How to Get Access to Your Account in Revenue Online
Colorado Department of Revenue

Income Tax: Individual, Corporation, Fiduciary and Partnership accounts must file a return with the Colorado Department of Revenue. The tax account is established when the first return is filed. Then the account may be accessed in Revenue Online.

> *Exception:* **For security reasons, access to an individual income tax account ALSO requires a Letter ID number.** 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. If you do not have a recent letter, you may request a Letter ID number in the Revenue Online service under "Additional Services" and "Request a Letter ID."
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> A letter containing the "Letter ID" number will be sent by postal mail to the address on record with the Department. **It could take up to 10 business days to receive this letter.**

Sales, Use, Withholding and Marijuana Taxes: Businesses will receive a "Letter ID" number by postal mail. The Letter ID is printed on the tear-off portion of the tax license and is specific to the tax. **A Letter ID for a sales tax account will not work for a withholding tax account.** Receipt of the license means the account is established. Then the account may be accessed in Revenue Online but the Letter ID number that comes with the license must be used to access the account in Revenue Online.

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

B) Click on the Create a Login ID (on the left side of the page, under Sign Up)

C) In addition to the requirements listed above, you must have the following information to continue:

- Taxpayer or Business Name
- Tax ID Number, such as Social Security Number or ITIN from the IRS; Federal Employer ID Number (FEIN) or a Colorado Account Number (CAN) assigned by the Department
- Address associated with your tax account

Revenue Online Account Access Set Up is a three-step process:

1. Enter Taxpayer Information (select the Account Type, such as Individual Income or Sales Tax. Marijuana tax accounts will choose Other from the Tax Type list.)

2. Enter Login / Password Information (this is information YOU create for the account). To make it easier on yourself, please keep this information with your hard copy tax files so you remember it.

3. Enter Account Information (noted by tax type above)

D) Make sure you remember the Login ID and Password you created. Then, click the Submit button.

E) You will see a confirmation page on your screen.

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

G) 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 log in. 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 **Log In** button.
3. Enter the Authorization Code from your email (first time only).
4. Click **Log In**. You should then be in your account.
After your first Login, you will need only the Login ID and Password that you created.

NOTE FOR YOUR PROTECTION: Any time in the future that you use a different device (computer, laptop, smartphone or tablet) to login to Revenue Online or you change Internet browsers or clear your browser cookies, you will be prompted to obtain an "Authentication Code." You will make the choice of receiving the code by text or email. After you receive the code, enter it when you log in.

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