

# TNTAP INSTRUCTIONS

Go to [tntap.tn.gov/eservices](http://tntap.tn.gov/eservices)

Scroll below the login box and select the option, don't have an account create one

Fill out all requested information. When asked to select the ID Type, you will select either Social Security Number, or Federal ID Number.

The screenshot shows the 'Registration' step of the TNTAP registration process. The page has a dark blue header with 'Menu' and 'Home » TNTAP Registration'. Below the header is a progress bar with '1. What Do You Need?' and '2. Registration'. The main content area is titled 'Registration' and contains three sections: 'Identification Information', 'Login Information', and 'In Case You Forget Your Password'. 'Identification Information' includes fields for ID Type (Required), First Name (Required), and Last Name (Required). 'Login Information' includes Username (Required), Password (Required), Confirm Password (Required), Email (Required), Contact Phone (Required), and Alternate Phone. 'In Case You Forget Your Password' includes Secret Question (Required) and Secret Answer (Required). There is also a 'Two Factor Authentication Method' section with a 'Type' dropdown (Required). At the bottom, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Previous', and 'Next'.

Continue entering all required information for steps 1-3. When you get to step 4, under the first section you will select yes, I have my account details.

Under the second section Account Summary, you will select Sales and Use Tax as the Account Type, and will enter your Sales Tax ID as well as your zip code. Within the final section, How would you like to verify your account, you will select the Enter Letter ID option, enter the Letter ID, and hit next.

The screenshot shows the 'Tax Account' step of the TNTAP registration process. The page has a dark blue header with 'Menu' and 'Home » TNTAP Registration'. Below the header is a progress bar with '1. What Do You Need?', '2. Registration', '3. Correspondence', and '4. Tax Account'. The main content area is titled 'Tax Account' and contains three sections: 'Ready to add access to your tax account?', 'Account Summary', and 'How would you like to verify your account?'. 'Ready to add access to your tax account?' has three radio button options: 'Yes, I have my account details.', 'Not at this time.', and 'Please send me a Letter ID so I can access my account.'. 'Account Summary' includes fields for Account Type, Account Number, Country (for the account) (UNITED STATES OF AMERICA), and Zip Code (for the account). 'How would you like to verify your account?' has two radio button options: 'Enter one of the last 3 payments amounts' and 'Enter letter ID', followed by a 'Payment Amount' field. At the bottom, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Previous', and 'Next'.

Next it will ask you to confirm your registration information. You may review your information and then will need to submit the account set up request.

The screenshot shows the 'Review' step of the TNTAP Registration process. The breadcrumb trail is 'Home » TNTAP Registration'. A progress bar at the top indicates five steps: 1. What Do You Need?, 2. Registration, 3. Correspondence, 4. Tax Account, and 5. Review (the current step). The main heading is 'Review'. Below it, the text reads 'Please Confirm Your Registration Information' and 'Please review the following information'. The information to be reviewed is: Login: [redacted], Business Name: [redacted], Name: [redacted], Email: [redacted], and Contact Phone: [redacted]. A note states 'An email containing a confirmation code will be sent to you.' and a prompt says 'Click Submit to complete this request.' At the bottom, there are four buttons: 'Save and Finish Later', 'Save and Continue', 'Cancel', and 'Submit' (with a left arrow). There is also a 'Previous' button with a left arrow.

Once you submit the request you will receive confirmation of your account set up being complete, and will also receive confirmation by email or text, depending on what you selected during your account set up. Be sure to select OK to complete the request or you may print the confirmation.

The screenshot shows the 'Confirmation' page of the TNTAP Registration process. The breadcrumb trail is 'Home » TNTAP Registration » Confirmation'. The main heading is 'Confirmation'. Below it, the text reads 'Your request has been submitted.' and 'Your confirmation number is 0-310-842-368.' A note states 'Most requests are processed within 1-2 business days. If you have questions or need assistance, visit our website at [www.tn.gov/revenue](http://www.tn.gov/revenue).' At the bottom, there are two buttons: 'Print Confirmation' and 'OK'.

You will be taken back to the TNTAP home screen and will need to login with the username and password you have set up. When logging in you will be required to enter a confirmation code. You will select, Send Authentication. It will send the confirmation code to either your email or by text, depending on what you selected previously during your account set up process. You will then enter the code, and select logon.

Menu Home » Authentication

Authentication Code

An authentication code was sent to:

[Redacted]

Authentication Code

Remember This Device

No Yes

Logon

Didn't receive an authentication code?

Once you are on your account home screen you go below the section labeled I Want To, and will select the option Manage Accounts.

Menu Home Log Off

My Profile

Sole Proprietorship

[Redacted]

\*\*\*\_\*\* [Redacted]

Balance: \$0.00

Alerts

There are no alerts

I Want To

Manage Accounts

Manage Payments

Additional Services

Accounts Requests, Notices, and Letters Names and Addresses Tax Account Settings

My Accounts Show All

You don't have access to any accounts

Then you will select the option, Gain Access to a Tax Account.

Menu Home » Manage Accounts Log Off

Manage Accounts

Register New Account Register a new account for this taxpayer.

Gain Access to a Tax Account Gain online access to an account.

Register New Location Register a new location for this taxpayer.

As requested previously- you will fill out required information. You will select Sales and Use Tax as the Account Type and enter your Sales Tax Number (Account ID), and zip code. When asked how you would like to verify your account select Letter ID and enter the Letter ID as before. Select next and then submit the request. Be sure to either select OK or Print Confirmation.

Menu Home » Manage Accounts » Add Access to Another Account Log Off

1. Add Access to Another Account

### Add Access to Another Account

Who does this tax account belong to?

Me  
 Someone Else

Tax Account Information

Account Type: Sales and Use Tax  
Account ID: [REDACTED]  
Account Country: UNITED STATES OF AMERICA  
Account ZIP Code: [REDACTED]

How would you like to verify your account?

Enter one of the last 3 payments amounts  
 Enter letter ID  
 Send instructions

Letter ID: [REDACTED]

Cancel Previous Next >

Menu Home » Manage Accounts » Add Access to Another Account Log Off

1. Add Access to Another Account 2. Review

### Review

Click the submit button to complete this request.  
Access to this account will be available immediately.

Cancel Previous Submit

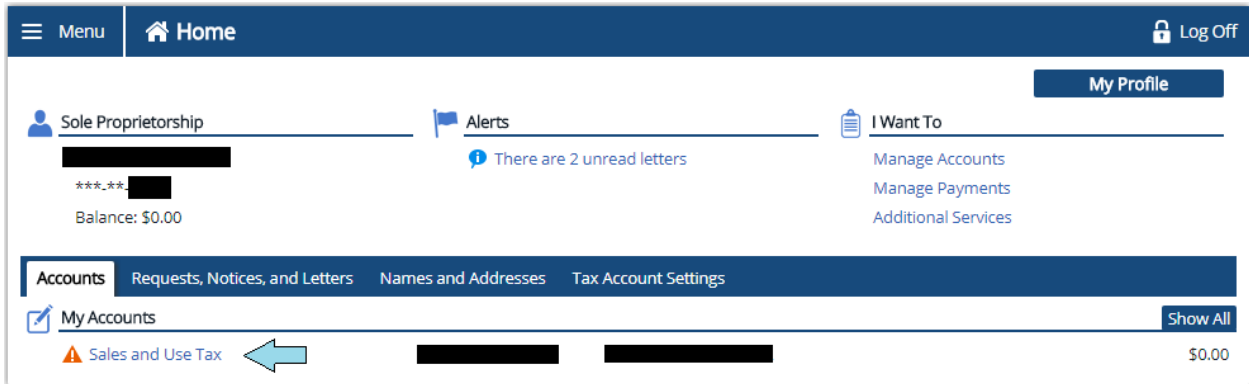
Menu Home » Manage Accounts » Add Access to Another Account » Confirmation Log Off

### Confirmation

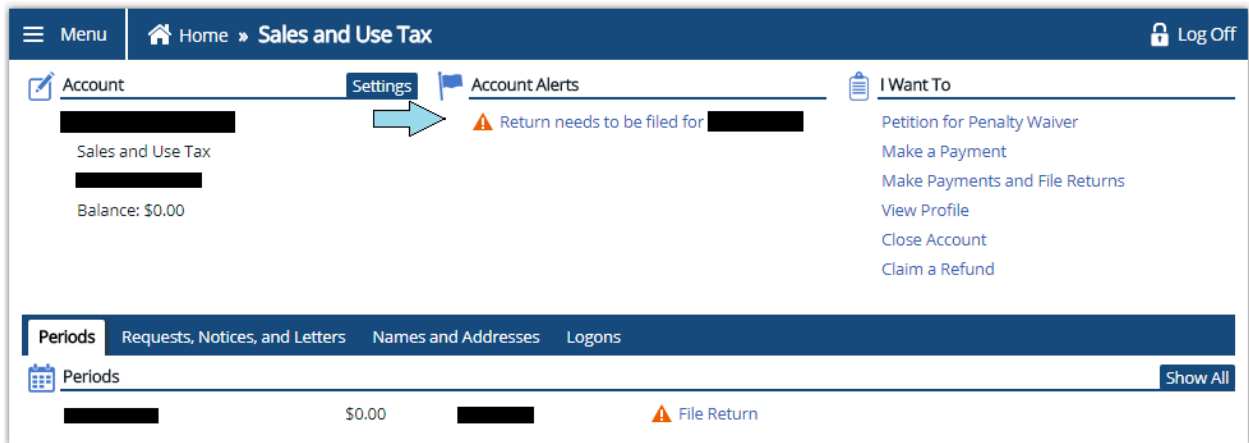
Your request has been submitted.  
Your confirmation number is 0-090-969-088.  
Most requests are processed within 1-2 business days. If you have questions or need assistance, visit our website at [www.tn.gov/revenue](http://www.tn.gov/revenue).

Print Confirmation  
OK

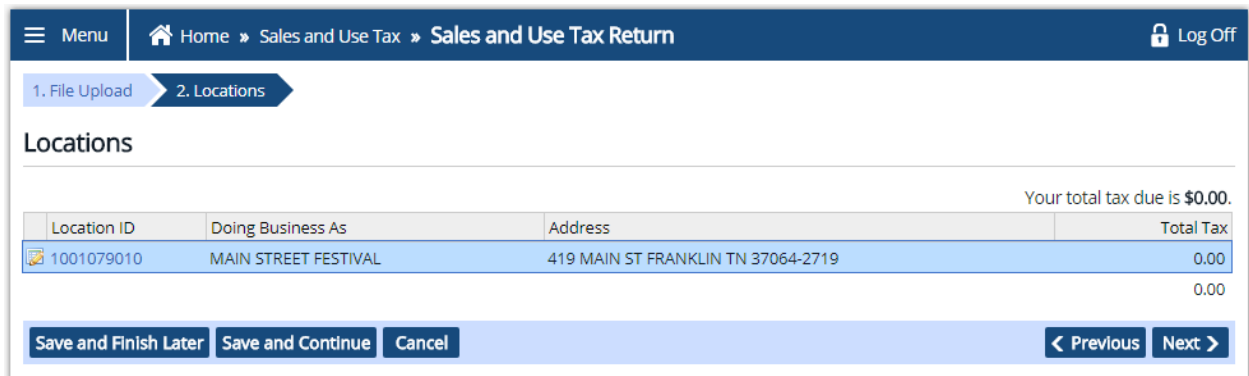
When you are back on your account home screen you will go to the very bottom under the section labeled My Account. You will see a notification for Sales and Use Tax with a red exclamation mark, and will need to select this notification.



On the next page you will select the notification under the section labeled Account Alerts.



It will then ask if you will be submitting a file provided by your software vendor. After making your selection it will then request you select a location in which you would like to file for. Select a location and hit next to move forward.



You will then be asked if you have any sales to report for the period in which you are trying to file for. You will make your selection, hit okay, and it will take you into the return.

**Sales Detail** ✕

Location ID

Address

Doing Business As

The address changed for this location:

When filing your return, please round all amounts to the nearest whole dollar.

**Sales**

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*Do you have any sales to report for this period?*

Yes  No

**OK** **Cancel**

You will fill out the return and ensure that you have submitted and fully processed the return. Once the return has been submitted you will then return to your home screen, and will see the tax due for the return. Select the amount shown and it will then take you to where you can select a payment method, and process payment.

You will receive a confirmation of the return being processed along with confirmation of payment.

