



OPENING A NYS ONLINE ACCOUNT

- Have the following if available:
 - 1) Your taxpayer ID/EIN#
 - 2) The NYS letter with your PIN# (only if available)
 - 3) A recent NYS45
- Go to <http://www.tax.ny.gov/online/bus.htm>. Click **Create Account** and then on the **Business** link.
- Fill in the 6-digit Security Code and click on **Continue**
- You must choose **All Available Services** from this screen
- If you still have the NYS letter with the 5-digit PIN, click **Yes** else click **No** and **Continue**
- Enter your Taxpayer ID/EIN# in this field and in the Filing History section, choose **No**
- Confirm your EIN# and input the First and Last Name of the person registered to the employer ID#. Click on **Continue**
- Complete the My Information and Login Information sections. Click on **Submit**
- Click on **Login Now** to complete the process
- Sign in using the Username and Password you have just created
- Select a Security Question and Answer then click on **Submit** and then **Continue**

Congrats! Your Account is open

If you wish to see an online video on How to Create an Account, please go to this link:

[http://www.tax.ny.gov/e-services/otc/demos/businessreg/Bus%20Acct%20Create%20\(09-14\)%2002.htm](http://www.tax.ny.gov/e-services/otc/demos/businessreg/Bus%20Acct%20Create%20(09-14)%2002.htm)