Sending a Secure Web Message

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File 1099-MISC
- File 1099-MISC/CT-1096
- Find a Submission

Additional Links
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- 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.
Once you are logged in to **myconneCT**, the Summary page is displayed. Open the **More...** menu.
Locate the **Correspondence** group and click the **Send a Message** hyperlink.
Select the account in question.

**Note:** If you have a general question that does not concern a specific account, click the *This message doesn’t concern a specific account* hyperlink.
Select the period in question.

**Note:** If you have a general question that does not concern a specific period, click the *This message doesn’t concern a specific period* hyperlink.
Select the message area that is most applicable to your question.

**Note:** If you have a general question, click the **Other** hyperlink.
Select the message category that is most applicable to your question.

**Note:** You can use the **Previous** and **Next** buttons to change your selections.
Enter a description of your question in the **Subject** line and write your question(s) in the **Message** field. Click **Submit** once you are done.

### Message

<table>
<thead>
<tr>
<th>Subject</th>
<th>I did not have any sales in Q3. Am I required to file a return?</th>
</tr>
</thead>
</table>

### Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Size (Kb)</th>
<th>Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no attachments.
Once you have successfully submitted your question, you will receive confirmation that your message has been sent.

Click the account name in the top left corner of the window to return to the Account Summary.
Once a representative from the agency responds, you will receive a notification that you have a new message. You can either view the message from the Action Center or your myconneCT Inbox. In this example, we will view the message from the myconneCT Inbox. Open the More... menu to read the agency response.
Locate the **Correspondence** group and click the **View Messages** hyperlink.
To read the reply, click the hyperlink in the **Subject** column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Account Type</th>
<th>ID</th>
<th>Period</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-Nov-2020</td>
<td>RE: Question about filling my Q3 return</td>
<td>Sales &amp; Use</td>
<td>30459035002</td>
<td>30-Sep-2020</td>
<td></td>
</tr>
<tr>
<td>28-Oct-2020</td>
<td>Your Sales &amp; Use return is due in 5 days</td>
<td>Sales &amp; Use</td>
<td>30459035002</td>
<td>30-Sep-2020</td>
<td></td>
</tr>
<tr>
<td>28-Oct-2020</td>
<td>Your Withholding return is due in 5 days</td>
<td>Withholding</td>
<td>30459035009</td>
<td>30-Sep-2020</td>
<td></td>
</tr>
<tr>
<td>28-Oct-2020</td>
<td>Your Sales &amp; Use return is due in 5 days</td>
<td>Sales &amp; Use</td>
<td>30459035001</td>
<td>30-Sep-2020</td>
<td></td>
</tr>
</tbody>
</table>
From here, you can see the agency response, as well as the original question. If you have a follow-up question, you can click the **Reply** hyperlink in the top-right corner to continue the conversation.
Click here for more tutorials!