



Username

Password

**Log in**

[Forgot Username or Password?](#)

Logging in for the first time?  
**Create a Username**

# Adding Access to Another Business or Tax Account

## 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](#)

## Business Registration

Select the link below if you need to register and get a Connecticut Tax Registration Number

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

## Payments

Submit a payment for a bill you received in the mail

- > [Make a Bill Payment](#)



## Quick Links

Shortcuts to other e-Services

- > [Taxpayer Service Center Homepage \(TSC\)](#)



## File 1099s

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



- > [File 1099-NEC/CT-1096](#)



## Submissions

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

- > [Find a Submission](#)



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.

#### Quick Links

Shortcuts to other e-Services

#### File 1099s

Submit bulk file for 1099-MISC or 1099-NEC and associated

#### Submissions

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





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

100700332000  
450 COLUMBUS BLVD  
HARTFORD CT 06103-1835

Welcome, Jim Brown

You last logged in on Monday, Nov 1, 2021 2:26:17 PM

[Manage My Profile](#)

- [Summary](#)
- [Action Center <sup>1</sup>](#)
- [Settings](#)
- [More...](#)

Filter

#### Corporation Business

THIRD PARTY LLC  
450 COLUMBUS BLVD  
HARTFORD CT 06103-1835

##### Account

Account ID: 0108796529  
CT Tax Reg No: 100700332000

Balance  
**\$0.00**

- > [View/File Returns and View Period Detail](#)
- > [Make a Payment](#)
- > [Make an Estimated Payment](#)

#### Sales & Use

THIRD PARTY LLC  
450 COLUMBUS BLVD

##### Return Period Ending On 31-Oct-2021

Monthly Filer

> [File Now](#)

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

##### Account

Account ID: 0108829297

> [Make a Payment](#)



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

Summary Action Center <sup>1</sup> 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
- > Add Additional Accounts and Locations
- > Close Accounts
- > Add/Update Officers
- > Reopen Accounts



### Correspondence

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

- > View Letters
- > View Messages
- > Send a Message
- > Request Dissolution Letter
- > Request Status Letter



### File 1099-MISC

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

- > File 1099-NEC/CT-1096
- > File 1099-MISC/CT-1096



### Penalty Waiver

Penalty Waiver

- > Request a Penalty Waiver



### Access Management

Manage access of accounts I have access to.

- > View Access
- > Manage Access
- > Add Access to Another Business or Tax Account





< THIRD PARTY LLC

### Request Access to Another Business or Tax Account

THIRD PARTY LLC  
100700332000

#### Request Access to Another Business or Tax Account



#### Access to Another Business Requirements

**In order to request access to another business you must have the following:**

1. The taxpayer's Connecticut Tax Registration Number or Federal Employer ID Number (FEIN)
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 or Federal Employer Identification Number (FEIN)
- 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 Access to Another Business or Tax Account

THIRD PARTY LLC  
100700332000

#### Request Access to Another Business or Tax Account



#### Verify Taxpayer Information

Please select an ID Type: Federal Employer ID Number (FEIN) or Connecticut Tax Registration Number

Enter your Federal Employer ID Number (FEIN)

Enter the business name or taxpayer's last name

Federal Employer ID Number (FEIN) ▾

43-0102399

BRAMBLE'S CONVENIENCE, LLC

Cancel

< Previous

Next >

Enter the client's Connecticut Tax Registration Number or Federal Employer Identification Number (FEIN) and business legal name. If your client is a sole proprietor, enter their last name.



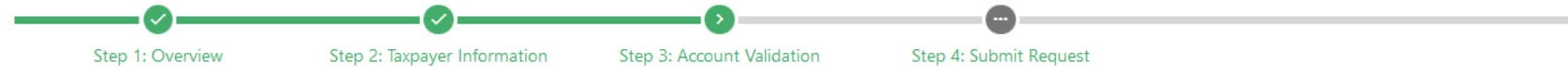


< THIRD PARTY LLC

## Request Access to Another Business or Tax Account

THIRD PARTY LLC  
100700332000

### Request Access to Another Business or Tax Account



#### Account Validation for BRAMBLE'S CONVENIENCE, LLC

Click "Add a Record" to add an account to your access to another business request, then select the "Next" button to validate your entry.

To request access for a different client, return to the "Access" panel and select "Add Access to Another Business".

FEIN	Account Type	Validation Method	Validation	Validation Failed
<a href="#">+ Add a Record</a>				

[+ 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 Access to Another Business or Tax Account

THIRD PARTY LLC  
100700332000

#### Request Access to Another Business or Tax Account

#### Account Validation

FEIN	43-0102399
Account Type	Sales & Use
Validation Method	Account ID
Validation	0108796845

[Cancel](#) [Add](#)

+ Add a Record

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**.







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.

### Account Validation for BRAMBLE'S CONVENIENCE, LLC

Click "Add a Record" to add an account to your access to another business request, then select the "Next" button to validate your entry.

To request access for a different client, return to the "Access" panel and select "Add Access to Another Business".

FEIN	Account Type	Validation Method	Validation	Validation Failed
43-0102399	Sales & Use	Account ID	0108796845	<input type="checkbox"/>

+ Add a Record

+ Add a Record

Cancel

< Previous

Next >



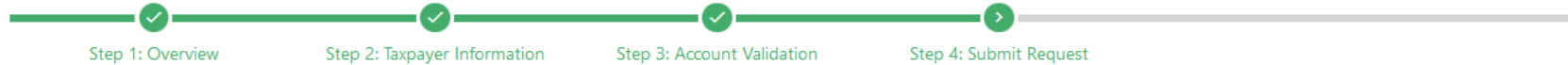


< THIRD PARTY LLC

## Request Access to Another Business or Tax Account

THIRD PARTY LLC  
100700332000

### Request Access to Another Business or Tax Account



#### 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:** 0-000-061-026

**Submitted Date and Time:** 11/1/2021 3:09:05 PM

#### Access to Another Business

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.





Need to add access to another business? Click 'Manage My Profile' and then navigate to the 'More...' tab.

You last worked with  
**THIRD PARTY LLC**

Welcome, Jim Brown

You last logged in on Monday, Nov 1, 2021 2:26:17 PM

[Manage My Profile](#)

Who do you want to work with?

Filter

**BRAMBLE'S CONVENIENCE, LLC**

100263180000

100 MAIN ST MANCHESTER CT 06042-3142

**THIRD PARTY LLC**

100700332000

450 COLUMBUS BLVD HARTFORD CT 06103-1835

 1 outstanding action

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).





[Click here](#) for more tutorials!



### Quick Links

Shortcuts to other e-Services



### File 1099s

Submit bulk file for 1099-MISC or 1099-NEC and associated



### Submissions

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