Colorado Department of Revenue
Tax InfoEmail

Third Party Access in Revenue Online

May 10, 2012

Manage your client's tax account in Revenue Online

You can get access to a client's state tax information in **Revenue Online**. A tax professional must have already set up access (a Login ID and Password) to their own tax account in Revenue Online. Additionally, your client (or you) must set up access to the client's Revenue Online tax account before you can set up Third Party access. You will need your Revenue Online Login ID only (not the Password) when you set up Third Party access in someone else's account. After you set it up, you will view your clients' accounts through your ***own*** Revenue Online account. The only Login ID and Password you will need to remember after setting up the Third Party access is you own.

See **Third Party Login Access** on the Revenue Online **Help** page for more information and the steps to set up Third Party Login Access.

Revenue Online Third Party Access not the same as Power of Attorney: Revenue Online Third Party Access allows you to see **only the information contained in Revenue Online**. It is <u>not</u> the same as Power of Attorney for a tax account. Power of Attorney allows you to communicate with the department about all aspects of your client's account beyond what is contained in Revenue Online. However, **Revenue Online gives you an excellent starting point** for what is happening with an account, and provides options for you and your client to manage the account without the need to contact someone at the department. You may submit a Power of Attorney document through Revenue Online.