How to Sign Up to Access an Account in Revenue Online

1. Open Revenue Online in your computer Web browser: www.Colorado.gov/RevenueOnline

   Or open the site with this QR code on your smartphone or tablet:

2. Click on the Sign Up link

3. Make sure you have as much information about the account in front of you:
   - ZIP code on the account.
   - the most recent tax return (you'll need information from that), or
   - estimated tax payment amount (income tax), or
   - refund amount (income tax) you received (not the amount you claimed)
   - a recent letter from the department that shows a Letter ID number. If you do not have a recent letter, click on the link "Click here to receive a Letter ID."

   These are the "security keys" you will use to get permission to access an account.

4. Sign Up is a three-step process:
   a) Enter Taxpayer Information
   b) Enter Login Information (this is information YOU get to create for the account)
   c) Enter Account Information (this is where all the "security keys" go)

5. Make sure you remember the Login ID and Password you created.

6. You will see a confirmation page on your screen.

7. Open the email box of the email address you entered when you went through the Sign Up process.

8. You will receive an email that tells you whether you were able to get access to the account. Check your Junk email folder if you do not see the email in your Inbox.

   The email Subject line will say: **Colorado Department of Revenue - Revenue Online Account Access Complete** and will contain an Authorization Code that you will use ONLY the first time you Login. If you don't get access, try again and verify your **Account Information.**

Once you have your Authorization Code return to Revenue Online via the link in your email.

1. Enter the Login ID and Password you created.

2. Click on the **Login** button.

3. Enter the Authorization Code from your email (first time only).

4. Click **Login**. You should then be in your account.

After your first Login, you will need only the Login ID and Password that you created.

That's it! It's simple and easy to get access to your account.

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