



*"Working together to
fund Washington's future"*

My Account – Jurisdictions

Accessing and Using the Secure
My Account Environment

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Accessing My Account

New User

- ✓ Go to the Department's home page dor.wa.gov
- ✓ Click the **register** link



A screenshot of the Department of Revenue Washington State website. The header features the department logo and tagline 'Working together to fund Washington's future' on the left, and navigation links 'ABOUT US | CONTACT US Español' and a search bar on the right. A brown 'My Account' menu is visible in the top right corner. The main content area is divided into three sections: 'Home' with a list of links, 'I need to...' with a list of services, and 'News & Announcements'.



Accessing My Account

New User continued

✓ Follow **Steps 1 - 3** to create your profile

User Registration

Step 1 of 3

Enter your information

First Name:

Last Name:

E-mail: 

Phone: () - ext.

Type the text below (not case sensitive):



[Cancel](#) [Next >](#)

User Registration

Step 2 of 3

Create your logon ID, password, and security question

Logon ID: Must be 8 characters or more
Not case sensitive

Your password must be at least **10 characters long, case sensitive**, and contain at least one **letter, number and symbol**.

Password: Letter

Confirm password: Number

Security question: 

Answer:

[Cancel](#) [Next >](#)

User Registration

Step 3 of 3

Welcome **JaneS1971**
You have successfully created your profile.

Would you like to add an account to your profile?

Yes

No

[Continue >](#)



Accessing My Account

New User – Add an Account

After selecting **Continue** on Step 3, the Add Account screen will display

Department of Revenue Washington State

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Welcome JaneS1971
[Log Off](#)

My account

- My account home
- > File a return
- ▼ **Manage account**
 - Add an account**
 - > More services
 - > E-mail & notices
 - > My logon profile

Add Account

Enter your Account Number and PAC Code

Account Number: ?

Pre-assigned Access Code (PAC): ?

[Cancel](#) [Next >](#)

The Account Number is the 1 to 4 digit entity/treasury number as provided by the Office of the State Treasurer

STATE OF WASHINGTON
DEPARTMENT OF REVENUE

Your City
ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

Account Number: 99

Jurisdiction Name: Your City

Pre-Assigned Access Code (PAC): A111111B

The Account Number and PAC are located at the top of the letter the Department sent to each jurisdiction

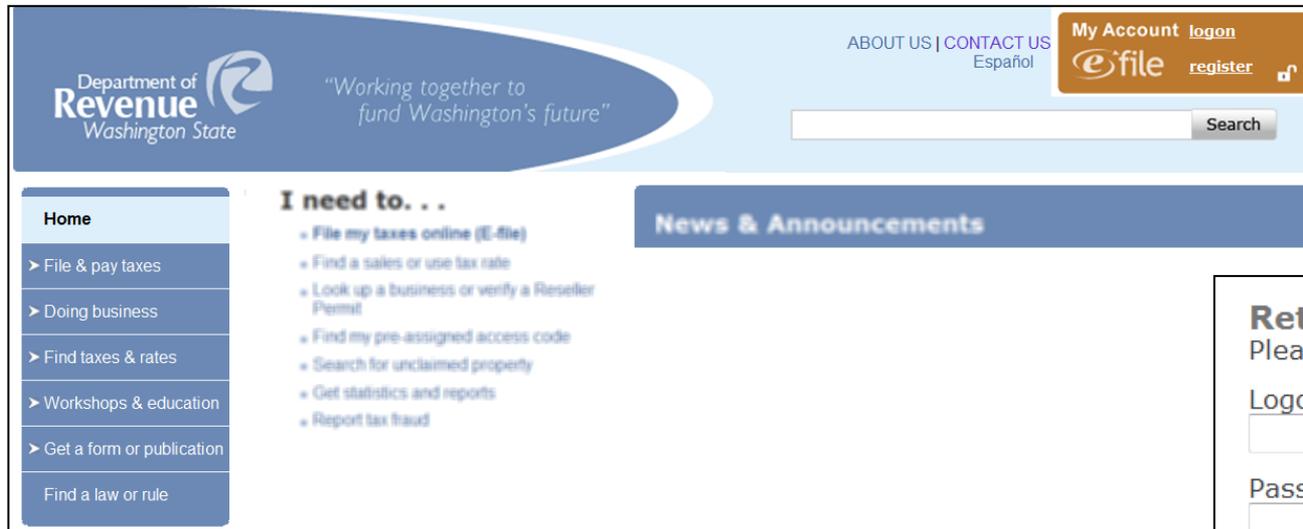
ACCESS TO LOCAL SALES TAX INFORMATION



Accessing My Account

Existing User

- ✓ Go to the Department's home page dor.wa.gov
- ✓ Click the **logon** link



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ABOUT US | CONTACT US Español

My Account logon efile register

Search

Home

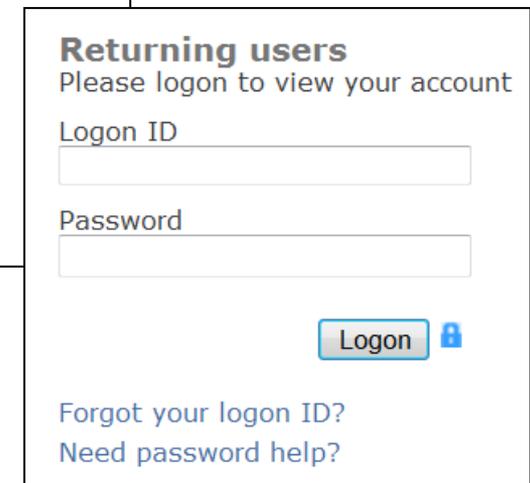
- > File & pay taxes
- > Doing business
- > Find taxes & rates
- > Workshops & education
- > Get a form or publication
- Find a law or rule

I need to . . .

- File my taxes online (E-file)
- Find a sales or use tax rate
- Look up a business or verify a Reseller Permit
- Find my pre-assigned access code
- Search for unclaimed property
- Get statistics and reports
- Report tax fraud

News & Announcements

- ✓ **Enter** your Logon ID & Password
- ✓ Select **Logon**



Returning users
Please logon to view your account

Logon ID

Password

Logon 

[Forgot your logon ID?](#)
[Need password help?](#)



Accessing My Account

Existing User – Add an Account

Select:

- ✓ **Manage account**
- ✓ **Add an account**

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My account

- My account home
- > File a return
- ▼ **Manage account**
- Add an account**
- > More services
- > E-mail & notices
- > My logon profile

Add Account

Enter your Account Number and PAC Code

Account Number: ?

Pre-assigned Access Code (PAC): ?

[Cancel](#) [Next >](#)

The Account Number is the 1 to 4 digit entity/treasury number as provided by the Office of the State Treasurer

STATE OF WASHINGTON
DEPARTMENT OF REVENUE

Your City
ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

Account Number: 99

Jurisdiction Name: Your City

Pre-Assigned Access Code (PAC): A111111B

The Account Number and PAC are located at the top of the letter the Department sent to each jurisdiction

ACCESS TO LOCAL SALES TAX INFORMATION



Accessing My Account

Add an Account – Affidavit

- ✓ Select Department already has my affidavit **OR** Upload a completed affidavit
- ✓ Select **Next**

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My account

- My account home
- > File a return
- ▼ **Manage account**
 - Add an account**
 - > More services
 - > E-mail & notices
 - > My logon profile

Add Account

Jurisdiction: North County 123 Somewhere Ln
Treasury Code: 9800 Tumwater, WA 98532-1234

To access confidential information, each user must provide the Department with a signed and notarized Tax and License Confidentiality Affidavit.

The Department already has my notarized Tax and License Confidentiality Affidavit.
If the Department does not have your notarized Tax and License Confidentiality Affidavit you may upload it below.

Click [here](#) to download a blank Tax and License Confidentiality Affidavit.

If you need a blank form, click the “here” link



Accessing My Account

Add an Account – Access Review

The Local Jurisdiction status will show as *Pending Access Approval* until the Department has reviewed your request

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My account

- My account home
- File a return
- Manage account
- More services
- E-mail & notices (1)
- My logon profile

List of Accounts

Select an account below to continue, or [add an account](#).

Local Jurisdictions

Account Name	Number	Status	
North County	12345	Pending Access Approval	Upload Affidavit

If you did not upload an affidavit, you will have an opportunity to do so before your request is reviewed by the Department

✓ Select [Upload Affidavit](#)



Accessing My Account

Add an Account – Access Review continued

You will receive a secure e-mail indicating your request has been approved or denied

The screenshot shows the 'My account' section of the Department of Revenue website. The user is logged in as JaneS1971. The 'Secure e-mail' section is active, displaying an email from the system with the subject 'Request for access to Pierce County's local tax information for JaneS1971 is approved.' The left sidebar menu includes options like 'My account home', 'File a return', 'Manage account', 'More services', 'E-mail & notices (1)', 'Secure e-mail (1)', 'E-mail notifications (listserv)', 'Alerts', and 'My logon profile'.

If approved, you will be able to select your jurisdiction

The screenshot shows the 'My account' section with the 'List of Accounts' tab selected. Below the heading, there is a prompt: 'Select an account below to continue, or add an account.' A table titled 'Local Jurisdictions' is displayed with the following data:

Account Name	Number	Status
Pierce County	00001	Access Approved



Jurisdiction Home

User with One Account

My account home and **Jurisdiction home** will display the same information



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My account

- My account home
- Jurisdiction home**
- > Reports and research
- > Manage account
- > E-mail & notices (1)
- > My logon profile

Local Jurisdiction

Jurisdiction: [redacted]
Treasury Code: [redacted]

ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

January 2016 Distribution

Tax Type	Amount
Regular & Optional Taxes	[redacted]
E911 Prepaid Wireless Tax	[redacted]
E911 VOIP Tax	[redacted]
E911 Wireless Tax	[redacted]
E911 Wireline Tax	[redacted]
Mental Health Taxes	[redacted]
Public Facilities State-Shared Tax	[redacted]
Special Hotel/Motel Tax	[redacted]
Tourism Promotion Area	[redacted]
Transient Rental State-Shared Tax	[redacted]
Total	[redacted]

ALL users will see the taxes distributed to the jurisdiction



Jurisdiction Home

User with Multiple Accounts



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My account

- My account home
- > File a return
- > Manage account
- > More services
- > E-mail & notices (1)
- > My logon profile

List of Accounts

Select an account below to continue, or add an account.

Excise Tax

Account Name	Number	Frequency	Status
Excise Tax - Multi Jurisdictional	0000000000	Monthly	3 Return(s) to File

Local Jurisdictions

Account Name	Number	Status	
Spokane	00000	Access Approved	
North County	00000	Access Approved	

If you have two or more accounts attached to your profile, you will see the **List of Accounts**



Reports and Research

Distribution Detail

To access the distribution detail report, select:

- ✓ **Reports and research**
- ✓ **Distribution detail**

(detail is available beginning January 2015)

The screenshot shows the 'Distribution Detail' page in the Department of Revenue's online system. The page includes a navigation menu on the left, a header with the department logo and slogan, and a user welcome message. The main content area displays the 'Distribution Detail' for 'January 2016'. A filter bar allows users to select the distribution month, year, tax type, and location. A search bar is available for finding specific reports. Callout boxes provide instructions on how to use the filters and search options.

My account

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[Log Off](#)

My account home
Jurisdiction home
▼ **Reports and research**
Distribution detail
Distribution summary
Archived reports (pre-2015)
Manage account
E-mail & notices (1)
My logon profile

Distribution Detail

Jurisdiction: **Washington State**
Treasury Code: **0000**

Currently reporting for **January 2016**

Selection options include:
 ✓ Distribution Month
 ✓ Distribution Year
 ✓ Tax
 ✓ Location
 Default is the most recent distribution period

ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

January | 2016 | All | All | Search

Distribution Month | Distribution Year | Tax | Location | TRN | Business Name | NAICS

View Report | Clear Filters

EXPORT | CSV | PDF

Click **View Report** to proceed

Clear Filters will reset all information except the Distribution Month and Year

You may also choose to search by:
 ✓ TRN (9-digit)
 ✓ Business Name
 ✓ NAICS (2- to 6-digits or keyword(s))



Reports and Research

Distribution Detail continued

Distribution Detail

Jurisdiction: **Washington State**
Treasury Code: **0000**

Businesses will display in order by Legal Entity (L/E) name

You may export the detail by selecting:
 CSV or
 PDF

Currently reporting for **January 2016**

January 2016 All All Distribution Month Distribution Year Tax Location TRN Business Name NAICS Search

View Report Clear Filters

EXPORT CSV PDF

The business detail default is collapsed, to expand the detail, click on the blue NAICS box

First Prev Page 1 Of 80 Next Last Results Per Page 20

Location Code	Return Period	Line Code	Tax Type	Transaction Code	Taxable Amount	Tax Paid
2 FL ENTERPRISES LLC / 2FL ENTERPRISES LLC 602-222-607						
	11-2015	45/51	Regular & Optional Taxes	ELF		
Total						
21ST CENTURY BUILDERS LLC / PORTABLE STORAGE OF AMERICA 601-706-032						
Assigned Location:		9999	Open Date:		4/10/1996	Owner Type:
Address:		2233 CALIFORNIA AVE SW SEATTLE, WA 98116-2111	Close Date:		N/A	Status:
			Acct Frequency:		Monthly	NAICS:
						LIMITED LIABILITY
						Active
						321992
Location Code	Return Period	Line Code	Tax Type	Transaction Code	Taxable Amount	Tax Paid
	11-2015	45/51	Regular & Optional Taxes	ELF		
Total						

If there are multiple transactions under a business, you may also change the sort order of the results by selecting a column title.



Reports and Research

Distribution Summary

To access the distribution summary report, select:

- ✓ **Reports and research**
- ✓ **Distribution summary**

The most recent distribution period will display



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My account

- My account home
- Jurisdiction home
- ▼ Reports and research**
- Distribution detail
- Distribution summary**
- Archived reports (pre-2015)
- > Manage account
- > E-mail & notices (5)
- > My logon profile

Distribution Summary

Jurisdiction: XXXXXX
Treasury Code: XXXX

Distribution Month: January | Distribution Year: 2016 | View

For a different period, choose the Distribution Month and Year, then select **View** (effective January 2015)

January 2016

Export: CSV PDF

Line Code	Tax Name	Accum Amt	Admin Fee	City/County Share	Adjustment	Pool	Final Distribution
45/46/51/52	Regular & Optional Taxes	1,234,567.89	10,000.00	100,000.00	1,344,567.89	1,344,567.89	1,344,567.89
141	Brokered Natural Gas Tax	12,345.67	0.00	0.00	12,345.67	12,345.67	12,345.67
70	Special Hotel/Motel Tax	5,678.90	0.00	0.00	5,678.90	5,678.90	5,678.90
47	Transient Rental State-Shared Tax	3,456.78	0.00	0.00	3,456.78	3,456.78	3,456.78
137/138	Transportation Benefit District Tax	2,345.67	0.00	0.00	2,345.67	2,345.67	2,345.67
Report Totals		1,268,394.91	10,000.00	100,000.00	1,378,394.91	1,378,394.91	1,378,394.91

You may select **CSV** or **PDF** to export your report



Reports and Research

Archived Reports (pre-2015)

To view businesses that reported to your jurisdiction prior to 2015, select:

- ✓ **Reports and research**
- ✓ **Archived reports (pre-2015)**

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My account

- My account home
- Jurisdiction home
- ▼ **Reports and research**
 - Distribution detail
 - Distribution summary
 - Archived reports (pre-2015)**
 - > Manage account
 - > E-mail & notices (1)
 - > My logon profile

Archived Reports (pre-2015)

Jurisdiction: [redacted]
Treasury Code: [redacted]

Previously titled "Distribution reports"

ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

The reports accessible on this page were previously accessed through the Secure File Transfer (SFT) Server site. Effective January 2015, the new reports can be accessed by selecting "Distribution detail" on the left menu.

If you previously used the EBCDIC (string) format, your files will continue to be available on this page.

Select Period... ▼

- ✓ **Select** the period you would like to view

Select Period...

December 2014
November 2014
October 2014



Reports and Research

Archived Reports (pre-2015) continued



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My account

- My account home
- Jurisdiction home
- ▼ **Reports and research**
- Distribution detail
- Distribution summary
- Archived reports (pre-2015)
- > Manage account
- > E-mail & notices (1)
- > My logon profile

Archived Reports (pre-2015)

Jurisdiction: WA
Treasury Code: 0000

ATTN Jane Smith
123 Somewhere Ln
Tumwater, WA 98532-1234

The reports accessible on this page were previously accessed through the Secure File Transfer (SFT) Server site. Effective January 2015, the new reports can be accessed by selecting "Distribution detail" on the left menu.

If you previously used the EBCDIC (string) format, your files will continue to be available on this page.

December 2014 ▾

Name	Type	Format	Retrieve Report
Local Sales & Use Detail for December 2014	Local Sales & Use	EBCDIC	Access Denied
Local Sales & Use Detail (non-RTA) for December 2014	Local Sales & Use	EBCDIC	Access Denied
E911 Detail for December 2014	Enhanced 911	CSV	Download ←

The applicable tax report(s) for the jurisdiction will display for the selected period

The **Format** is the same as the reports accessed through the Secure File Transfer (SFT) Server site

The **Download** link is based on the taxes you are authorized to view (see [Add/Edit/Remove a User](#))



Add/Edit/Remove a User

Add a User

Select:

✓ **Manage account**

✓ **Add/edit/remove users**

✓ **Enter the Logon ID & E-mail Address**



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My account

- My account home
- Jurisdiction home
- > Reports and research
- ▼ **Manage account**
- Add an account
- Add/edit/remove users
- View activity log
- > E-mail & notices (2)
- > My logon profile

Account Users

Add User

If the user already has a Logon ID for My Account, enter the Logon ID and e-mail address here:

Logon ID:
E-mail Address:

If the user has never used My Account and does not have a Logon ID, [Click Here](#)

Account Users

Logon ID	Name	Permissions	
JaneS1971	Jane Smith	<div style="border: 2px solid black; padding: 2px;"> Add/Edit/Remove Users • Yes </div> Tax Information Authorization • Local Sales/Use Taxes • Lodging Taxes • E911 Taxes • Transportation Taxes	Remove

Your Permissions must be set to "Yes" to Add/Edit/Remove Users



Add/Edit/Remove a User

Add a User – Affidavit

- ✓ Select Department already has my affidavit **OR** Upload a completed affidavit
- ✓ Select **Continue**

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My account

- My account home
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- > Reports and research
- > Manage account
- > **E-mail & notices (2)**
- > My logon profile

Add User Affidavit

Logon ID: SallyJones1956
Name: Sally Jones

To access confidential information, each user must provide the Department with a signed and notarized Tax and License Confidentiality Affidavit.

The Department already has my notarized Tax and License Confidentiality Affidavit.

If the Department does not have your notarized Tax and License Confidentiality Affidavit you may upload it below.

Click [here](#) to download a blank Tax and License Confidentiality Affidavit.

If you need a blank form, click the "[here](#)" link



Add/Edit/Remove a User

Add a User – Tax Information Authorization

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My account

- My account home
- Jurisdiction home
- ▶ Reports and research
- ▶ Manage account
- ▶ **E-mail & notices (2)**
- ▶ My logon profile

Edit User permissions

Logon ID: SallyJones1956
Name: Sally Jones

Tax Information Authorization
What tax information would you like this user to view? (Check all that apply)

Local Sales/Use Taxes
(Ex. Regular and Optional)

Lodging Taxes
(Ex. Transient Rental Income, Special Hotel/Motel, etc.)

E911 Taxes
(Wireline, Wireless, VOIP, and Prepaid Wireless)

Transportation Taxes
(Ex. Public Transportation Benefit Area, Regional Transit Authority)

Add Full-Function Users
Would you like this user to be able to add, edit, and remove users from this account?

Yes, I would like this user to have the option to add, edit, and remove users.

No, I do not want this user to have the option to add, edit, and remove users.

✓ **Select the tax types you would like the user to be able to view**



Add/Edit/Remove a User

Add a User – User Permissions

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My account

- My account home
- Jurisdiction home
- > Reports and research
- > Manage account
- > **E-mail & notices (2)**
- > My logon profile

Edit User permissions

Logon ID: SallyJones1956
Name: Sally Jones

Add/Edit/Remove Users
Would you like this user to be able to add, edit, and remove users from this account?

Yes, I would like this user to have the option to add, edit, and remove users.

No, I **do not** want this user to have the option to add, edit, and remove users.

If you would like the user to have the ability to add, edit, and remove users, change the selection to **Yes**

✓ Click **Save**



Add/Edit/Remove a User

Add a User – Pending Users

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My account

- My account home
- Jurisdiction home
- Reports and research
- Manage account**
 - Add an account
 - Add/edit/remove users**
 - View activity log
 - E-mail & notices (2)
 - My logon profile

Account Users

Add User

If the user already has a Logon ID for My Account, enter the Logon ID and e-mail address here:

Logon ID:

E-mail Address:

If the user has never used My Account and does not have a Logon ID, [Click Here](#)

Pending Users

Logon ID	Name	Permissions	Affidavit
SallyJones1956	Sally Jones	Add/Edit/Remove Users <ul style="list-style-type: none"> No Tax Information Authorization Lodging Taxes 	<input type="button" value="Upload"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Any user that is pending the Department's review will show under **Pending Users**



If you did not upload an affidavit, you will still have an opportunity to upload one by selecting **Upload** in the Affidavit column

To make changes for the user prior to the Department's review, click on the **Edit** link

You may also choose to remove the user by clicking on the **Remove** link



Add/Edit/Remove a User

Edit a User

Select:

- ✓ **Manage account**
- ✓ **Add/edit/remove users**
- ✓ **Edit**



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My account

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- ▼ **Manage account**
- Add an account
- Add/edit/remove users
- View activity log
- > E-mail & notices (2)
- > My logon profile

Account Users

Add User

If the user already has a Logon ID for My Account, enter the Logon ID and e-mail address here:

Logon ID:

E-mail Address:

[Add User](#)

If the user has never used My Account and does not have a Logon ID, [Click Here](#)

Account Users

Logon ID	Name	Permissions	
SallyJones1956	Sally Jones	Add/Edit/Remove Users <ul style="list-style-type: none"> • No Tax Information Authorization <ul style="list-style-type: none"> • Lodging Taxes 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Edit</div> Remove
JaneS1971	Jane Smith	Add/Edit/Remove Users <ul style="list-style-type: none"> • Yes Tax Information Authorization <ul style="list-style-type: none"> • Local Sales/Use Taxes • Lodging Taxes • E911 Taxes • Transportation Taxes 	Remove



Add/Edit/Remove a User

Edit a User continued

You may change information in both sections

✓ Tax Information Authorization

Local Sales/Use has been selected

✓ Add/Edit/Remove Users

No change

✓ Click **Save**



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- > Manage account
- > **E-mail & notices (2)**
- > My logon profile

Edit User permissions

Logon ID: SallyJones1956
Name: Sally Jones

Tax Information Authorization
What tax information would you like this user to view? (Check all that apply)

Local Sales/Use Taxes
(Ex. Regular and Optional)

Lodging Taxes
(Ex. Transient Rental Income, Special Hotel/Motel, etc.)

E911 Taxes
(Wireline, Wireless, VOIP, and Prepaid Wireless)

Transportation Taxes
(Ex. Public Transportation Benefit Area, Regional Transit Authority)

Add/Edit/Remove Users
Would you like this user to be able to add, edit, and remove users from this account?

Yes, I would like this user to have the option to add, edit, and remove users.

No, I **do not** want this user to have the option to add, edit, and remove users.



Add/Edit/Remove a User

Edit a User continued



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- ▼ **Manage account**
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 - Add/edit/remove users
 - View activity log
 - > E-mail & notices (2)
 - > My logon profile

Account Users

Add User

If the user already has a Logon ID for My Account, enter the Logon ID and e-mail address here:

Logon ID:

E-mail Address:

[Add User](#)

If the user has never used My Account and does not have a Logon ID, [Click Here](#)

Account Users

Logon ID	Name	Permissions	
SallyJones1956	Sally Jones	Add/Edit/Remove Users <ul style="list-style-type: none"> • No • Tax Information Authorization <ul style="list-style-type: none"> • Local Sales/Use Taxes • Lodging Taxes 	Edit Remove
JaneS1971	Jane Smith	Add/Edit/Remove Users <ul style="list-style-type: none"> • Yes • Tax Information Authorization <ul style="list-style-type: none"> • Local Sales/Use Taxes • Lodging Taxes • E911 Taxes • Transportation Taxes 	Remove

The changes will display in the **Permissions** column



Add/Edit/Remove a User

Remove a User

NOTE: If you select [Remove](#), you cannot undo the removal. The user must be added to the account again to gain access to the jurisdiction's information (see [Add/Edit/Remove a User, Add a User](#))

Select:

- ✓ **Manage account**
- ✓ **Add/edit/remove users**
- ✓ **Remove**



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Add User

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Logon ID:

E-mail Address:

[Add User](#)

If the user has never used My Account and does not have a Logon ID, Click Here

Logon ID	Name	Permissions	
SallyJones1956	Sally Jones	Add/Edit/Remove Users <ul style="list-style-type: none"> No Tax Information Authorization <ul style="list-style-type: none"> Local Sales/Use Taxes Lodging Taxes 	Edit Remove
JaneS1971	Jane Smith	Add/Edit/Remove Users <ul style="list-style-type: none"> Yes Tax Information Authorization <ul style="list-style-type: none"> Local Sales/Use Taxes Lodging Taxes E911 Taxes Transportation Taxes 	Remove



Add/Edit/Remove a User

Remove a User continued

Department of Revenue Washington State

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Welcome JaneS1971
[Log Off](#)

My account

- My account home
- Jurisdiction home
- > Reports and research
- ▼ **Manage account**
 - Add an account
 - Add/edit/remove users**
 - View activity log
- > E-mail & notices (2)
- > My logon profile

Account Users

Add User

If the user already has a Logon ID for My Account, enter the Logon ID and e-mail address here:

Logon ID:

E-mail Address:

[Add User](#)

If the user has never used My Account and does not have a Logon ID, Click Here

Account Users

Logon ID	Name	Permissions	
JaneS1971	Jane Smith	Add/Edit/Remove Users <ul style="list-style-type: none"> • Yes Tax Information Authorization <ul style="list-style-type: none"> • Local Sales/Use Taxes • Lodging Taxes • E911 Taxes • Transportation Taxes 	Remove

The user will no longer display under **Account Users**



Sally Jones has been removed



Menu Options

Local Jurisdiction

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My account

My account home
Jurisdiction home

My account home displays the list of accounts associated with your profile. If you only have one account, the screen will match Jurisdiction home

Jurisdiction home displays the most recent distribution amounts for the selected jurisdiction

▼ Reports and research
Distribution detail
Distribution summary
Archived reports (pre-2015)

Reports and research

Distribution detail allows you to select a distribution period, tax, and location to view and/or download the business level detail

Distribution summary allows you to view and/or download the summary of all taxes distributed to your jurisdiction by distribution period

Archived reports (pre-2015) provides access to distribution files previously accessed through the Secure File Transfer (SFT) Server site

▼ Manage account
Add an account
Add/edit/remove users
View activity log

Manage account

Add an account is used to add a jurisdiction to your profile (the account number and PAC are required)

Add/edit/remove users allows authorized users to add, edit, and remove other users (any user can view the Account Users)

View activity log displays user activity on the account (example: users that have logged into the account)

▼ E-mail & notices (2)
Secure e-mail (2)
E-mail notifications (listserv)
Alerts

E-mail & notices

Secure e-mail is used to communicate with the Department in a secure environment (see the [Secure E-mail](#) page for more information)

E-mail notifications (listserv) you may join and leave our e-mail notification lists for subjects like *Sales Tax Rate Changes*

Alerts will display messages that the Department would like all My account users to view (example: tax changes related to Legislative session)

▼ My logon profile
View profile
Update profile
Change password
Change security question

My logon profile

View profile will display your profile information (logon ID, name, phone number and e-mail address)

Update profile you may update the information shown under *View profile* (your password is required to save any changes)

Change password provides an option to change your password (your password will expire every 13 months)

Change security question allows you to update or change your security question and answer

Secure E-mail

Your **Inbox** will display messages sent by the Department, including:

- ✓ Approval/denial for local jurisdiction access requests
- ✓ Listserv messages

You can also use secure e-mail to send a message to the Department by selecting  and then select a topic

You will likely use the **Local Sales Tax** Topic



Need Assistance?

Contact us by:

- ✓ [Secure E-mail](#)
- ✓ Phone 1-877-345-3353

Visit:

- ✓ dor.wa.gov/localjurisdiction

