CREATING A TNTAP LOGON

➢ Step 1: **Access TNTAP** directly from https://tntap.tn.gov/eservices.
- o <u>If you do not have a TNTAP logon</u>: Select "**Create a TNTAP logon**" and continue to step 2.
- o <u>If you have an existing TNTAP logon for any other TN tax accounts</u>: Use your current logon username and password to access TNTAP. Skip to the "**Gaining Access to Accounts**" section of this correspondence for instructions on adding access to your motor carrier accounts.

➢ Step 2: **Access Page -** Select the customer type you used when you registered your accounts with the Department of Revenue. The majority of Motor Carrier accounts are set up as a Corporation or Sole Proprietorship (Individual). Based on your selection, an ID Type will prompt. The FEIN number is used for Corporations and the SSN or ITIN is used for Sole proprietorships.

➢ Step 3: **General Information Screen** - This screen reminds you of the information you will need to create a logon.

➢ Step 4: **Registration –** On this screen you will enter identification, login and security information.
- o <u>Identification Information</u>
  - ▪ **ID type** (FEIN/SSN/ITIN). The ID type pre-populates from the previous screen. Please enter it again as a security measure.
  - ▪ Provide the **Legal Business Name**. Your legal business name may or may not be the same as your "doing business as" (DBA) name depending on how you registered your business. If your business is a sole proprietorship, your legal name will be your first and last name.
  - ▪ Enter the **name of the person registering** for a logon.

- o <u>Login Information</u>
  - ▪ Select a **Username** and **Password.**
  - ▪ Provide a valid **email address.**
  - ▪ Provide a valid contact **phone number**.

- Security Information
  - Choose a **secret question/answer.**
  - Choose a method of receiving **authentication** when logging in from unrecognized devices.

- Step 5: **Correspondence -** Choose how you would like to receive information from the Department. The default selection is email.

- Step 6: **Review and submit** if correct. You will be prompted to confirm your email address. Edits may also be made at this point before submitting. After submitting, your TNTAP logon is confirmed!

GAINING ACCESS TO MOTOR CARRIER ACCOUNTS

After successfully setting up a TNTAP logon, you will need to gain access to your motor carrier accounts. The department mailed a checklist out at the beginning of the year that listed the items you need to gain access. For reference, please visit tntapinfo.com.

- Step 1: **Log in using your TNTAP username and password**. The system will ask for an authentication code to verify the device you are using if it is the first time you are logging in or the first time from a particular device. Please note that if you select "remember this device" you will not have to take the authentication step again when using the device currently being used to gain access.

- Step 2: Go to the "**I want to" section** and select "**Mange Accounts".**

- Step 3: Select "**Gain Access to an Account".**

- Step 4: **Account Information**
  - **Account type:** Select a motor carrier account that you currently hold with Tennessee (IRP, IFTA, or Intrastate).
  - **Account ID**: Add the account number that corresponds to the account type selected. If the account type selected is IRP, you will use your account number and your fleet number combined (i.e. MVS system: Account number 1234 Fleet 002; Account number to enter in TNTAP: 1234002)
  - **Enter the zip code** associated with the account type chosen.

- Step 5: **Verify Account**
  - There are three forms of authorization information you can choose to verify your account. Choose only one of the following items to verify:
    1. Payment Amount - A payment amount from the last three payments you made to this account. If the last three payments were $0, you cannot use this option.
    2. Letter ID - A letter will be mailed to you in June containing a Letter ID. It will be located in the top right hand corner of your letter.
    3. Number validation - If you do not have a payment amount or a letter ID, use

numbers associated with the account. For IFTA, use "total miles" reported on your IFTA last tax return. For IRP, provide a VIN number for a vehicle that is active on the account.

- o Click "Next" after verifying using one of the methods listed above. Submit and enter your logon password for verification. You will return to your home screen and see your account. If additional accounts are needed to be added, repeat the steps in this section.

Need help? Contact the Motor Carrier Section at Motor.Carrier@tn.gov.