



Adding Access to Another Business

Tutorials

Tutorials to provide assistance with functionality included within **myconneCT**

- > [How do I create a username?](#)
- > [How do I file a Sales Tax return?](#)
- > [More Tutorials](#)

File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > [File 1099-MISC/CT-1096](#)
- > [Find a Submission](#)

Additional Links

Navigate to other relevant DRS Sites

- > [New Business/Need a CT Registration Number?](#)
- > [TSC Homepage](#)



The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

Not seeing what you're looking for? Click the 'More...' tab for other options such as updating names, addresses, and viewing correspondence.

THIRD PARTY LLC

28683028000
20 FRONT ST
HARTFORD CT 06103-2845

Welcome, Third Party

You last logged in on Monday, Aug 31, 2020 9:08:46 AM

[Manage My Profile](#)

[Accountant Center](#)

[Summary](#) [Action Center](#) ¹ [Settings](#) [More...](#)

Sales & Use

THIRD PARTY LLC
20 FRONT ST
HARTFORD CT 06103-2845

Return Period Ending On 30-Jun-2020 > [View or Amend Return](#)

Quarterly Filer

Status

Return Filed

Account

CT Tax Reg No: 28683028001

Account ID: 0000225160

Balance

\$0.00

> [View/File Returns and View Period Detail](#)

> [Make a Payment](#)

To manage access to your accounts or request access to a client's account(s), open the **More...** menu.

Locate the **Access** group from the menu and click the **Add Access to Another Business** hyperlink.

Summary Action Center ¹ Settings More...



Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.

- > Search Submissions
- > Manage Payments & Returns



Taxpayer Updates

Update my taxpayer information.

- > Manage Names & Addresses
- > Close Accounts



Correspondence

View electronic messages or letters I've received from the agency.

- > View Letters
- > View Messages
- > Send a Message



Bulk Filing

Submit bulk files for different tax types and returns

- > View Bulk Filer Menu



File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > File 1099-MISC/CT-1096



Access

Manage access of accounts I have access to.

- > View Access
- > Manage Access
- > Add Access to Another Business

[Accountant Center](#)

Request Third Party Access

Third Party

example2@email.com

Request Third Party Access



Third Party Access Requirements

In order to request third party access you must have the following:

1. The taxpayer's Connecticut Tax Registration Number
2. The taxpayer's last name or business entity's legal name
3. The Connecticut Tax Registration Number associated with each of the taxpayer's account(s)
4. One of the following for each account entered:
 - Letter ID - Displayed on most Connecticut Department of Revenue Services (DRS) correspondence
 - One of the last 3 payments the taxpayer made to the DRS
 - One of the last 3 return tax due amounts already reported to the Connecticut DRS
 - The account ID that corresponds to the requested account

You will need your client's:

- Connecticut Tax Registration Number
- Last name or business entity's legal name
- A piece of shared information between you, your client, and DRS:
 - Letter ID from DRS correspondence
 - Tax due from a recent return
 - Recent payment amount, or
 - The account ID for the requested account

[Cancel](#)[Previous](#)[Next](#)

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Request Third Party Access

THIRD PARTY LLC

28683028000

Request Third Party Access



Verify Taxpayer Information

Enter the taxpayer's Connecticut Tax Registration Number

30459035001

Enter the business name or taxpayer's last name

ABC COMPANY LLC

Cancel

< Previous

Next >

Enter the client's Connecticut Tax Registration Number and business legal name. If your client is a sole proprietor, enter their last name.

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Request Third Party Access

THIRD PARTY LLC
28683028000

Request Third Party Access



Account Validation for Abc Company Llc

Click "Add a Record" to add an account to your third party request

Connecticut Tax Registration Number	Account Type	Validation Method	Validation	Validation Failed
-------------------------------------	--------------	-------------------	------------	-------------------

[+ Add a Record](#)

[Add a Record](#)

Cancel

[< Previous](#)

[Next >](#)

From this screen, you will add each of the accounts for which you are requesting access. Click the **Add a Record** hyperlink to request access to an account.

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Request Third Party Access

THIRD PARTY LLC

28683028000

Request Third Party Access

Account Validation

Connecticut Tax Registration Number	30459035001
Account Type	Sales & Use
Validation Method	Tax amount due from one of the three most rece
Validation	2195

The Connecticut Registration ID is populated automatically from the previous window. Select the Account Type, then choose the Validation Method and enter the Validation details.

Once you have entered all required information, click **Add**.

[< THIRD PARTY LLC](#)

Request Third Party Access

THIRD PARTY LLC
28683028000

At this time, you can add additional records (accounts) or advance to the next step.

Note: When you click **Next**, if the taxpayer information cannot be validated, you will receive error text: “Unable to validate based on the information entered. Please correct all errors to proceed.”

You will not be able to move forward in the process until the information is corrected and can be validated.

Connecticut Tax Registration Number	Account Type	Validation Method	Validation	Validation Failed
30459035001	Sales & Use	Tax amount due from one of the three most	2195	<input type="checkbox"/>
+ Add a Record				
Add a Record				
Cancel		< Previous Next >		

< THIRD PARTY LLC

Request Third Party Access

THIRD PARTY LLC

28683028000

Request Third Party Access



Submit Request

You have successfully validated all the specified accounts. Click "Submit" to process your request.

Cancel

< Previous

Submit

Once you have successfully provided information to validate the requested accounts, you can submit your Request for Third Party Access.

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Confirmation

Confirmation Number: 0-000-019-292**Submitted Date and Time:** 8/31/2020 9:43:02 AM

Third Party Account

Your request to manage a taxpayer's account(s) has been authenticated and granted. Please print this page and save the confirmation number above for your records. A confirmation notice will be sent to the business address on record.

[Printable View](#)[OK](#)

You will receive a confirmation number once you have been granted access to your client's account(s).

You can print the confirmation for your records if you wish. Your client(s) will also receive a notification that you have requested access to their account(s).

At this time, you can click **OK** and begin managing your client's account.

Whenever you log in, you will be prompted to select whether you want to work with your own account or your client's account(s).

Who do you want to work with?

Showing all customers Manage Favorites

Filter

ABC COMPANY LLC
30459035000
1000 MAIN ST HARTFORD CT 06103-1208
 1 outstanding action

THIRD PARTY LLC
28683028000
20 FRONT ST HARTFORD CT 06103-2845
 1 outstanding action



[Click here](#) for more tutorials!