

MyTax.DC.gov User Guide: How to Approve Third Party Access



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



Quick Payments

I want to...

- > Pay with Credit/Debit Card



Tax Law and Guidance

I want to...

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



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



Resources

I want to...

- > Go to OTR Homepage



Taxpayer Advocate

I want to...

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



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



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](#) [Settings](#) [More...](#)

Filter

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

Welcome, John Doe

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

[Manage My Profile](#)

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

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.

4

Third Party Access Approval

BUSINESS TEST
00000-91110

Third Party Access Approval
Review and Submit

Third Party Access Approval

Username
TEST3

Web Profile Name
TEST TEST

E-mail
[REDACTED]

Account Type
Sales & Use Tax ☒

Account ID
350-000055010

Approve Third Party Access

No
Yes

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

4c

< Previous
Next >

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**.

5

Third Party Access Approval

BUSINESS TEST
00000-91110

Third Party Access Approval
Review and Submit

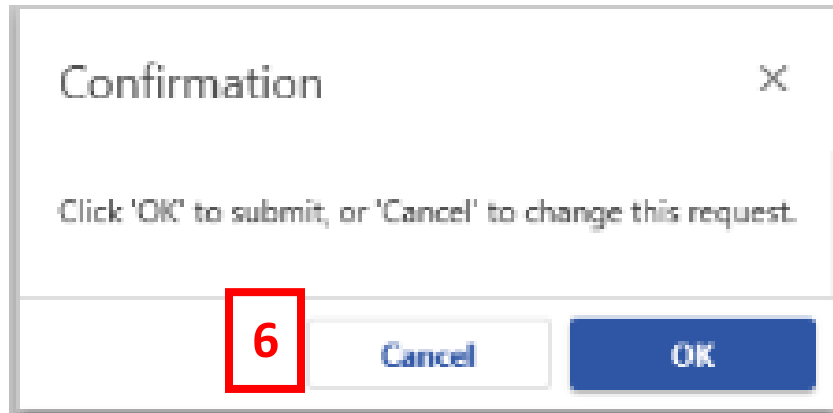
This Third Party Access Approval submission is ready to submit.

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

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

[Printable View](#)
[OK](#)

Feedback

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



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**".