Delaware Taxpayer Portal – Sign Up Guide

The following pages outline the steps required to create your Registered User account in the Portal.

Your Registered User account can be independently maintained and updated within the portal. Once your account is created, you will need to link to your respective Taxpayer Entity as either an Administrator or Authorized User.

Create a Portal Account

1. Click on “Register Now” from the Portal homepage

Click [here](#) to access the Portal homepage, then navigate to the “Register Now” link.
2  Review and accept the Terms of Use

In order to create an account, each User must agree to the Portal Terms of Use. Please review the Terms of Use, select the checkbox stating you agree to the Terms, and select the “I’m not a robot” checkbox validation. Once completed, click “Next” to continue.
3 Enter your account details for your new Portal profile

Enter your User information to create your profile. Fields marked with an * are required. Once completed, click “Next” to continue.

*This information can be updated and maintained within your Registered User account after registration.*
4 Complete the declaration and confirmation

Review the declaration to agree that the information provided is accurate and reflects who you are. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming.

A Registration Confirmation will be displayed confirming your registration was successful. An email with a temporary password is sent to the email address provided in step 3.

The temporary password provided must be used within 24 hours. After 24 hours have passed, the password will expire, and you will be prompted to contact the Division of Revenue for support to reset the temporary password.
5 Retrieve your temporary password from the confirmation email and login

From the email, click on the link to login. On the Portal homepage, enter the User ID created in step 3 and the temporary password provided.

*For security purposes, copying and pasting the temporary password is not available. Please manually type in the temporary password.*

---

Thank you for registering as a User on the Portal.

Your Registration confirmation number is TU00000000183

Your User ID is: [Redacted]

Below is a temporary password that may be used once up to 7 days from when this email was sent. Upon logging in for the first time, you will be prompted to change your password.

Please click on the following link to login: Login

If you require further assistance, please contact the Help desk.

---

6 Create your security questions

After logging in using your temporary password, you will be prompted to set three security questions for your account. These questions will be used to validate your identification should you need to reset a password, etc. Once completed, click “Save” to continue.
7  Change your password

You will now be prompted to create a new password. Your current password is the temporary password included in the email from step 5. Create a new password using the defined criteria and select “Save”.

After selecting “Save”, you will see a message stating the password has been saved (if your password does not meet the criteria, you will be prompted to try again).
8 Sign in to your account

You may now sign in to your account using your User ID and new password.

You have now successfully created a Registered User account on the portal! Thank you for following along.