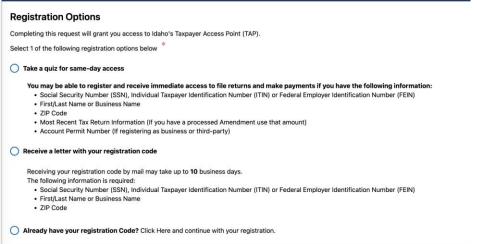
Step-by-Step Guide to Register for a Taxpayer Access Point (TAP) Account

Step 1: Go to https://idahotap.gentax.com/tap/_/ or use the QR Code and click Sign Up



Step 2: Click on the registration option that works for you. Each option is explained below.



OPTION 1: Take a quiz for same-day access

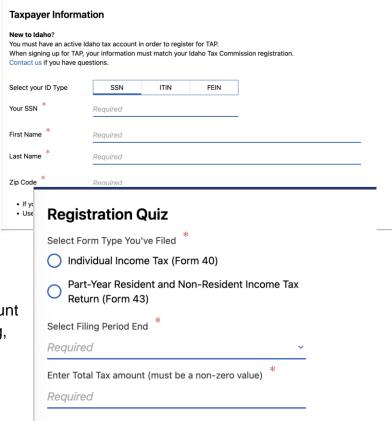
Step 1: Answer the first question and click next. Most likely, the answer will be No.

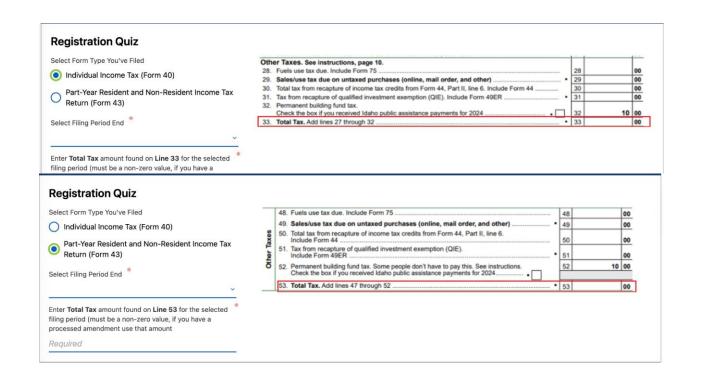
Registration	Information		
Are you a third-party	tax preparer who p	lans on filing taxes for someone besides yourself?	*
No	Yes		

Step 2: If you selected No, you will get the following questions. Fill them out and click next.

Step 3: Select which Form Type you filed and fill in the rest of the information. Whatever option you select, it will show you where to find the information on your tax forms.

Select the filing Period End and the Amount of Tax for whatever line option it is asking, and select next.





Step 4: Fill out the TAP Logon Creation and select Next.

TAP Logon Creation		
Email *	Required	
Re-enter Email *	Required	
Username *	Required	
Password *	Required	Your password length must be at least 10 characters and include the following:
Confirm Password *	Required	Alphanumeric (use a combination of letters and numbers). Both upper and lower case letters. At least one special character.
		Passwords are case sensitive and cannot be the same as your Username.
Recovery Question *	Required	
Answer *	Required	
Your Name *	Required	
Your Phone Number *	Required	
Alternate Phone Number		

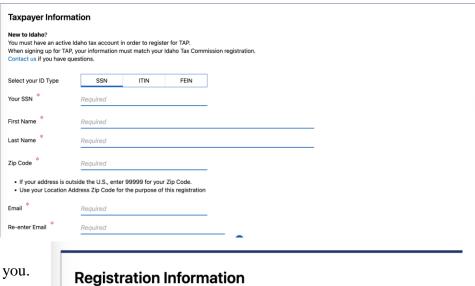
Step 5: Double-check the Registration Summary and complete the registration.

OPTION 2: Receive a letter with your registration code

Step 1: Answer the first question and click next. Most likely, the answer will be No.

Re	Registration Information					
Are	you a third-party	tax preparer who plar	s on filing taxes for someone besides yourself?	*		
	No	Yes				

Step 2: Fill out the Taxpayer Information and click submit. They will mail you a registration code.



When previously signing up did you answer "Yes" to Filing as a "3rd Party"?

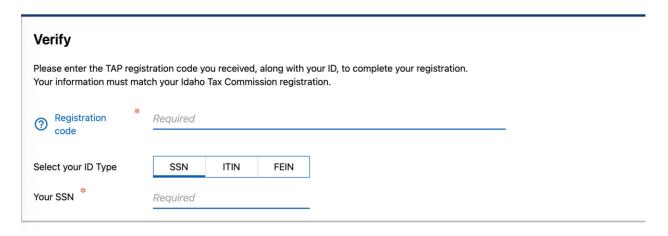
Yes

OPTION 3: Already have your registration Code? -

This is what you would click once you get your code mailed to you.

Step 1: Answer the first question the way you answered it when you were requesting the code.

Step 2: Complete the Verify Section and select Next.



No

Step 3: Finish completing the next few steps. To complete your TAP Account.