Creating a **myconneCT** Username

**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.
Click the Create a Username hyperlink.
You will need your:
- Connecticut Tax Registration Number
- Last name or business entity’s legal name
- A piece of shared information between you and DRS:
  - PIN
  - Letter ID from DRS correspondence
  - Tax due from a recent return, or
  - Recent payment amount
Where can you find your PIN information?

Current TSC Users:

Main Menu

Organization Name: ABC Plumbing LLC
CT REG: 1234567000
Business Trade Name: ABC Plumbing and Heating

BE ADVISED: For certain tax types, the TSC will be ending and you will need to begin using myconneCT. To begin using myconneCT, you will need:

1. Your CT REG from above: 1234567000
2. Your organization name: ABC Plumbing LLC
3. Your myconneCT PIN: 55337

***For more information on myconneCT, click here.

New Taxpayers:

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

Taxpayer Service Center PIN Notification

Dear Taxpayer(s):

The Department of Revenue Services (DRS) has assigned you a Personal Identification Number (PIN): [Your PIN 55337] may be used only in conjunction with CT Tax Registration Number ending XXXXX714-001 to give you access to the state’s interactive electronic Taxpayer Service Center (TSC) located at www.ct.gov/DRS. You will find your full CT Tax Registration Number on most correspondence or tax forms sent to you by DRS.
Select the option that applies to you

- **Standard User**: You are the business owner or responsible party
- **Third Party Bulk Filer**: You file and pay for others, as well as yourself
Enter your Connecticut Tax Registration Number and your business’s legal name.

If you are a sole proprietor, enter your last name.
Enter the details of the shared information.
Create a unique username and enter an email address for your myconneCT profile.

Note the password requirements.

The Secret Question and Answer will be used if you have trouble logging in with your username and password.
Confirm you have entered all of the required information on this page and then click Next.
Click **Submit** once you have reviewed the Profile Summary information.
You will receive a confirmation number once you have successfully created your myconneCT username. You can print the confirmation for your records if you wish. At this time, you can return to the Welcome page to log in and access your accounts.
Click here for more tutorials!