



OKLAHOMA
Tax Commission

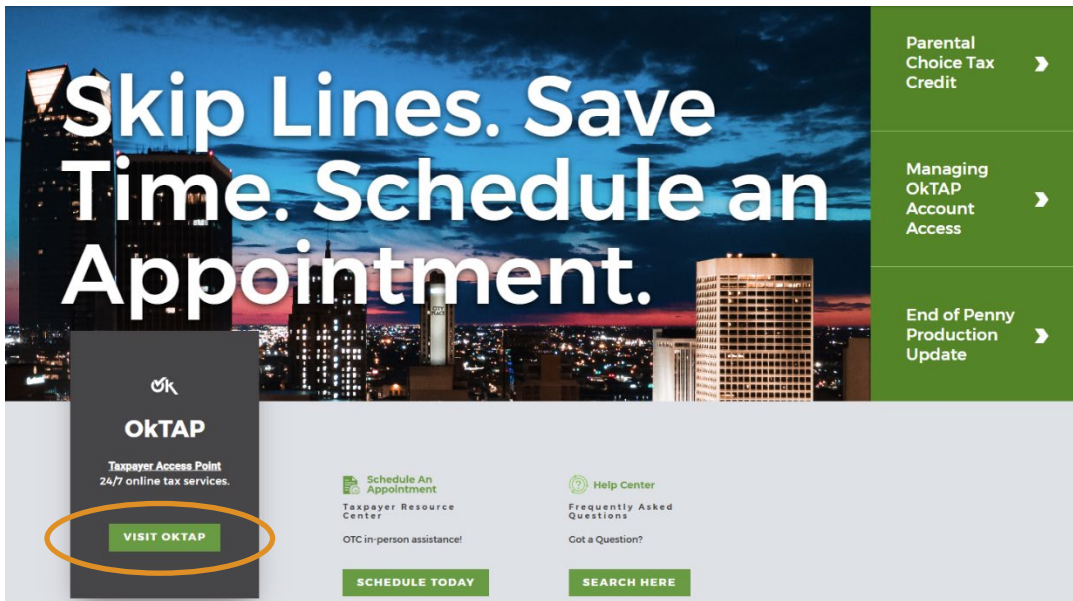
**CREATING & MANAGING
OKTAP ACCOUNT ACCESS**

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Creating Additional OkTAP Logons

1. Visit oktap.tax.ok.gov, or navigate to tax.ok.gov and select **Visit OKTAP**.



2. Click **Create an Account**.



 Search our online services



3. 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**

4. 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.

Choose a secret question and answer:

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

Secret Question *
Required

Secret Answer *
Required

Third-party review

Are you a third party? *

Yes	No
-----	----

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

The form displays a progress bar with five steps: Requirements, Profile Information, Login Information, Customer, and Account Information. The 'Account Information' step is currently active. Below the progress bar, the form contains the following elements:

- Enter existing Oklahoma tax account information:** This will validate your registration and register the selected account.
- Account Type:** A dropdown menu with a red asterisk and the label 'Required'.
- NOTE:** Additional accounts may be added once you have successfully registered.
- Account Information:** A section with a heading and a question: 'Does your Account ID have 14 characters?'. Below this is a radio button selection with 'Yes' and 'No' options.
- Account ID:** A text input field with a red asterisk and the label 'Required'. Below the field is an example: '(eg ALC-10000000-99)'.

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Previous' and 'Next' on the right. The 'Next' button is highlighted with an orange circle.

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

The form displays a progress bar with five steps: Requirements, Profile Information, Login Information, Customer, and Letter Verification. The 'Letter Verification' step is currently active. Below the progress bar, the form contains the following elements:

- Letter Verification:** A section with a heading and a message: '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.' Below this is a sub-message: 'Letter ID's are printed in the top right corner of correspondence sent from the OTC (ex. L0123456789)'.
- Letter ID:** A text input field with a red asterisk and the label 'Required'.
- Don't have a recent letter?:** A link labeled 'Request a Letter' is highlighted with an orange circle.

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Previous' and 'Next' on the right. The 'Next' button is highlighted with an orange circle.

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

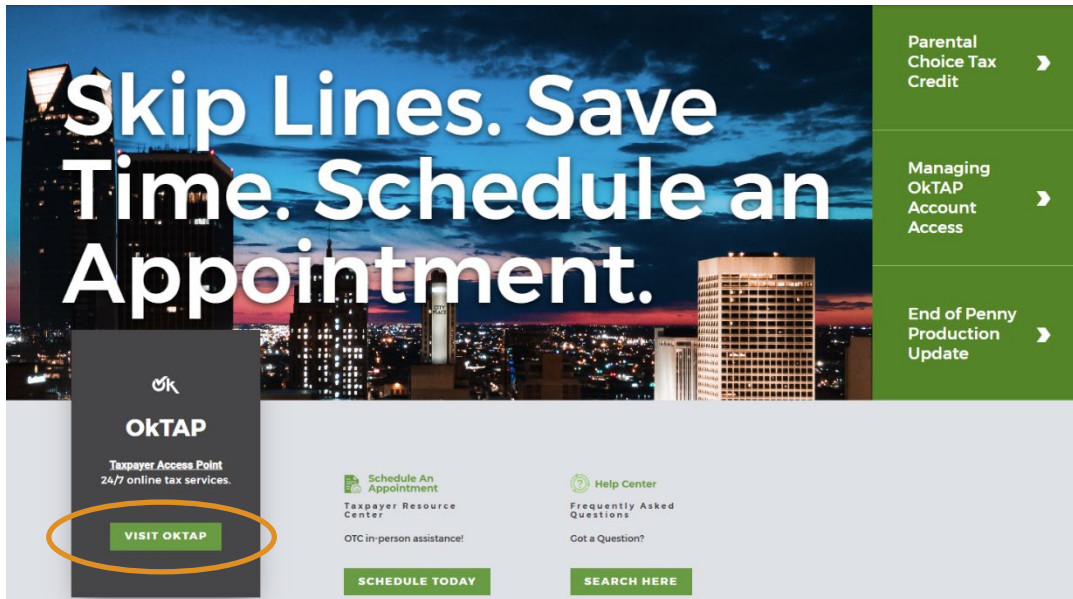
< Previous

Submit

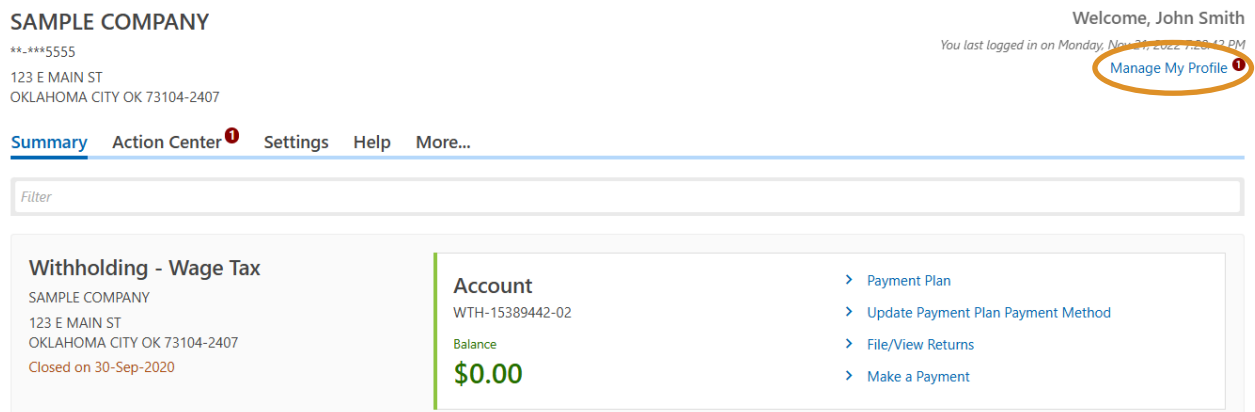
Managing OkTAP Logon Access from the Master Account

Additional Logon Access

1. Visit oktap.tax.ok.gov, or navigate to tax.ok.gov and select **Visit OKTAP**, and login to your OKTAP account.



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



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 ¹ **More...**

Q 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](#)

Logons

Username	Name	Email	Access Type
Active			
alvin		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

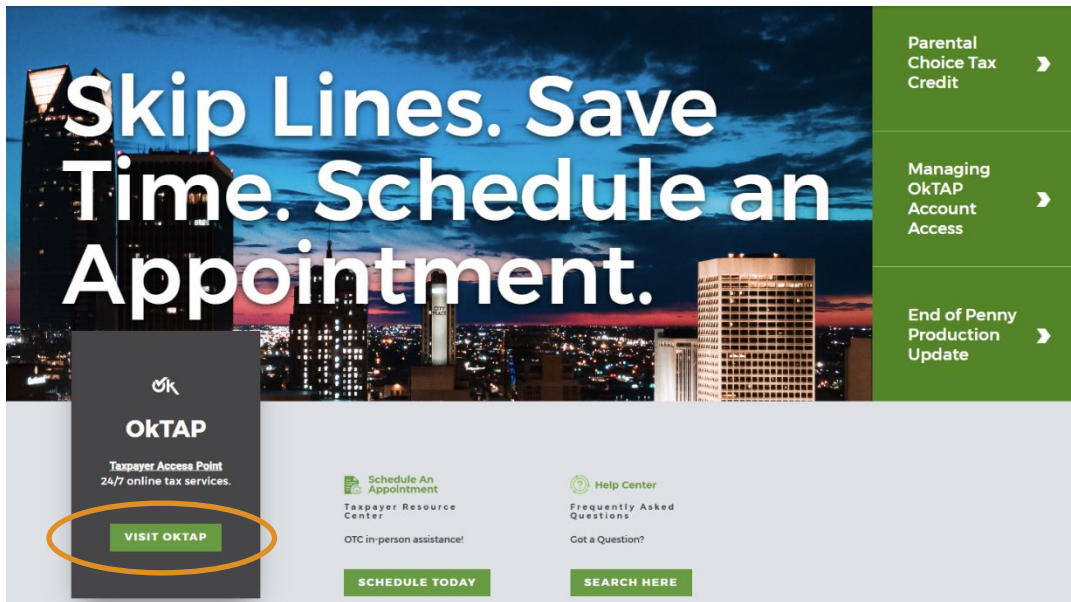
Manage Filter

SAMPLE COMPANY - **-***5555

General Access	Account Manager	
Withholding - Wage Tax	View	All Periods

Third-Party Logon Access

1. Visit oktap.tax.ok.gov, or navigate to 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 21, 2022, 7:28:12 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) ¹ [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 Third Party Access** from the Access Management box.

< SAMPLE COMPANY

Manage My Profile

John Smith
email@email.com

Profile Action Center ¹ **More...**

Q 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

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

< Manage My Profile

Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : Yes
Default Access : Third Party
Default Account Access : View

Logons

Filter

Username	Name	Email
Active		
cpaTest	JON SMITH	cpa@email.com

7. Click **Manage Account Access**.

< Third Party Access

Third Party Logon

Third Party
cpaTest
JON SMITH
cpa@email.com

Access Activity

> Manage Account Access

Access Settings for cpaTest

Manage Filter

SAMPLE COMPANY - **-***5555

General Access Third Party

- Use the hyperlinked **Cancel Access / Grant Access** to manage which accounts the user can access.

< cpaTest

Manage Access for cpaTest

Filter

SAMPLE COMPANY - **.***5555

General Access	**-.***5555	Third Party	Cancel Access
Corporate Income Tax	CIT- 03		Grant Access
Franchise Tax	FRX- 34		Grant Access
Garnishee	GRN- -08		Grant Access
Multiple Injury Trust Fund	ASI 05		Grant Access
WC Case Administrator	WCA- 06		Grant Access
Withholding - Wage Tax	WTH- -02		Grant Access

Managing OkTAP Additional Logon Account Access

- Visit oktap.tax.ok.gov, or navigate to tax.ok.gov and select **Visit OKTAP**, and login to your OKTAP account.

Skip Lines. Save Time. Schedule an Appointment.

Parental Choice Tax Credit

Managing OkTAP Account Access

End of Penny Production Update

OKTAP
Taxpayer Access Point
24/7 online tax services.

VISIT OKTAP

Schedule An Appointment
Taxpayer Resource Center
OTC in-person assistance!

SCHEDULE TODAY

Help Center
Frequently Asked Questions
Got a Question?

SEARCH HERE

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, 2022 7:28:12 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](#) [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. Click the hyperlinked **Yes / No** to enable or disable additional logon access to your OkTAP account.

< 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

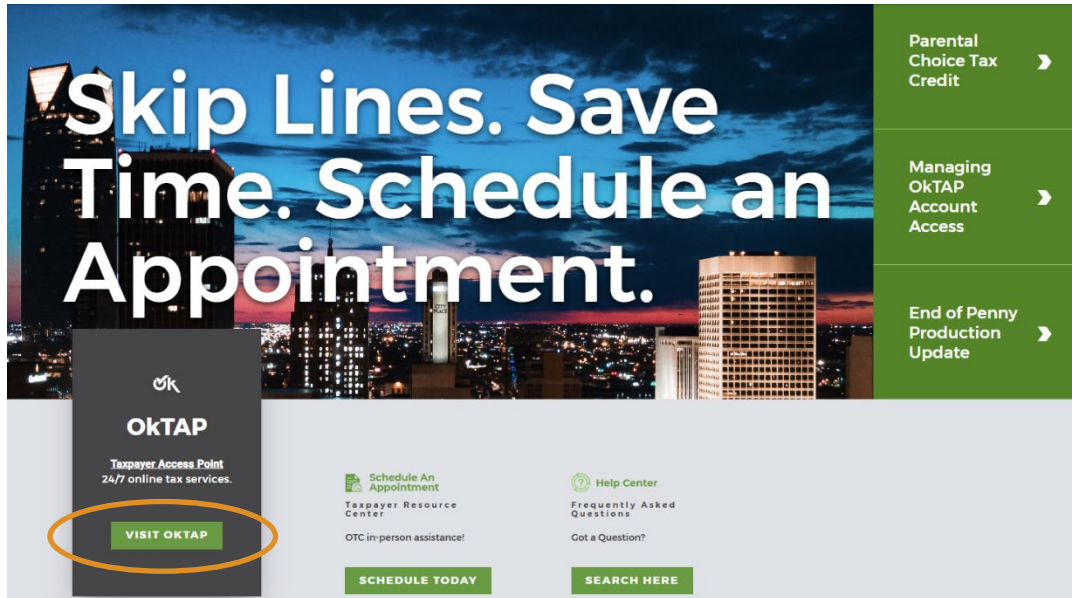
Default Access : [Account Manager](#)
Default Account Access : [File Returns](#)

Logons Filter

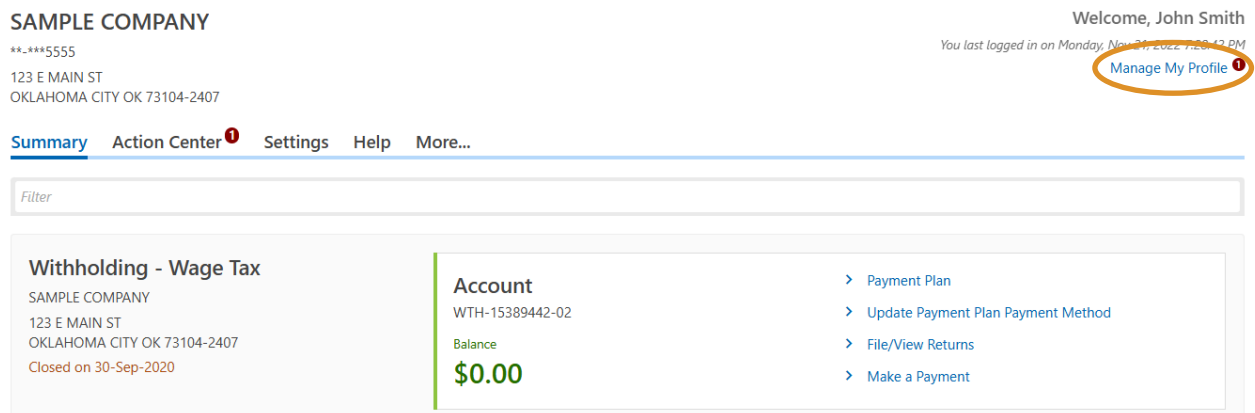
Username	Name	Email	Access Type
Active			
alvin		alvin@email.com	Account Manager
kate1234		kate1234@email.com	Account Manager

Managing OkTAP Third-Party Logon Account Access

1. Visit oktap.tax.ok.gov, or navigate to tax.ok.gov and select **Visit OKTAP**, and login to your OKTAP account.



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



5. Select **More**, then click **Manage Third Party Access** from the Access Management box.

< SAMPLE COMPANY

Manage My Profile

John Smith
email@email.com

Profile Action Center ¹ **More...**

Q 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

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

< Manage My Profile

Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : Yes

Default Access : Third Party

Default Account Access : View

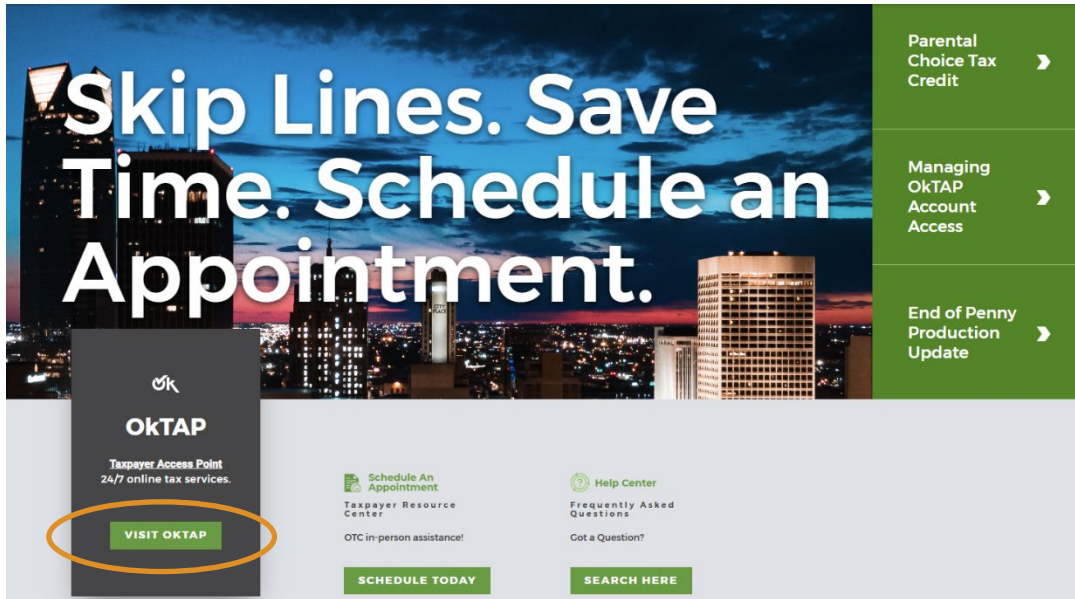
Logons

Filter

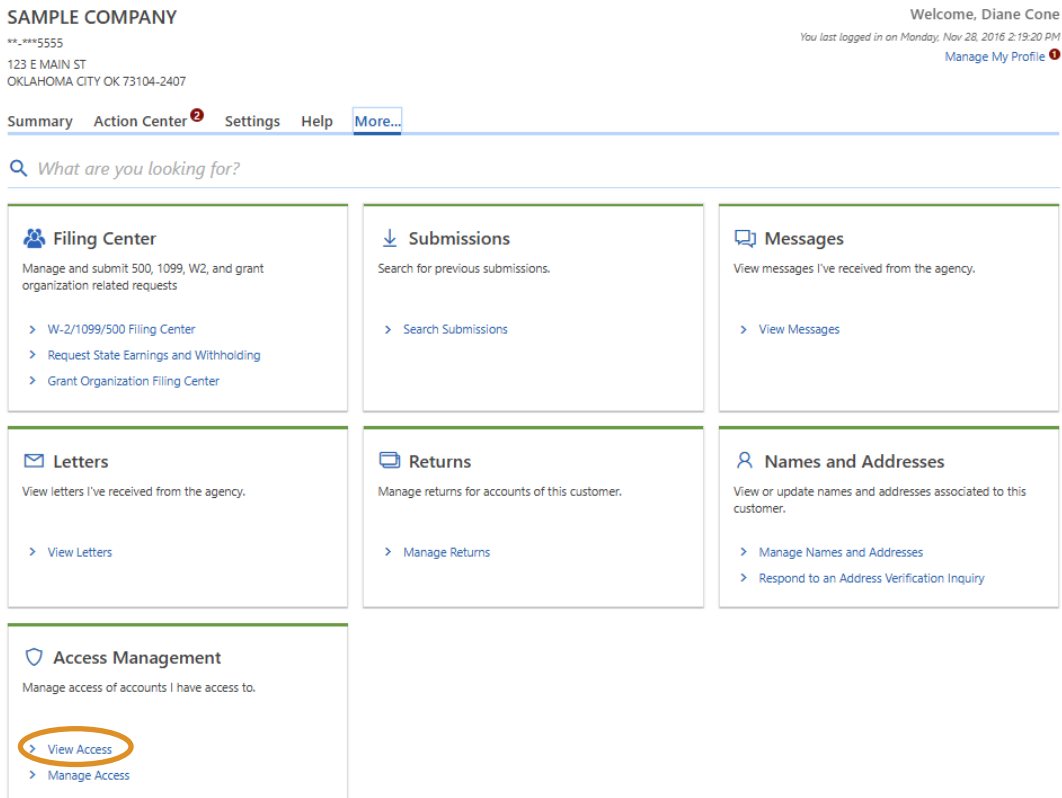
Username	Name	Email
cpaTest	JON SMITH	cpa@email.com

Viewing OkTAP Account Activity

1. Visit oktap.tax.ok.gov, or navigate to tax.ok.gov and select **Visit OKTAP**, and login to your OKTAP account.



2. From the homepage, click **More** and select **View Access** from the Access Management box.



3. Select a hyperlinked **logon username**.

< SAMPLE COMPANY

Customer Access

SAMPLE COMPANY
-*5555

Logons

Logons with Access to Customer

sampleManager	Tom Jones	manger@email.com	Account Manager
sampleThird	Sue Smith	third@email.com	Third Party

4. On the following screen, select **Activity** to view a log of logon dates and times, updates, and all other account activity for that logon.

< Customer Access

Additional Logon

Account Manager

sampleManager
Tom Jones
manger@email.com

- > Change Access
- > Manage Account Access
- > Reset Password
- > Deactivate Access

Access: [Activity](#)

Search

From 08-Apr-2024

To

Activity

Thursday, Jan 22, 2026

03:07 PM	Logged On
02:30 PM	Logged On
02:23 PM	Logged On

Wednesday, Jan 21, 2026

11:53 AM	Submission Added: Bulk W2 Import
11:45 AM	Logged On
11:03 AM	Logged On

Monday, Jan 12, 2026

01:32 PM	Submission Printed: Employers Withholding Wage submission fc Withholding - Wage Tax	WTH-	02	31-Dec-2025
01:30 PM	Submission Added: Employers Withholding Wage submission fc Withholding - Wage Tax	WTH-	-02	31-Dec-2025



OKLAHOMA
Tax Commission