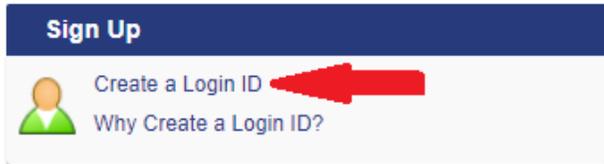




How to Create a Login and Access to Revenue Online

1. Go to Revenue Online website: www.colorado.gov/revenueonline. In the **Sign Up** section, select: **Create a Login ID**.



2. Check your access eligibility

Individuals	Businesses
You are an eligible individual with the state of Colorado if you have ever filed an individual income tax return	You are an eligible business with the state of Colorado if you have ever: <ul style="list-style-type: none"> • Had a tax account or license issued by the Colorado Department of Revenue. Eighteen categories of account types can choose to set up a ROL account (i.e. Cigarette, Corporate Income, County Lodging Tax Return, Exempt Fuel Refund, Fiduciary Income Tax, IFTA, Individual Income, Liquor, Partnership Income, Prepaid Wireless Surcharge, Public Utilities Commission, Retailers' Use, Sales Tax, Tobacco Tax, Wage Withholding, and Wine Shipper). • Filed a Corporate or Partnership income tax return
What registered individual will need: <ul style="list-style-type: none"> • Social Security Number • Valid email address • Zip code of your residency location • Federal adjusted gross income amount on last filed return or PIN or recent Letter ID, or refund amount 	What registered business will need: <ul style="list-style-type: none"> • ID number (SSN, ITIN, FEIN, CAN) • Valid email address • Zip code of your business' location • Most recent tax return, account information or recent Letter ID

Note: A letter containing the "Letter ID" number will be sent by postal mail to the address on record with the Department. You may **request a Letter ID number in the Additional Services (No Login Required)**. It could **take up to 10 business days** to receive the letter. If you have received a recent letter from the Department, you may use the Letter ID number located in the upper right corner of Department tax letters.

3. Each required field will be outlined in orange. Some fields change/appear based on the options you choose. Fill out each item as completely as possible.

4. **Step 1:** Enter Taxpayer information

Enter Information ? X

Taxpayer Information

Account Type Individual Income Tax ▼

Select ID Type Social Security Number ▼

SSN *Required*

Email Address *Required* Required
Format: 999-99-9999

Confirm Email Address *Required*

Contact Phone

Country ▼

Type ▼

Alternate Phone

Country ▼

Type ▼

Attention: If you are registering using a Letter ID requested through Revenue Online, select "Other" in the Account Type box to add all of your available accounts.

OK Cancel

5. **Step 2:** Enter Login Information

Create Login ID ? X

Login Information

Use Email As Login ID

Login ID *Required* Required

Password (case sensitive) *Required*

Confirm Password *Required*

Secret Question *Required* ▼

Answer *Required*

Confirm Answer *Required*

How Would You Like to Receive Your Authentication Code?

Send Authentication Text Country *Required* ▼

Send Authentication Email Wireless Carrier *Required* ▼

Send Text or Email Wireless Phone *Required*

OK Cancel

Note: A best practice is to choose "Send Text or Email," in case one method of transmittal does not work to receive an authentication code. Please update your wireless carrier when you switch to a different

service provider. Even though you have the same phone number, the system may not recognize your device, so it may prevent receiving an authentication code. Please make sure you remember the Login ID and Password you created.

6. **Step 3:** Enter Account Information

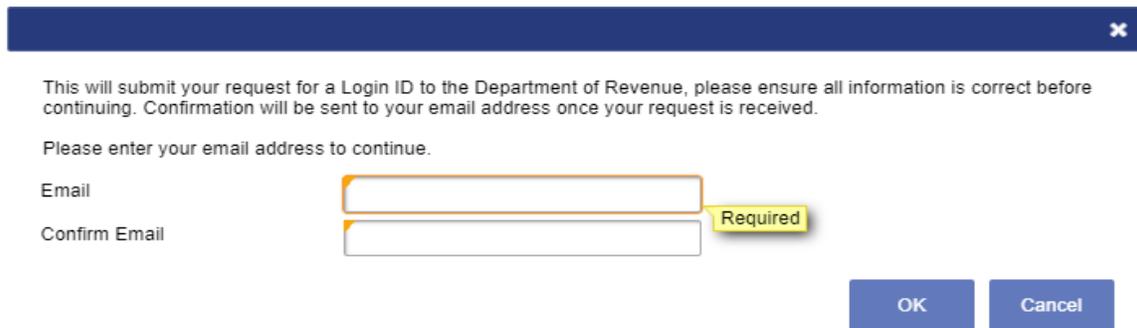
The screenshot shows a web form titled "Add Account Info" with a dark blue header. Below the header, the "Account Information" section is highlighted with a red border. It contains a dropdown menu for "Account Type" set to "Individual Income Tax", a "Foreign Address" checkbox, and a "Zip Code (5-digit only)" field marked as "Required". Below this is the "Add Account" section, which includes a dropdown menu for "Select One of the Following:" with options: "Required", "Required", "Estimated Payment Amount", "Federal Adjusted Gross Income", "PIN or Recent Letter ID", and "Refund Amount". A yellow "Required" label is next to the dropdown. Below the "Add Account" section is the "Pin Information" section, which contains a text box with instructions: "If you do not know the refund amount, federal adjusted amount or you do not have PIN or Letter ID number, Request a Letter ID." At the bottom right, there are "OK" and "Cancel" buttons.

Note: Individual income tax login creation example screenshot.

The screenshot shows a web form titled "Add Account Info" with a dark blue header. Below the header, the "Account Information" section is highlighted with a red border. It contains a dropdown menu for "Account Type" set to "Sales Tax", a "Foreign Address" checkbox, a "Zip Code (5-digit only)" field marked as "Required", and a "CO Account Number, including Branch ID (12 digits)" field marked as "Required". Below this is the "Add Account" section, which includes a dropdown menu for "Select One of the Following:" with options: "Required", "Required", "Gross Sales & Services Amount", and "Recent Letter ID". A yellow "Required" label is next to the dropdown. At the bottom right, there are "OK" and "Cancel" buttons.

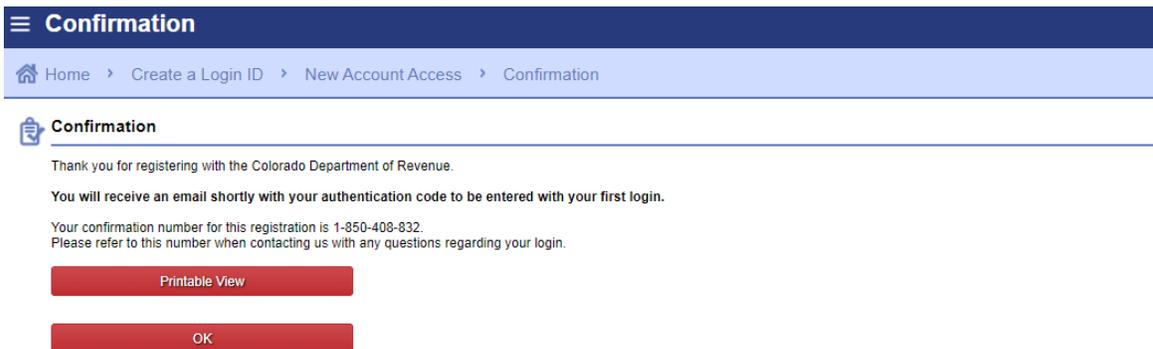
Note: Sales tax login creation example screenshot

7. After clicking on “OK” button, Revenue Online prompts you to enter your email address twice to get a confirmation number.



Note: when your account information provided by you does not match the information in the system, you will receive a rejection email. The email subject line is “Subject: Colorado Department of Revenue - Revenue Online Account Access.”

8. You will see a confirmation page on your screen



Note: The confirmation number is your registration information, not an authentication code.

9. You will receive a one-time authentication code either via email or text message depend on a choice that you made in Step 2 (Item #5 in these instructions). When you receive it via email, the email subject line is “Colorado Department of Revenue - Revenue Online Account Access Complete.”
10. Once you have your authentication code, return to the Revenue Online website. In the “Log In” section, enter your Login ID and Password, then click “Log In.”

Note: When the system prompts you to enter the authentication code, you have the option to remember your computer or device by clicking the button labeled “Yes, Remember This Device.” Going through this process places a file on your device called a cookie that is recognized by the system during future logins, and will then allow you to skip the authentication process. **Only select this option if others are not using the same device or will not be able to access your information.**

