

# Logging In

- 1st time
- Returning



# Logging in

Did you know that the TSC allows you to file now and pay later? Simply change the date of your payment at the time of filing to any date up to the due date. If the TSC does display a message that this filing is late, and it is the due date, you may be able to initiate a same day FedWire funds transfer through your bank. You will need to contact your bank directly as FedWires are typically charged additional fees by your bank, and will have an afternoon cut-off time to ensure that DRS will receive the funds by the due date.

You will need your Connecticut Tax Registration Number (CT REG) to log into the Connecticut Taxpayer Service Center.

Enter your CT-Registration number Assigned by DRS in the space provided ending in **000** or **001** then press the login button.

Enter your Connecticut Tax Registration Number (CT REG):

CT REG:

[What is my CT REG](#)

123456789-000

(Do not include hyphens.)

login


## 1<sup>st</sup> time user

First time users of the TSC will need to Create the Administrator profile to access the system

By checking this box, you are agreeing to be considered the TSC administrator on behalf of your company.

## Create Administrator Profile

CT REG:

**This first profile will be considered the TSC administrator  for your company.**

The TSC administrator must be the first person to log in to the TSC. If you will be the **ONLY** person in the company using the Taxpayer Service Center (TSC), **you** will be the TSC Administrator. Check the box and proceed.

If there will be more than one person in your company using the TSC, one person must be designated as the TSC Administrator. [Click here for information on the duties of the TSC Administrator !\[\]\(e474458956c9a37fbf9586ddb60a7fa1\_img.jpg\).](#)

The check box in the yellow box must be checked designating yourself as the **Administrator**

Your PIN can be located in the Taxpayer PIN Notification letter you should have received from DRS. If you are eligible to use a shared secret, choose the tax type and period end, and enter the total tax due as reported on that filing.

Please select and answer a shared secret, then press "next".

Shared Secret:

Please select...  =

Please enter any Tax Amounts in whole dollars.

You will need to enter either a PIN or tax information for a return already in the system. Press the down arrow to see Which tax type and period we Are looking for.

By checking this box, you are agreeing to be considered the TSC administrator on behalf of your company.

Your PIN can be located in the Taxpayer PIN Notification letter you should have received from DRS. If you are eligible to use a shared secret, choose the tax type and period end, and enter the total tax due as reported on that filing.

Please select and answer a shared secret, then press "next".

The screenshot shows a 'Shared Secret' section. On the left, there is a dropdown menu with 'Please select...' and a list of options including 'Withholding Reported for Period Ending 12/31/2007' and 'PIN'. To the right of the dropdown is an equals sign followed by an input box containing the number '568900'. A red circle highlights the input box, and a red arrow points to it from below. At the bottom of the form are two blue buttons labeled 'back' and 'next'.

Enter the answer on the box next to = sign. Do not use commas or decimal points. Ex. \$5,689.00 Is entered as shown above

# Returning User Logs in

Did you know that the TSC allows you to file now and pay later? Simply change the date of your payment at the time of filing to any date up to the due date. If the TSC does display a message that this filing is late, and it is the due date, you may be able to initiate a same day FedWire funds transfer through your bank. You will need to contact your bank directly as FedWires are typically charged additional fees by your bank, and will have an afternoon cut-off time to ensure that DRS will receive the funds by the due date.

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Enter your Connecticut Tax Registration Number (CT REG):

CT REG:

[What is my CT REG](#)


123456789-000

(Do not include hyphens.)

login

## Login

CT REG: 001

If you need additional assistance, please select .

Please enter your User ID and Password, then select "login".

**User ID:**

Your User ID was established on a prior visit. DRS recommended using a User ID that you will remember, such as the user's last name and first initial.

Example: smithj

**Password:**

[Forgot Password?](#)

**back**

**login**

Enter your User ID and Password you created when setting up your profile then click login



## Main Menu

start demo

Organization Name: TSC TEST ACCOUNT 1 CT REG:   
Business Trade Name: TSC TEST ACCOUNT 1

### \*\* ATTENTION \*\*

Our records indicate that some of your mail has been returned to us as undeliverable. Please go to "Update Address Information" under "Business Profile" and make the necessary changes to addresses that are marked with "\*\*\*\*".

If you need additional assistance, please select

### File A Return

- [Withholding Non-Wage](#)
- [Sales and Use Tax](#)
- [Room Occupancy Tax](#)
- [Hospital Tax](#)
- [Resident Day User Fee](#)

### View Returns & Payment History

- [View Returns](#)
- [View Processed Payments/Credits](#)
- [View Scheduled Payments/Credits](#)
- [View Cancelled Payments](#)
- [View Account Details](#)
- [View Outstanding Bills](#)

### Select a Payment Option

- [Make Payment Only](#)
- [Cancel Payment](#)
- [Update Bank Information](#)
- [Make Payment by Credit Card](#)

Once you login successfully it will place you under the Main menu. To file the OS-114 you would select Sales and Use Tax under File A Return

My Secure Mailbox

Main Menu

### Business Profile

- [View Registered Tax Types](#)
- [Register For Additional Tax Types](#)
- [Close Business or Tax Types](#)
- [Update Address Information](#)

### Administrative Functions

- [Update Password/Profile](#)
- [Add/Update Users](#)

### Administrator Contact

Name:  
TEST ACCOUNT 1

Email:  
test@po.state.ct.us

Telephone: