

# MyTax.DC.gov User Guide:

## How to Approve Third Party Access



Q Can't find what you're looking for? Enter keywords here to filter.



### Business

I want to...

- Register a New Business - Form FR-500
- Register a Special Event - Form FR-500B
- Request a Certificate of Clean Hands



### Clean Hands

I want to...

- Request a Certificate of Clean Hands
- Validate a Certificate of Clean Hands
- Learn More About Certificate of Clean Hands



### Individual

I want to...

- Check the Status of My Refund
- Learn More About DC Freefile/Fillable Forms
- Respond to Verification Letter
- View Tax Forms



### Forms

I want to...

- Submit an Extension
- View/Retrieve Current Year Tax Forms
- View/Retrieve Prior Year Tax Forms
- View MeF Information



### Real Property

I want to...

- Make a Real Property Payment
- Search Real Property by Address or SSL
- View More Options



### Quick Links

I want to...

- Submit a Customer Service Survey
- View FAQs
- View Tutorials
- Contact OTR



### Submissions

I want to...

- Retrieve a Saved Submission or Previously Filed Return
- Submit Requested Documentation
- Submit VDA



### Quick Payments

I want to...

- Pay with Credit/Debit Card



### Resources

I want to...

- Go to OTR Homepage



### Tax Law and Guidance

I want to...

- View Private Letter Rulings
- View DC Tax Code
- View Tax Guidance Issued by OTR
- View Notices



### Taxpayer Advocate

I want to...

- View Taxpayer Bill of Rights
- Request Assistance
- En Español



### More...

I want to...

- File Form FR-329 - Consumer Use Tax Return
- Request Government Exemption
- Request Residential Parking Exemption
- Search for Certificate/License Exemptions

## BUSINESS TEST

 00000-91110  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517

2

Welcome, John Doe

You last logged in on Thursday, Sep 24, 2020 1:07:05 PM

Manage My Profile

 Favorites [Summary](#) **Action Center** 2 Settings More...

Filter

X

**Alcoholic Beverage**

 BUSINESS TEST  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517  
[Action Center Items](#)
**Account**

430-000120328

Balance

**\$0.00**
[Make a Payment](#)
[Returns](#)
[View Other Options...](#)
**Sales & Use Tax**

 BUSINESS TEST  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517  
[Action Center Items](#)
**Account**

350-000055010

Balance

**\$0.00**
[Make a Payment](#)
[Returns](#)
[View Other Options...](#)
**Special Event**

 BUSINESS TEST  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517

**Account**

360-000071024

Balance

**\$0.00**
[Returns](#)
[View Other Options...](#)
**Sports Wagering Tax**

 BUSINESS TEST  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517  
[Action Center Items](#)
**Account**

426-000140644

Balance

**\$0.00**
[Make a Payment](#)
[Returns](#)
[View Other Options...](#)
**Street Vendor**

 BUSINESS TEST  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517  
[Action Center Items](#)
**Account**

353-000075242

Balance

**\$0.00**
[Make a Payment](#)
[Returns](#)
[View Other Options...](#)

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
2. In the user profile, Click the **Action Center** tab.

## BUSINESS TEST

 00000-91110  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517

3

 Favorites Summary **Action Center** 10 Settings More...

Welcome, John Doe

You last logged in on Thursday, Sep 24, 2020 1:07:05 PM

Manage My Profile

## BUSINESS TEST

 00000-91110  
 1001 4TH ST SW  
 WASHINGTON DC 20024-4517

You have an unread message

Messages sent to you may contain important information about your accounts.

View Messages

NAICS code is missing

A NAICS code needs to be added.

Add a NAICS Code

You have a third party access request pending

A response to this request is required.

Respond to the Request

3a

3. From your **Action Center**, locate the “**You have a third-party access request pending**” action item.
  - a. Click the “**Respond to the Request**” hyperlink.



## Third Party Access Approval

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BUSINESS TEST  
00000-91110

Third Party Access Approval

Review and Submit

## Third Party Access Approval

Username

TEST3

Web Profile Name

TEST TEST

E-mail

Account Type

Sales &amp; Use Tax



Account ID

350-000055010

4a

Approve Third Party Access

No

Yes

4b

Make sure you allow third party access for this request to process successfully.

Go to [Manage Third Party Access](#) to change your settings.

Access Type

File Returns and Make Payments



Cancel

&lt; Previous

Next &gt;

4c

4. On the **Third-Party Access Approval** page, you will see the Username, Web Profile Name, and Email of the person who has requested access to your account. Additionally, you will see the Account Type for the request.
  - a. Click **No** or **Yes** to **Approve Third Party Access**.
  - b. Select the **third-party Access Type** from the drop menu. You can grant permission to **File Returns**, **File Returns and Make Payments**, **Make Payments**, and **View**.
  - c. Click **Next**.

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Third Party Access Approval

BUSINESS TEST  
00000-91110

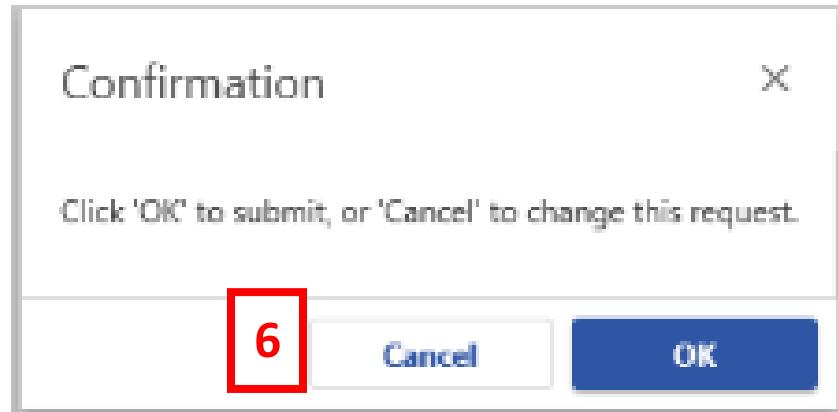
Third Party Access Approval      Review and Submit

This Third Party Access Approval submission is ready to submit.

Cancel      5a      < Previous      Submit

5. **Review** your third party request.

- a. When ready, click the **Submit** button for your request to be sent to your taxpayer for approval.



6. A **Confirmation** page will appear. Click **Ok**.



### Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.  
Your request confirmation number is 0-000-050-738. Please retain your confirmation number for future reference.  
Request Type: Third Party Access Approval  
Submitted Date: 29-Sep-2020 1:03:03 PM

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Contact Us:  
(202) 759-1946  
e-services.olt@dc.gov

[Printable View](#)

[OK](#)

### Feedback

How satisfied were you with using the MyTax application to complete your tax matter?



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Comments

[Submit Feedback](#)

7. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK** to be returned to the MyTax.DC.gov homepage.
8. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click "**Submit Feedback**".