

# Register for Revenue Online



*The Colorado Department of Revenue (CDOR) has created a system called Revenue Online that allows you to pay any state taxes (income, payroll, sales, etc.) via electronic funds transfer (EFT). This system also allows us to communicate with the CDOR on your behalf.*

## **How to Sign Up for Revenue Online:**

- 1. Visit [www.colorado.gov/revenueonline](http://www.colorado.gov/revenueonline). The main menu will come up with three options: Individual, Business and IRP. Click on either Individual or Business depending on which account you are wanting to set up.*
- 2. On the Individual or Business Home Page, under AccessAccount click on the “sign up” link.*
- 3. You will need to have the most recent tax return (income, sales, etc.), the federal adjusted gross income, refund amount or estimated tax payment amount in order to answer security questions that are required to set up the account. Follow the instructions provided and select submit on the left hand side of the screen. **If you are a zero filer you will need to request to receive a letter ID.** To do this, click on the link “Click here to receive a Letter ID.” Here you will need to enter in the ID type. For individuals, it will be your social security number and for businesses it will be the FEIN. After you request a letter ID you will receive a letter in the mail to the current address that is on the account. This letter will have the letter ID number needed to finish setting up your account.*



### ***How to Create a Login ID and Password:***

- 1. Visit [www.colorado.gov/revenueonline](http://www.colorado.gov/revenueonline) and click on the sign up link under AccessAccount.*
- 2. Enter in the taxpayer information such as social security number or FEIN. Enter in the email that you wish to associate with this account and click ok.*
- 3. Create a login ID, password and then select a secret question which you will need to provide the answer to.*
- 4. You will then be asked for details from the most recent account activity such as income or sales tax. Select submit and you will get a message letting you know that your request will be processed. Make sure to hold on to the confirmation in case you have problems getting into Revenue Online.*
- 5. An email will then be sent to the address you entered. There will be an authorization code that is necessary to log in for the first time. After that, only the login ID and password are necessary.*

***The road to financial success: You drive. We navigate.***

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