Once you determine that you are required to be registered with the Connecticut Department of Revenue (DRS), visit the e-license login at:  https://www.elicense.ct.gov

If this is your first time to e-license, you must create an account by Clicking “Register”

If you have a User ID and password and need addition help, click on “Forgot Password” or “Forgot User ID” for help logging into your account
First time users will create an account and register in e-license:

Register as an individual, the Business does not need to register
1) Create a unique User ID that you will remember.
2) Use an email that you have access to. All account emails will need to be validated prior to continuing.
3) Complete the person information including Name and address.
4) Complete the Secret Questions to help DRS identify you on future calls.
5) Enter the CAPTCHA verification code to prove you are not a computer.
6) Upon complete of your account, you will need to verify the email entered for your account.

7) You should receive an email in your account that you need to verify by selecting “Click here”.
8) Once email is validated, taxpayer will see this screen where they can click ‘Home’.

Make sure you make a note of the User ID and password for any future returning visit.

9) Once logged in, click on “Initial Application” where a list is displayed.
10) Scroll down to the DRS “Tax Preparation Permitting”.
Application Step 1) Review the Start Instructions

Application Step 2) Verify and update address as needed
Application Step 3 and 4) Enter your Social Security Number (SSN) and Preparer Tax Identification Number (PTIN)

**PTIN help:** The PTIN is assigned by the Internal Revenue Service (IRS) and is 9 positions in length. The format of the PTIN begins with the letter 'P' and is followed by 8 digits.

Application Step 5) Are you an Authorized Paid preparer in another State?

Only certain states currently have a registration process of a paid preparer. If you are currently registered in one or more of those other states, select 'yes' to this question.
Application Step 6) If Yes is answered at Application Step 5

Indicate the State(s) you are currently approved to provide tax preparation services

Application Step 7) Age

You must be at least 18 years old to apply to for a Paid Preparer/Facilitator permit.

If you are not 18, e-license will not allow you to file a Tax Preparer Permit.
Application Step 8) Education

You must have completed high school or its equivalent to apply for a Paid Preparer/facilitator permit.

Application Step 9) Training

You must have prior experience or education in the area of tax preparation to apply for a Paid Preparer/Facilitator permit.
Application Step 10) IRS Discipline question

If you have been disciplined by the Internal Revenue Service, you must answer yes to this question

Application Step 11) IRS Eligible- If step 10 was answered with a yes and you were previously disciplined by the IRS, you must be eligible to submit returns to the IRS to apply to become a Paid Preparer/Facilitator in Connecticut.
Application Step 12) Select Services

Please select if you are a Paid Preparer, a Facilitator or you provide both services.

Application Step 13) Declaration

You must agree to the terms and conditions of this declaration in order to proceed.
Application Step 14) Review

This is your final opportunity to validate the data you entered is complete and correct.
Application Step 15) Add to Invoice

Once you have selected ‘Add to invoice” you will be taken to your ‘cart’

Application Step 16) Pay Invoice to complete filing

Pay your $100 permit fee by credit card.  This application only accepts Visa, MasterCard, Discover and American Express.