



Registering as a Bulk Filer in myconneCT

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](#)



Please note: This tutorial does not contain sound.

Use the play bar at the bottom of the window to view the next slide or view the previous slide again.



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.

Username

Password

Log in

Forgot Username or Password?

Logging in for the 1st time?

Create a Username



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Create a Username

[Create a Username](#)

Step 1: Overview

Create a Username Requirements

In order to create a username 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. One of the following
 - PIN number - This was mailed to the address on file after registering the first time
 - Letter ID - Displayed on most Connecticut Department of Revenue Services (DRS) correspondence
 - One of the last 3 payments you made to the DRS
 - One of the last 3 return tax due amounts already reported to the Connecticut DRS

If you conduct business in Connecticut, 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

Click **Next** to continue.

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Create a Username

Create a Username



Select the **Third Party Bulk Filer** option, then click **Next**.

Select Your Access Type

- Standard User** *
Business owners and authorized users who need to file and pay for their own business tax accounts as well as other clients; and do not need access to bulk upload options.
- Third Party Bulk Filer (TPBF)** *
Taxpayers that are Paid Preparers, who file for themselves as well as others, and need to bulk upload returns or payments on behalf of their clients as well as manage tax accounts for themselves and their clients.

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Create a Username

Create a Username



Select Your Access Type

- Standard User**
Business owners and authorized users who need to file and pay for their own business tax a
- Third Party Bulk Filer (TPBF)**
Taxpayers that are Paid Preparers, who file for themselves as well as others, and need to bu themselves and their clients.

IMPORTANT:
If you conduct business in Connecticut and are registered with the DRS, click Yes and authenticate with your CT Registration Number and legal business name. If you are a sole proprietor, use your last name.

If you are not registered with the DRS, select No and continue filling out all of the required information.

In this example, we will select **No**. Click **Next** to continue.

Verify Your Information

Do you conduct business in Connecticut and are you registered with the Department of Revenue Services?

No	Yes
----	-----

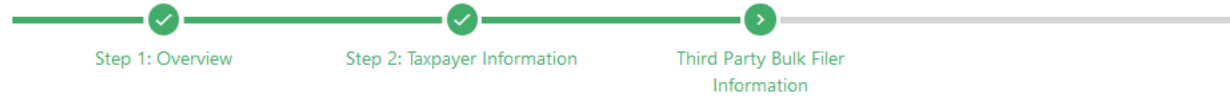
In order to proceed you must register as a third-party bulk filer. Please click "Next" to be complete the form.

Cancel

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Create a Username

Create a Username



To Register to Become a Third-Party Bulk Filer (TPBF), Provide the Following Information

Business Name

BULK FILER

Federal Employer Identification Number (FEIN)

24-7283472

Telephone Number

(518) 239-8429

Email Address

bulkfiler@email.com

Country

USA

Street Address

260 LARK ST

State

New York

Contact Person

SUE SMITH

Connecticut Tax Registration Number (if available)

Fax Number

Confirm Email Address

bulkfiler@email.com

City

ALBANY

ZIP Code

12210-0000

 Address needs to be verified 

[Verify Address](#)

Enter all of the required information.

Note that you will need to verify the address you have provided. Click the **Verify Address** hyperlink.

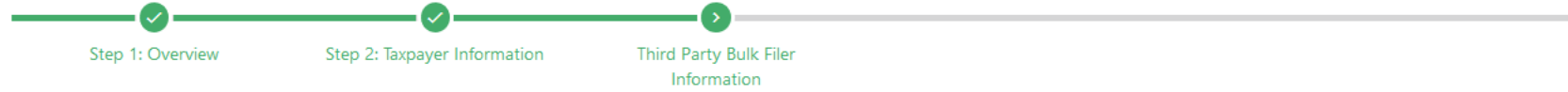
Cancel

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Create a Username

Create a Username



To Register to Become a Third-Party Bulk Filer (TPBF), Provide the Following Information

Business Name BULK FILER	Contact Person SUE SMITH
Federal Employer Identification Number (FEIN) 24-7283472	Connecticut Tax Registration Number (if available)
Telephone Number (518) 239-8429	Fax Number
Email Address bulkfiler@email.com	Confirm Email Address bulkfiler@email.com
Country USA	
Street Address 260 LARK ST	City ALBANY
State New York	ZIP Code 12210-1105

✔ Address has been verified

Once the address has been verified, click **Next**.

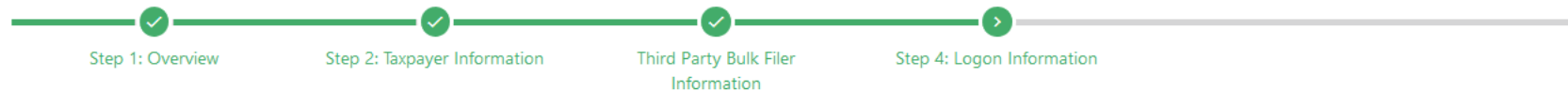
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Create a Username

Create a Username



Profile

Username
BulkFiler1

Email Address
bulkfiler@email.com

Email Address Confirmation
bulkfiler@email.com

Your Contact Name
SUE SMITH

Create a unique username and enter an email address for your myconneCT profile.

Phone

Country
USA

Type
Business Phone

Phone Number
(518) 239-8429

Extension

The Secret Question and Answer will be used if you have trouble logging in with your username and password.

Security

Password
●●●●●●●●

Confirm Password
●●●●●●●●

Secret Question
In what city or town was your first

Secret Answer
@lbaNY

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

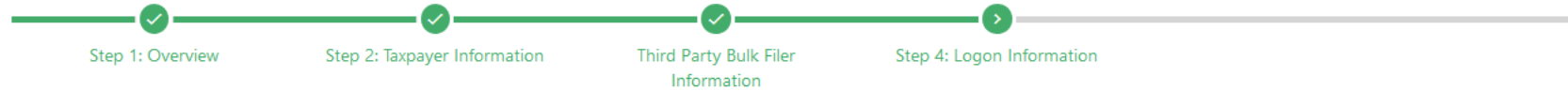
Passwords must contain special characters

Note the password requirements.

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Create a Username

Create a Username



<h3>Profile</h3> <p>Username BulkFiler1</p> <p>Email Address bulkfiler@email.com</p> <p>Email Address Confirmation bulkfiler@email.com</p> <p>Your Contact Name SUE SMITH</p>	<h3>Phone</h3> <p>Country USA</p> <p>Type Business Phone</p> <p>Phone Number (518) 239-8429</p> <p>Extension</p>
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Confirm you have entered all of the required information on this page, and then click **Next**.

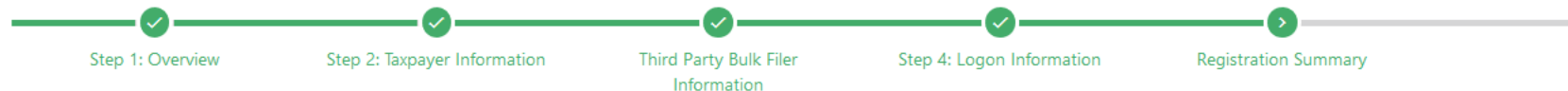
<h3>Security</h3> <p>Password ●●●●●●●●</p> <p>Confirm Password ●●●●●●●●</p> <p>Secret Question In what city or town was your first</p> <p>Secret Answer @lbaNY</p>	<p>Passwords cannot be reused</p> <p>Minimum 8 characters</p> <p>Passwords must contain both letters and numbers</p> <p>Passwords must contain special characters</p>
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Create a Username

Create a Username



Profile Summary

Please review the accuracy of the following information. If everything looks correct, click "Submit" to complete this request.

Username	BulkFiler1
Name	SUE SMITH
Email	bulkfiler@email.com
Secret Question	In what city or town was your first job?
Phone Number	+1 (518) 239-8429

Click **Submit** once you have reviewed the Profile Summary information.

Cancel

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Submit

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Confirmation

Your username profile has been created.

Please return to the home page to log in.

Your confirmation number is: **0-000-053-400**

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

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.



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