



**OKLAHOMA**  
Tax Commission

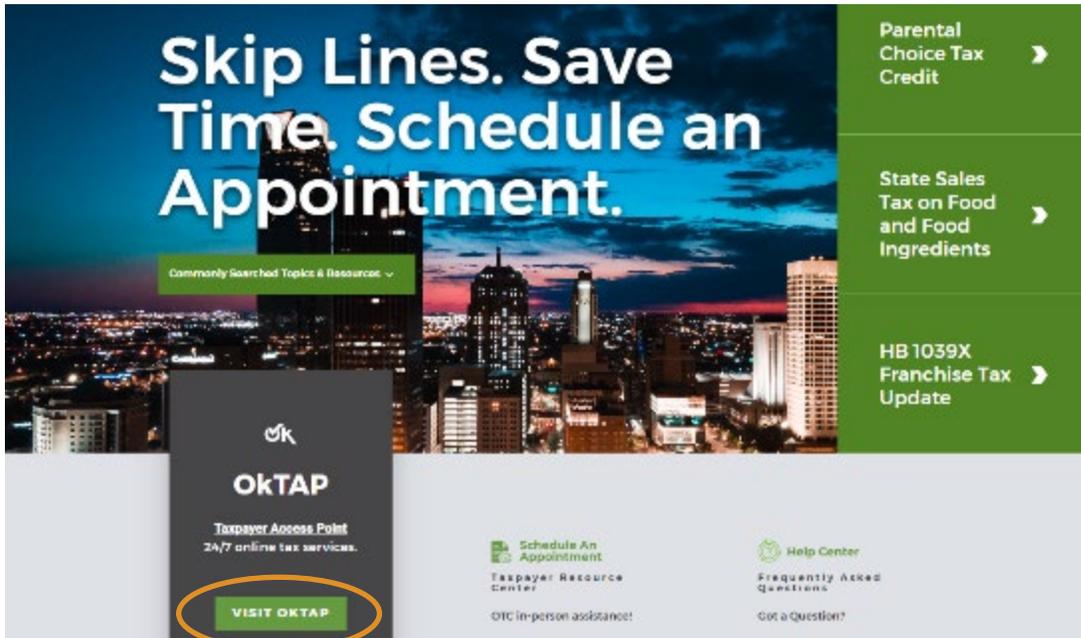
**CREATING ADDITIONAL  
LOGONS & MANAGING  
ACCOUNT ACCESS IN OKTAP**

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## Creating Additional OkTAP Logons

1. Visit [oktap.tax.ok.gov](http://oktap.tax.ok.gov), or navigate to [tax.ok.gov](http://tax.ok.gov) and select **Visit OKTAP**.



2. Click **Create an Account**.



 Search our online services

 <b>I Want To</b> <ul style="list-style-type: none"><li>➤ Make a Payment</li><li>➤ Request a Hearing</li><li>➤ Submit Documentation</li><li>➤ Access Power of Attorney Portal</li></ul>	 <b>Parental Choice</b> <ul style="list-style-type: none"><li>➤ Parental Choice Tax Credit Information</li><li>➤ Parental Choice Tax Credit School Registrations</li></ul>	 <b>Individuals</b> <ul style="list-style-type: none"><li>➤ Where's My Refund?</li><li>➤ Parental Choice Tax Credit</li><li>➤ Verify My Identity</li><li>➤ Individual Income Tax Form 511</li><li>➤ OTC 1099-G Tax Documents</li><li>➤ 100% Disabled Veteran Exemption Permit</li></ul>
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- Click **Next**, or select **Click Here** if you have not applied for licenses/permits with the Oklahoma Tax Commission.

New Taxpayer Registration

New Taxpayer Registration

Requirements

**Determine Your OKTAP Eligibility**

You are eligible for an OKTAP account if you have requested and received from the Oklahoma Tax Commission (OTC) a license, permit number or filing information for:

- Alcohol, cigarette or tobacco taxes
- Worker's compensation taxes
- Mixed beverage taxes
- Franchise taxes
- Motor fuel taxes
- Sales, use or lodging taxes
- Withholding taxes
- 9-1-1 fee, rural electric co-op, telephone surcharge, waste tire, vehicle rental or freight car taxes
- Documentary, farm implement or vehicle tax stamps
- Income taxes

[Click here if you have not applied for licenses/permits with the OTC.](#)

**OKTAP Tips**

- Required information is entered in boxes with a "Required" watermark
- Optional information is entered in white boxes
- Boxes with a red background contain an error and must be corrected
- When a step is completed without errors, click "Next" to continue

**Gather Your Information**

To register your account for online access with OKTAP you will need the following information:

- A 13 character (alpha and numeric) account ID number as previously assigned by the Oklahoma Tax Commission
- Social Security Number (for sole proprietors)
- Federal Employer Identification Number (for businesses)
- A valid email address
- The zip code on file with the Oklahoma Tax Commission for the tax account you are registering

Cancel Previous **Next**

- Enter your user information, then click **Next**.

New Taxpayer Registration

New Taxpayer Registration

Requirements Profile Information

**Enter Your User Information**

This information will be used to help create your online OKTAP account.

First Name * <i>Required</i>	Contact Phone * <i>Required</i>
Last Name * <i>Required</i>	Phone Type * <i>Required</i>
Email Address * <i>Required</i>	Alternate Phone
Confirm Email Address * <i>Required</i>	Phone Type

Cancel Previous **Next**

5. Create an OKTAP username and password, then click **Next**.

New Taxpayer Registration

New Taxpayer Registration

Requirements Profile Information Login Information

Create an OKTAP username and password

New username \*  
Required

Password \*  
Required

Confirm Password \*  
Required

Must be 10 or more characters, and have at least 1 uppercase and lowercase letter, 1 number, and 1 special character.

Third-party review

Are you a third party? \*  
Yes No

Choose a secret question and answer:

Your secret question will only be used if you forget your password.

Secret Question \*  
Required

Secret Answer \*  
Required

Cancel Previous **Next**

6. Enter your identification information (SSN or FEIN), then click **Next**.

New Taxpayer Registration

New Taxpayer Registration

Requirements Profile Information Login Information Customer

Enter your identification information:

This is your FEIN for businesses or your SSN for sole proprietors.  
Information entered must be on file with the Oklahoma Tax Commission.

ID Type \*  
Required

ID

Country  
USA

Zip Code

Cancel Previous **Next**

7. If you are not registering as a third-party, you will be prompted to enter the **Account Type and Account ID** of the OkTAP account you are requesting to access. Once all information is entered, click **Next**. (If you are registering as a third party, this step will not appear.)

### New Taxpayer Registration

#### New Taxpayer Registration



Progress bar showing five steps: Requirements, Profile Information, Login Information, Customer, and Account Information. The 'Account Information' step is currently active and highlighted with a blue circle.

**Enter existing Oklahoma tax account information:**

This will validate your registration and register the selected account.

Account Type \*  
Required

**NOTE: Additional accounts may be added once you have successfully registered.**

**Account Information**

Does your Account ID have 14 characters?  
 Yes  No

Account ID \*  
Required  
(eg ALC-10000000-99)

Cancel < Previous **Next** >

8. Enter the **Letter ID** of a letter you've received from the Oklahoma Tax Commission in the last six months to verify your association to the account. Letter IDs can be found in the top right corner of correspondence received from the Oklahoma Tax Commission. If you don't have a recent letter, select **Request a Letter**.

### New OkTAP Registration

#### New OkTAP Registration



Progress bar showing five steps: Requirements, Profile Information, Login Information, Customer, and Letter Verification. The 'Letter Verification' step is currently active and highlighted with a blue box.

**Letter Verification**

To verify you are associated to this account, you will need to provide the letter ID of a letter you received from the Oklahoma Tax Commission (OTC) in the past six months.

Letter ID's are printed in the top right corner of correspondence sent from the OTC (ex. L0123456789).

Letter ID \*  
Required

Don't have a recent letter?  
**Request a Letter**

Cancel < Previous **Next** >

Click **Submit** to send a notice with a Letter ID to the mailing address associated with the account. You will need to restart the account creation process after you receive the letter.

### New OkTAP Registration

#### Request a Letter



Request a Letter

#### Request a Letter

If you are trying to access your account (or your client's account) and do not have a recent letter, you can request a letter be sent to the mailing address on file.

Cancel

< Previous

Submit

9. Once you've entered all registration information, review the registration summary and verify all information is correct. Then click **Submit**.

### New Taxpayer Registration

#### New Taxpayer Registration



Requirements

Profile Information

Login Information

Customer

Account Information

Review & Register Access

#### OkTAP Registration summary

##### Profile Information

Your Name (First and Last)

Email Address

##### Logon Information

Logon ID

Secret Question

What was your childhood nickname?

##### Account Information

Third Party

No

Bulk Filer

No

Grant Org

No

Federal Employer ID

Account ID

Click the 'SUBMIT' button at the bottom right of this page to complete your registration

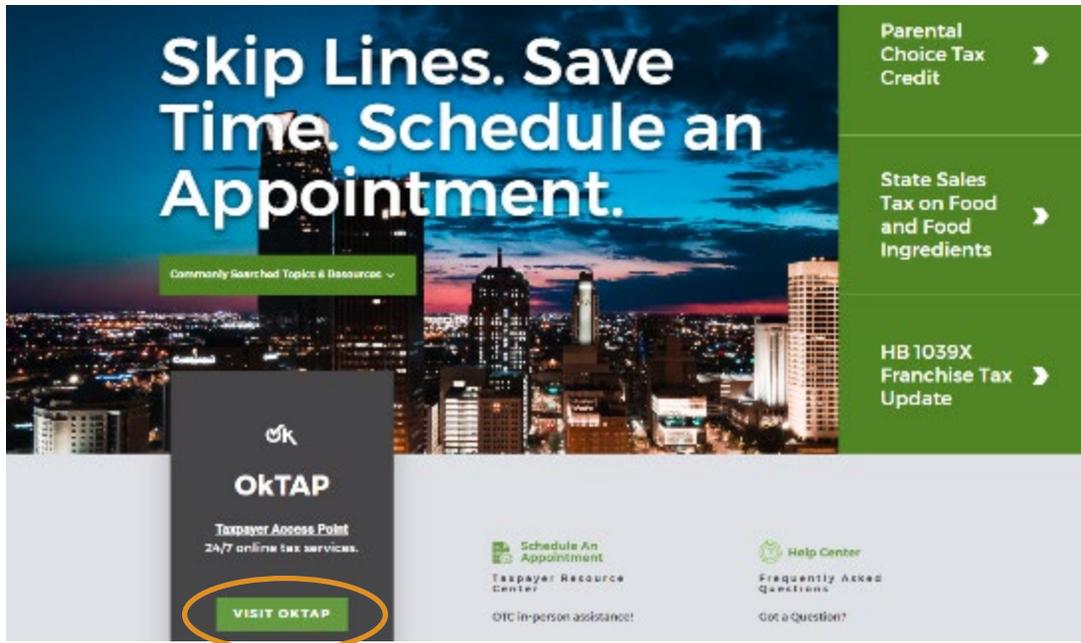
Cancel

< Previous

Submit

# Managing OkTAP Logon Access from the Master Account

1. Visit [oktap.tax.ok.gov](http://oktap.tax.ok.gov), or navigate to [tax.ok.gov](http://tax.ok.gov) and select **Visit OKTAP**, and login to your OKTAP account.



2. From the homepage, click **Manage My Profile**.

## SAMPLE COMPANY

\*\*-\*\*\*5555

123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407

Welcome, John Smith

You last logged in on Monday, Nov 27, 2020 7:06:12 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [Help](#) [More...](#)

Filter

### Withholding - Wage Tax

SAMPLE COMPANY  
123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407  
Closed on 30-Sep-2020

### Account

WTH-15389442-02

Balance

**\$0.00**

- > [Payment Plan](#)
- > [Update Payment Plan Payment Method](#)
- > [File/View Returns](#)
- > [Make a Payment](#)

3. Select **More**, then click **Manage Additional Logons** from the Other Users box.

< SAMPLE COMPANY

### Manage My Profile

John Smith  
email@email.com

Profile Action Center <sup>1</sup> **More...**

What are you looking for?

#### Access Management

Manage access of accounts I have access to.

- > Add Third Party Access
- > Add Access to Another Account
- > Manage My Access
- > Manage Third Party Access
- > Delete My Profile

#### Other Users

Manage users who are associated to me.

- > Add Additional Web Logon
- > **Manage Additional Logons**

#### Submissions

Search for previous submissions.

- > Search Submissions

4. Select a hyperlinked **username** to edit the user's account access.

< Manage My Profile

### Additional Logons

These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering.

You can create logons for other people and manage their access to customers and accounts that you have access to.

Allowed : Yes  
Default Access : Account Manager  
Default Account Access : File Returns

Username	Name	Email	Access Type
Active			
<b>alvin</b>		alvin@email.com	Account Manager
kate1234		kate1234@email.com	Account Manager

5. Choose from the list of options for the selected user and account which changes to make, or select **Deactivate Access** to remove the logon.

< Additional Logons

### Additional Logon

Account Manager

alvin  
alvin@email.com

- > **Change Access**
- > Manage Account Access
- > Resend Logon Access Email
- > Deactivate Access

Access Activity

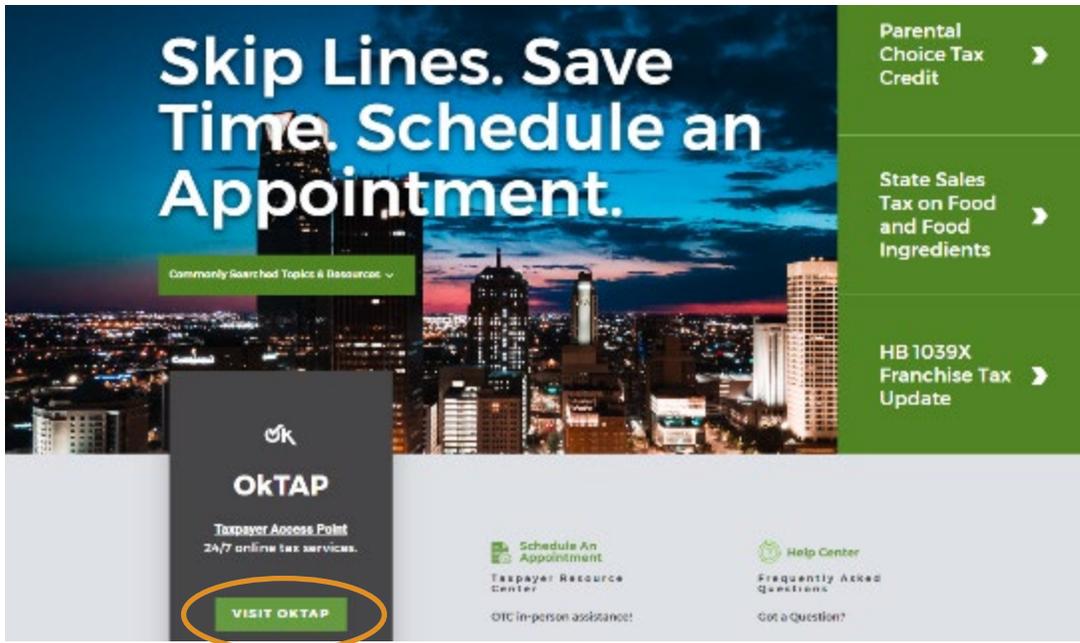
### Access Settings for alvin

SAMPLE COMPANY - \*\*-\*\*\*\*5555

General Access	Account Manager	
Withholding - Wage Tax	View	All Periods

# Managing OkTAP Additional Logon Account Access

1. Visit [oktap.tax.ok.gov](http://oktap.tax.ok.gov), or navigate to [tax.ok.gov](http://tax.ok.gov) and select **Visit OKTAP**, and login to your OKTAP account.



2. From the homepage, click **Manage My Profile**.

## SAMPLE COMPANY

\*\*-\*\*\*5555  
123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407

Welcome, John Smith

You last logged in on Monday, Nov 27, 2020 7:06:12 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [Help](#) [More...](#)

Filter

### Withholding - Wage Tax

SAMPLE COMPANY  
123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407  
Closed on 30-Sep-2020

#### Account

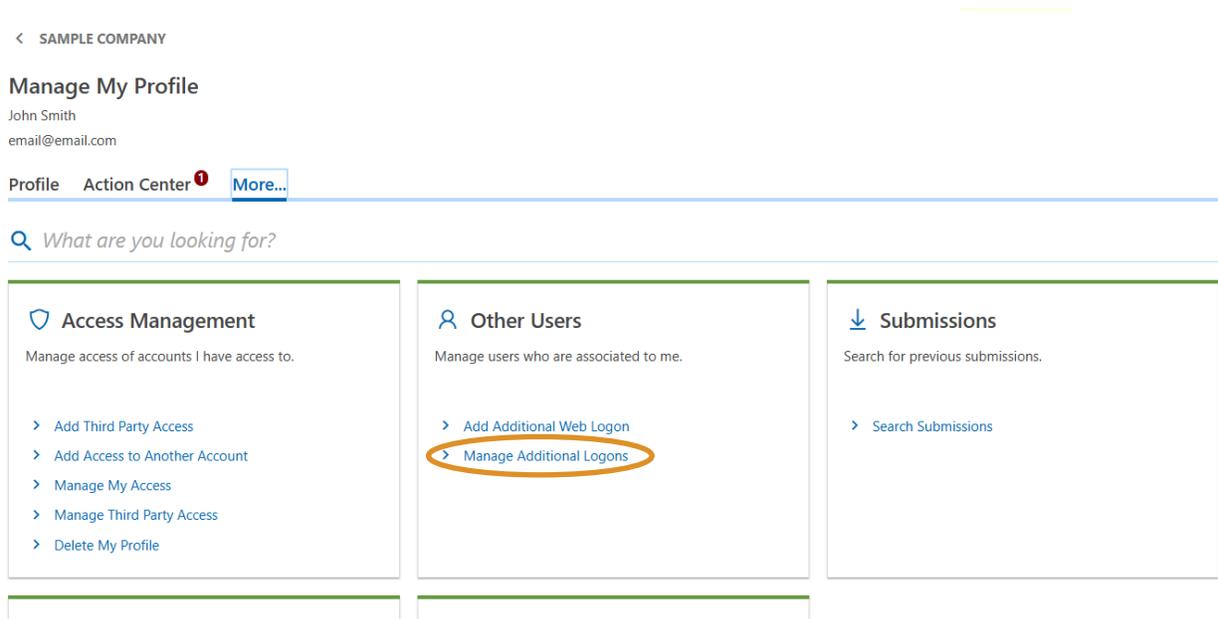
WTH-15389442-02

Balance

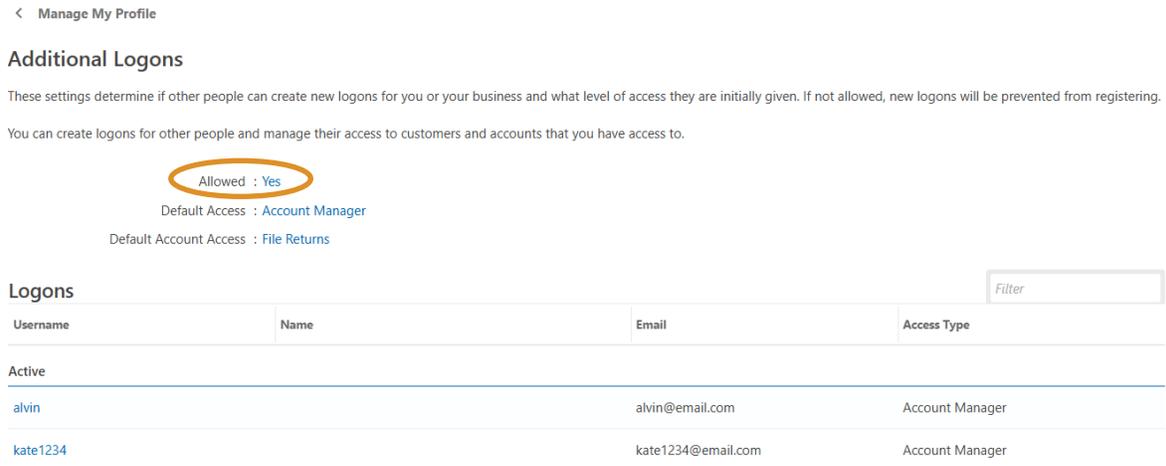
**\$0.00**

- > [Payment Plan](#)
- > [Update Payment Plan Payment Method](#)
- > [File/View Returns](#)
- > [Make a Payment](#)

3. Select **More**, then click **Manage Additional Logons** from the Other Users box.

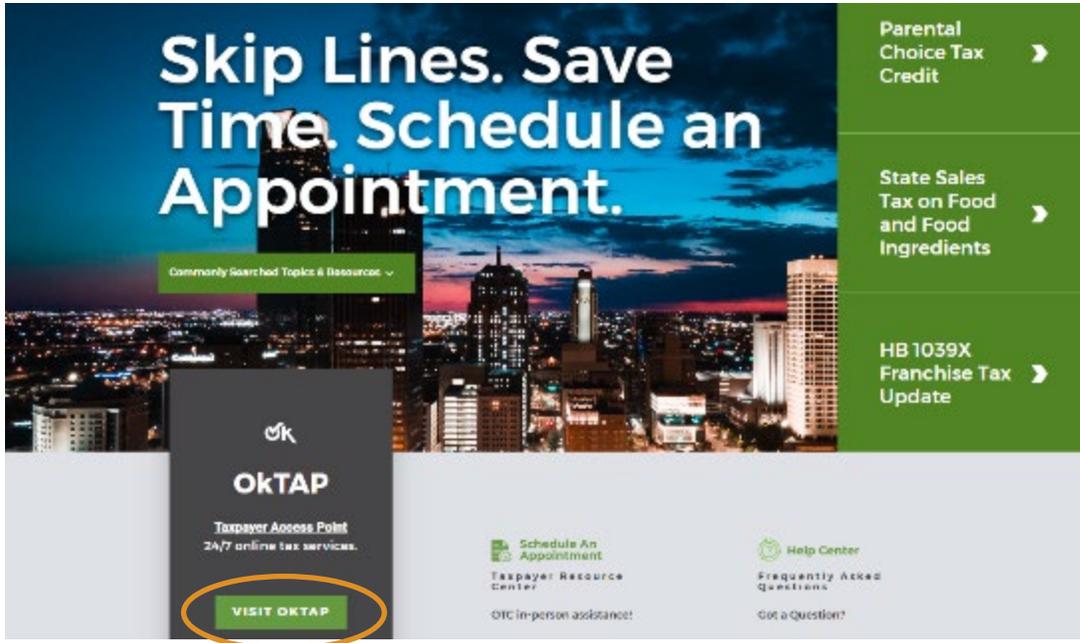


4. Click the hyperlinked **Yes** / **No** to enable or disable additional accounts or third-party logon access to your OkTAP account.



## Viewing OkTAP Account Activity

1. Visit [oktap.tax.ok.gov](http://oktap.tax.ok.gov), or navigate to [tax.ok.gov](http://tax.ok.gov) and select **Visit OKTAP**, and login to your OKTAP account.



2. From the homepage, click **Manage My Profile**.

### SAMPLE COMPANY

\*\*-\*\*\*5555  
123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407

Welcome, John Smith

You last logged in on Monday, Nov 27, 2024 7:06:12 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [Help](#) [More...](#)

Filter

#### Withholding - Wage Tax

SAMPLE COMPANY  
123 E MAIN ST  
OKLAHOMA CITY OK 73104-2407  
Closed on 30-Sep-2020

#### Account

WTH-15389442-02

Balance

**\$0.00**

- > [Payment Plan](#)
- > [Update Payment Plan Payment Method](#)
- > [File/View Returns](#)
- > [Make a Payment](#)

3. Select **More**, then click **View Activity** from the Activity box.

The screenshot shows the 'Manage My Profile' page for John Smith. The page has a navigation bar with 'Profile', 'Action Center' (with a notification icon), and 'More...'. Below the navigation bar is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into five sections: 'Access Management', 'Other Users', 'Submissions', 'Messages', and 'Activity'. The 'Activity' section is circled in orange and contains a 'View Activity' link.

< SAMPLE COMPANY

### Manage My Profile

John Smith  
email@email.com

Profile Action Center <sup>1</sup> More...

What are you looking for?

- Access Management**  
Manage access of accounts I have access to.
  - > Add Third Party Access
  - > Add Access to Another Account
  - > Manage My Access
  - > Manage Third Party Access
  - > Delete My Profile
- Other Users**  
Manage users who are associated to me.
  - > Add Additional Web Logon
  - > Manage Additional Logons
- Submissions**  
Search for previous submissions.
  - > Search Submissions
- Messages**  
View messages I've received from the agency.
  - > View Messages
- Activity**  
View my activity on e-Services.
  - > View Activity

4. Scroll through the activity log to view the date and time of logons, updates, and all other account activity.

The screenshot shows the 'Activity' log page. The page has a navigation bar with 'Manage My Profile' and a 'Filter' button. The activity log is organized by date, with entries for Friday, Feb 27, 2026; Thursday, Feb 26, 2026; and Wednesday, Feb 25, 2026. The log shows various logon events and a submission update.

< Manage My Profile

### Activity

Filter

Friday, Feb 27, 2026

- 09:30 AM Logged On

Thursday, Feb 26, 2026

- 04:53 PM Logged On
- 04:48 PM Logged On
- 03:56 AM Logged On
- 10:25 AM Logged On
- 10:25 AM Logged On
- 09:39 AM Logged On
- 08:39 AM Logged On
- 08:21 AM Logged On

Wednesday, Feb 25, 2026

- 05:24 PM Logged On
- 04:48 PM Logged On
- 04:28 PM Logged On
- 03:55 PM Logged On
- 02:22 PM Logged On
- 01:56 PM Submission Added: Third-party access updated



**OKLAHOMA**  
Tax Commission