



INSTRUCTIONS TO CREATE NYS ONLINE
ACCOUNT OR LOGIN TO EXISTING ONLINE
ACCOUNT

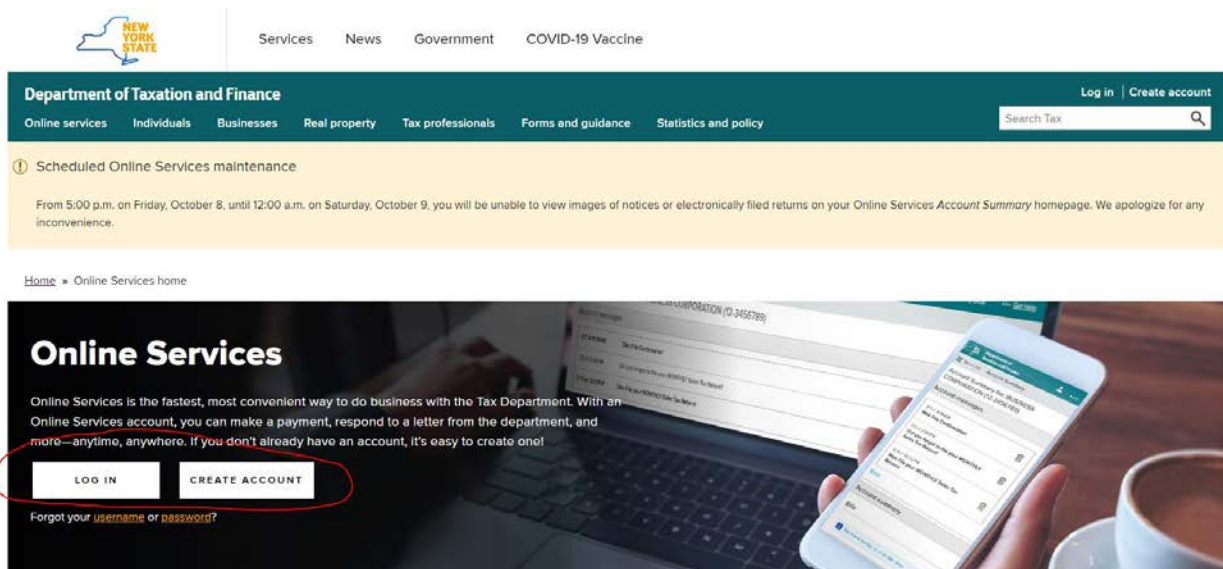
June 2021

Instructions for Creating or Login on NYS Website to Your Account

- Go to <https://www.tax.ny.gov>
- Click on Online Services.



- If you need to create an account, click “Create Account”. If you already have an account with the NYS Tax Department, skip to instruction “A” below.




- 1) Click “Create Account”
- 2) Click “Create a Business Account”
- 3) Enter the security code displayed, then click continue.

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Enter the security code displayed above: *


Continue

- 4) Click the arrow to access the drop-down menu and choose “All available services”, then click continue.

I would like to gain access to: * 

- 5) Click “No” if you have not received a 5-digit PIN from NYS Tax Department.


I would like to gain access to: * 


Have you received a 5 digit PIN from the New York State Tax Department? * Yes No 

- 6) Enter the firm’s Employer identification number.

- 7) If a S corporation, if you filed a Sales Tax Return or a NYS-45 for withholding tax, click **Yes**, then click continue.


- 8) Enter the Taxpayer ID number, the Five-digit PIN, then click continue.

Taxpayer ID number: * 

Five-digit PIN: * 


- 9) Otherwise, click **No**.

- 10) If **No**, enter the Taxpayer ID number and the Legal Name of Business, then click continue.

Taxpayer ID number: * 

Have you filed New York State corporation, sales, or withholding tax returns within the last 12 months? * Yes No

Confirm Taxpayer ID number: *

Legal name of business: * 

- 11) Under Terms and conditions, Click the "I agree" box.
- 12) Click "Submit".
- 13) Making sure you keep a record of your **Username** and **14-digit password**.

If you already have an account or just created one with the NYS Tax Department:

- A) Log in on the right using your username and 14-digit password.
- B) Click on Services (To the left of Account Summary)
- C) Click on Corporation tax or Partnership Tax (whichever is applicable)
- D) Click on PTEP web file.
- E) At the bottom where it says Pass-Through Entity Tax (PTET Annual Election click Select all the way on the right).
- F) Complete the authorized person information and the acknowledgment.

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