



Username

Password

**Log in**

[Forgot Username or Password?](#)

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



### Businesses

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, ...



### Individuals

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing



### Additional Resources

Shortcuts to other DRS resources

# Creating a myconneCT Username (for Businesses)





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.



> View Tax Calculators





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**Create a Username**

In the Username and Password panel, click the **Create a Username** hyperlink.

### Businesses

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

- > [New Business/Need a CT Registration Number?](#)
- > [Make a Bill Payment](#)
- > [Apply/Renew Tax Exemption Form](#)
- > [File Returns/Extension](#)

### Individuals

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing transactions.

- > [Make a Bill Payment, Estimated Payment, or Return Payment](#)
- > [File Returns/Taxes](#)
- > [File an Extension](#)
- > [Where's my Refund?](#)
- > [Upload Earned Income Tax Credit \(EITC\) Documents](#)
- > [File your Earned Income Tax Credit \(EITC\) Protest](#)
- > [View Tax Calculators](#)

### Additional Resources

Shortcuts to other DRS resources

- > [Taxpayer Service Center Homepage \(TSC\)](#)
- > [myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing](#)
- > [EITC Information](#)





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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. Identification

- **Businesses:** Connecticut Tax Registration Number or Federal Employer ID Number (FEIN)
- **Individuals:** Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

2. The taxpayer's last name or business entity's legal name

3. Have the following

**For Individual Filers:**

- The Federal Adjusted Gross Income (FAGI) reported on one of your last three Individual Income Tax Returns
- Connecticut Driver's License/Connecticut State ID (if applicable)

**For Business Filers:**

- PIN number - This was mailed to the address on file after registering the first time or is available through Taxpayer Service Center (TSC) access
- 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

Cancel

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Next >

Review the username requirements and obtain all necessary information. Once you are ready, click **Next** to continue.



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Select your Access Type. Select the ID type, enter the ID, and enter the legal name of your business. If you are a sole proprietor, enter your last name. Click **Next**.

### Select Your Access Type

**Individual User**  
Individual Income tax and Attorney Occupational filers, use this option to access your tax account. You need to have either filed prior tax returns with Connecticut or have a Connecticut issued Driver's License/Connecticut State ID.

**Business 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**  
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.

### Verify Your Information

Please select an ID Type for Verification:

Enter your Connecticut Tax Registration Number (do not include the dash) \* Connecticut Tax Registration Numl ▾

Enter legal business name or taxpayer's last name \* Required

Required

Cancel

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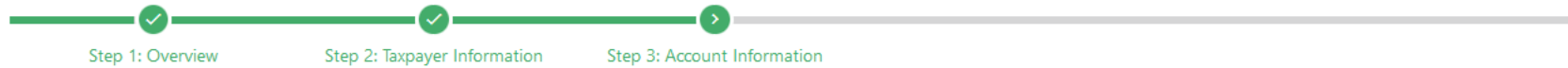
Next >



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## Create a Username

### Create a Username



### Verify Your Account Information

Select a validation method \*

Required

Required

Letter ID

One of the last three payment amounts

Pin number

Tax amount due from one of the three most recent returns filed

Cancel

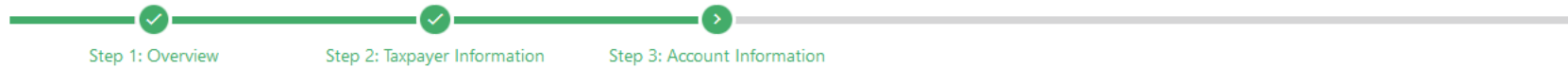
Select a validation method to verify your account information.



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## Create a Username

### Create a Username



### Verify Your Sales & Use Account Information

Select a validation method

Select a tax type

Tax amount due from one of the 3 most recently filed returns for your Sales & Use account.

Tax amount due from one of the three most rece

Sales & Use

0.00

Cancel

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Next >

Select a tax type to validate access and enter the correct required validation information.

Click **Next**.

Next, enter required profile, phone, and security information. Click **Next** to continue.

### Profile

Username \*  
*Required*

Email Address \*  
*Required*

Email Address Confirmation \*  
*Required*

Your Contact Name \*  
*Required*

### Phone

Country  
USA

Type  
Home Phone

Phone Number \*  
*Required*

Extension

### Security

Password \*  
*Required*

Confirm Password \*  
*Required*

Secret Question \*  
*Required*

Secret Answer \*  
*Required*

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain special characters

Cancel

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Next >

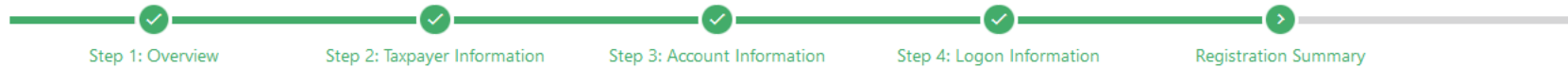




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## Create a Username

### Create a Username



### Profile Summary

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

Username	ExampleUsername
Name	Jane Smith
Email	ExampleEmail@email.com
Secret Question	In what city or town was your first job?
Phone Number	+1 (555) 555-5555

Cancel

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Submit

Review the Profile Summary to ensure the information is correct.  
Click **Submit** to create the username.



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### Confirmation

Your Individual Income tax username profile has been created.

Please return to the myconneCT home page to log in.

Your confirmation number is: **0-000-048-264**

Printable View

OK

You will receive a confirmation number once you have successfully created a username for myconneCT. You can print the confirmation for your records, if you wish.

To return to the myconneCT homepage, click **OK**.



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