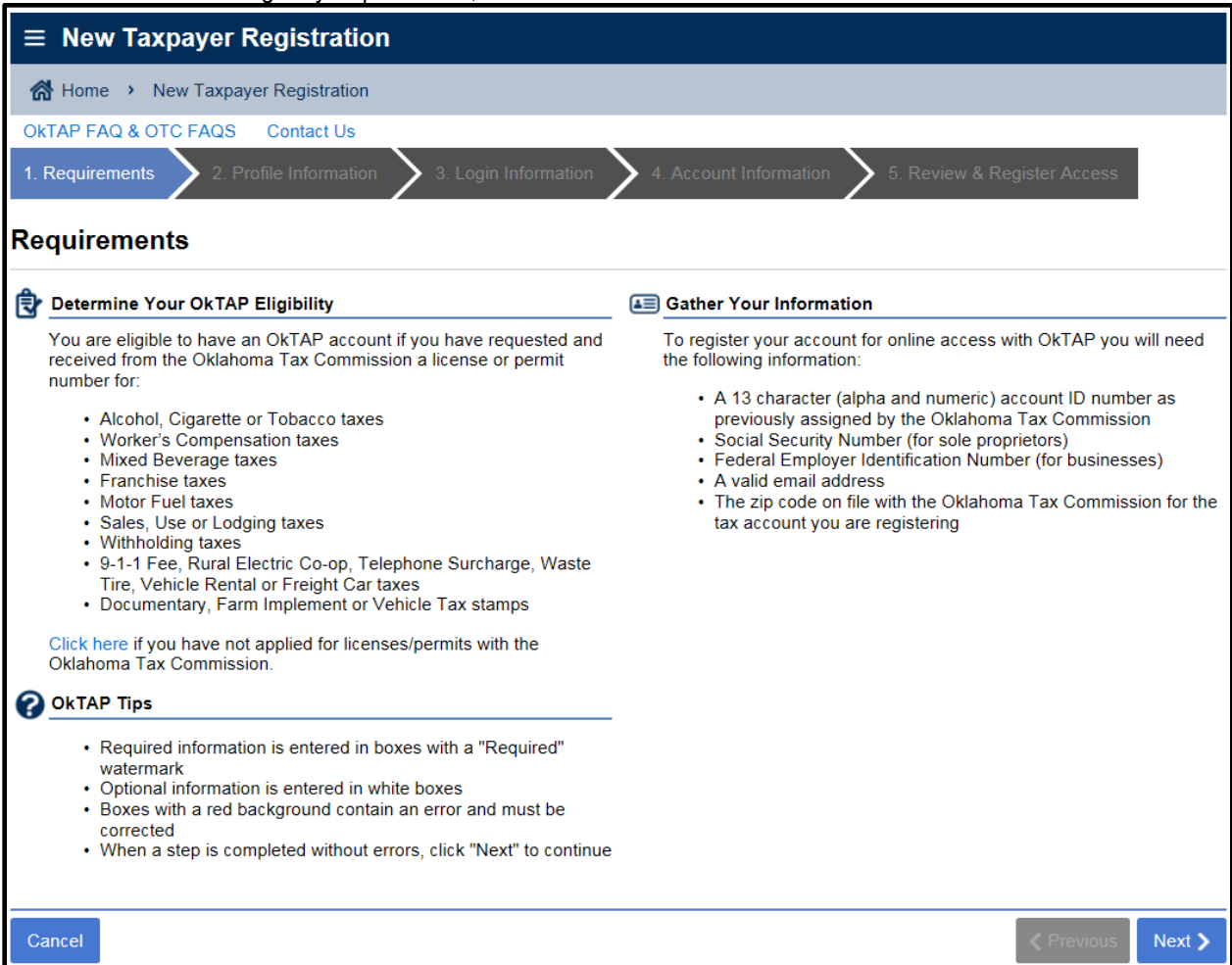


#### 4. How to register for an OKTAP account.

A. From the OKTAP Homepage, click the "Register here" hyperlink.



B. Read the Instructions and Eligibility requirements, Click Next.



- C. The Profile Information page requires information about the specific individual creating or using this logon. TPA will speak to Web Logons that have questions about the account(s) the access in TAP, so it is important that the Web Logon display a person's name and not the company's.

The bottom portion of the Profile Information page requires the information to send the Authentication Code to. The IRS Publication 1075 requires multifactor authentication to access FTI-products, which could be available on TAP. The Authentication Code is the 2<sup>nd</sup> part of that processes. It can be delivered to the taxpayer by Email, SMS Text, or both.

- D. The Logon Information Page is where the taxpayer will enter the username, and password they want to use. If the Username is already in use the field will display an error.

**New Taxpayer Registration**

Home > New Taxpayer Registration

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1. Requirements 2. Profile Information 3. Login Information 4. Account

### Login Information

→ Create an OkTAP username and password Third-party review

New username  
 x

Are you a third party?  
 Yes  No

Password

Required

Logon Already In Use

The taxpayer will need to indicate they are a 3<sup>rd</sup> party and what their 'secret question' for resetting a forgotten password, before they can proceed.

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1. Requirements 2. Profile Information 3. Login Information 4. Account Information 5. Review & Register Access

### Login Information

→ Create an OkTAP username and password Third-party review

New username

Are you a third party?  
 Yes  No

Password

Confirm Password

Must be 10 or more characters, and have at least 1 uppercase and lowercase letter, 1 number, and 1 special character.

Choose a secret question and answer:

Your secret question will only be used if you forget your password.

Secret Question

Secret Answer

Cancel < Previous Next >

- E. On the Account Information page, the taxpayer must indicate the FEIN or SSN of the business (not themselves) and the mailing address Zip Code (found on the Customer level of OneLink).

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This is the new custom message.  
Thursday, June 20, 2019 2:00:00 AM (CST) to Thursday, June 20, 2019 11:00:00 PM (CST).

1. Requirements 2. Profile Information 3. Login Information 4. Account Information 5. Review & Register Access

### Account Information

**Enter your identification information:**

This is your FEIN for businesses or your SSN for sole proprietors. Information entered must be on file with the Oklahoma Tax Commission.

ID Type  
Required

ID  
Required

Country  
USA

Zip Code

Cancel < Previous Next >

Upon a verified completion of this information (i.e. matches OneLink) a new column to the right will appear, requiring the taxpayer to select a tax type they have on their account already and then input the full account number.

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### Account Information

**Enter your identification information:**

This is your FEIN for businesses or your SSN for sole proprietors. Information entered must be on file with the Oklahoma Tax Commission.

ID Type  
Federal Employer ID

FEIN

Country  
USA

Zip Code  
73128-0000

Verified

**Enter existing Oklahoma tax account information:**

This will validate your registration and register the selected account.

Account Type  
Required

Does your Account ID have 14 characters?  
Yes No

Account ID  
Required  
(eg ALC-10000000-99)

**NOTE: Additional accounts may be added once you have successfully registered.**

Cancel < Previous Next >

- F. The Review and Register Access page, does not require any input, it is simply a summary of what the taxpayer input throughout the application. Clicking Submit will update both OkTAP and OneLink instantly and the taxpayer will be able to immediately turnaround and use this logon to access the business's TAP account – customer level and the account level for the tax type they used in the registration process only, for all logons but the Master.

**☰ New Taxpayer Registration**

[Home](#) > [New Taxpayer Registration](#)

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1. Requirements
2. Profile Information
3. Login Information
4. Account Information
5. Review & Register Access

### Review & Register Access

**☰ OkTAP Registration summary**

**👤 Profile Information**

Your Name (First and Last)

Email Address

**➔ Logon Information**

Logon ID

Secret Question

**📄 Account Information**

Third Party

Bulk Filer

Federal Employer ID

Account ID

Click the 'SUBMIT' button at the bottom right of this page to complete your registration

- G. The taxpayer will receive the following, upon a successful submission.

**☰ Confirmation**

[Home](#) > [New Taxpayer Registration](#) > [Confirmation](#)

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**Confirmation**

**☰ 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 authentication code that will be used to complete your registration.  
 This authentication 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** located on the left of the action bar.

**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.