

## Delaware Taxpayer Portal – Sign Up Guide

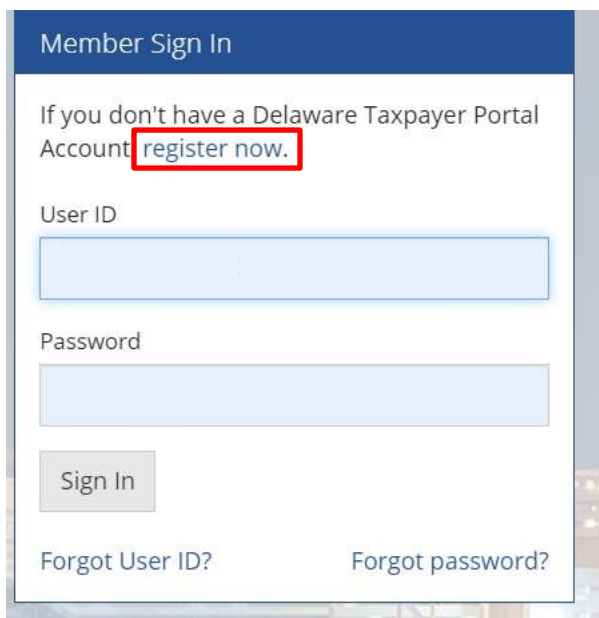
The following pages outline the steps required to create your Registered User account in the Portal.

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.

A screenshot of the "Member Sign In" page. The page has a dark blue header with the text "Member Sign In". Below the header, there is a white box containing the text "If you don't have a Delaware Taxpayer Portal Account" followed by a red-bordered link that says "register now.". Below this text are two input fields: "User ID" and "Password". Below the input fields is a grey "Sign In" button. At the bottom of the white box, there are two links: "Forgot User ID?" and "Forgot password?".

Member Sign In

If you don't have a Delaware Taxpayer Portal Account [register now.](#)

User ID

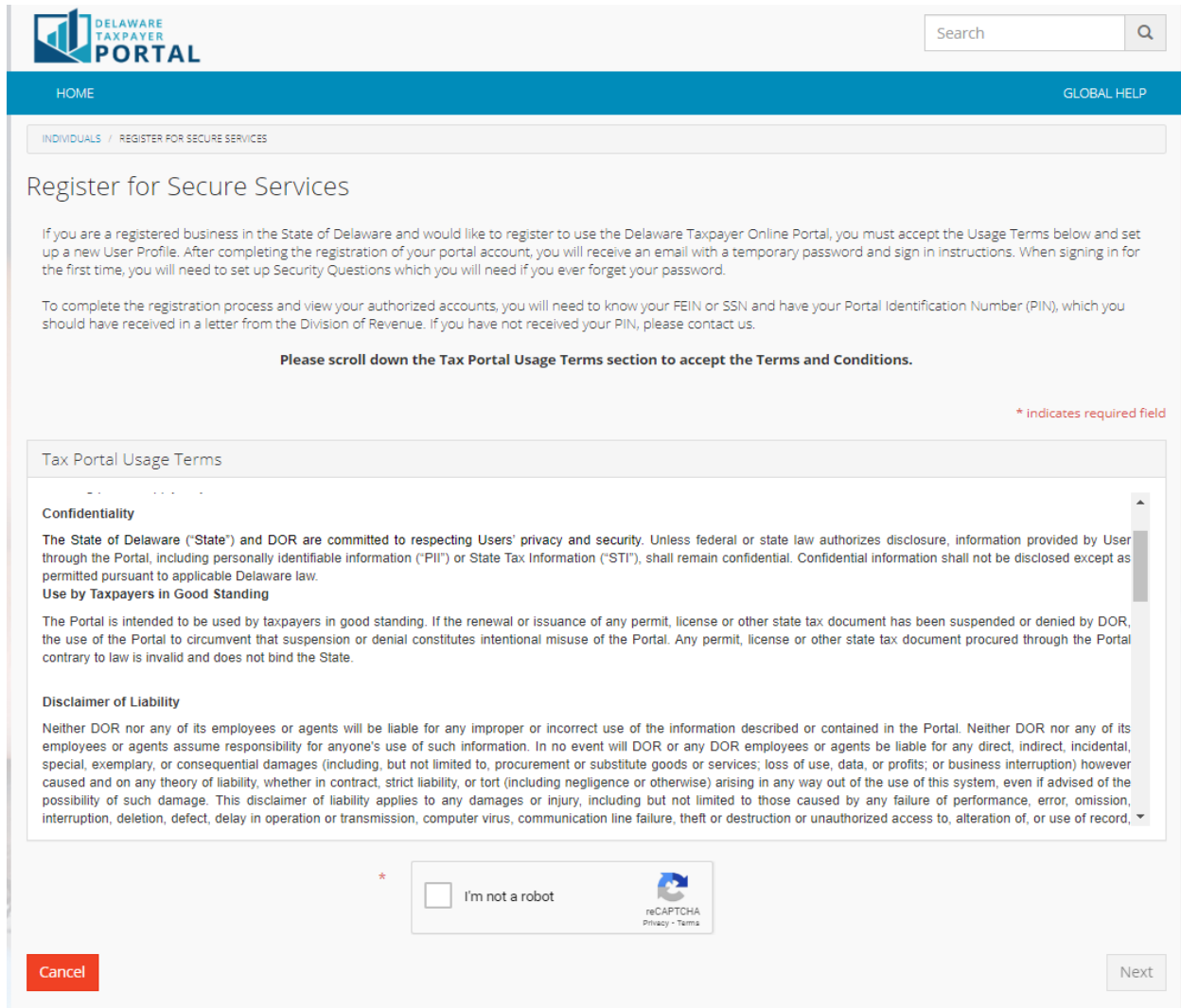
Password

Sign In

[Forgot User ID?](#)      [Forgot password?](#)

## 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.



DELAWARE TAXPAYER PORTAL

HOME GLOBAL HELP

INDIVIDUALS / REGISTER FOR SECURE SERVICES

### Register for Secure Services

If you are a registered business in the State of Delaware and would like to register to use the Delaware Taxpayer Online Portal, you must accept the Usage Terms below and set up a new User Profile. After completing the registration of your portal account, you will receive an email with a temporary password and sign in instructions. When signing in for the first time, you will need to set up Security Questions which you will need if you ever forget your password.

To complete the registration process and view your authorized accounts, you will need to know your FEIN or SSN and have your Portal Identification Number (PIN), which you should have received in a letter from the Division of Revenue. If you have not received your PIN, please contact us.

**Please scroll down the Tax Portal Usage Terms section to accept the Terms and Conditions.**

\* indicates required field

#### Tax Portal Usage Terms

**Confidentiality**


The State of Delaware (“State”) and DOR are committed to respecting Users’ privacy and security. Unless federal or state law authorizes disclosure, information provided by User through the Portal, including personally identifiable information (“PII”) or State Tax Information (“STI”), shall remain confidential. Confidential information shall not be disclosed except as permitted pursuant to applicable Delaware law.

**Use by Taxpayers in Good Standing**

The Portal is intended to be used by taxpayers in good standing. If the renewal or issuance of any permit, license or other state tax document has been suspended or denied by DOR, the use of the Portal to circumvent that suspension or denial constitutes intentional misuse of the Portal. Any permit, license or other state tax document procured through the Portal contrary to law is invalid and does not bind the State.

**Disclaimer of Liability**

Neither DOR nor any of its employees or agents will be liable for any improper or incorrect use of the information described or contained in the Portal. Neither DOR nor any of its employees or agents assume responsibility for anyone’s use of such information. In no event will DOR or any DOR employees or agents be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement or substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record.

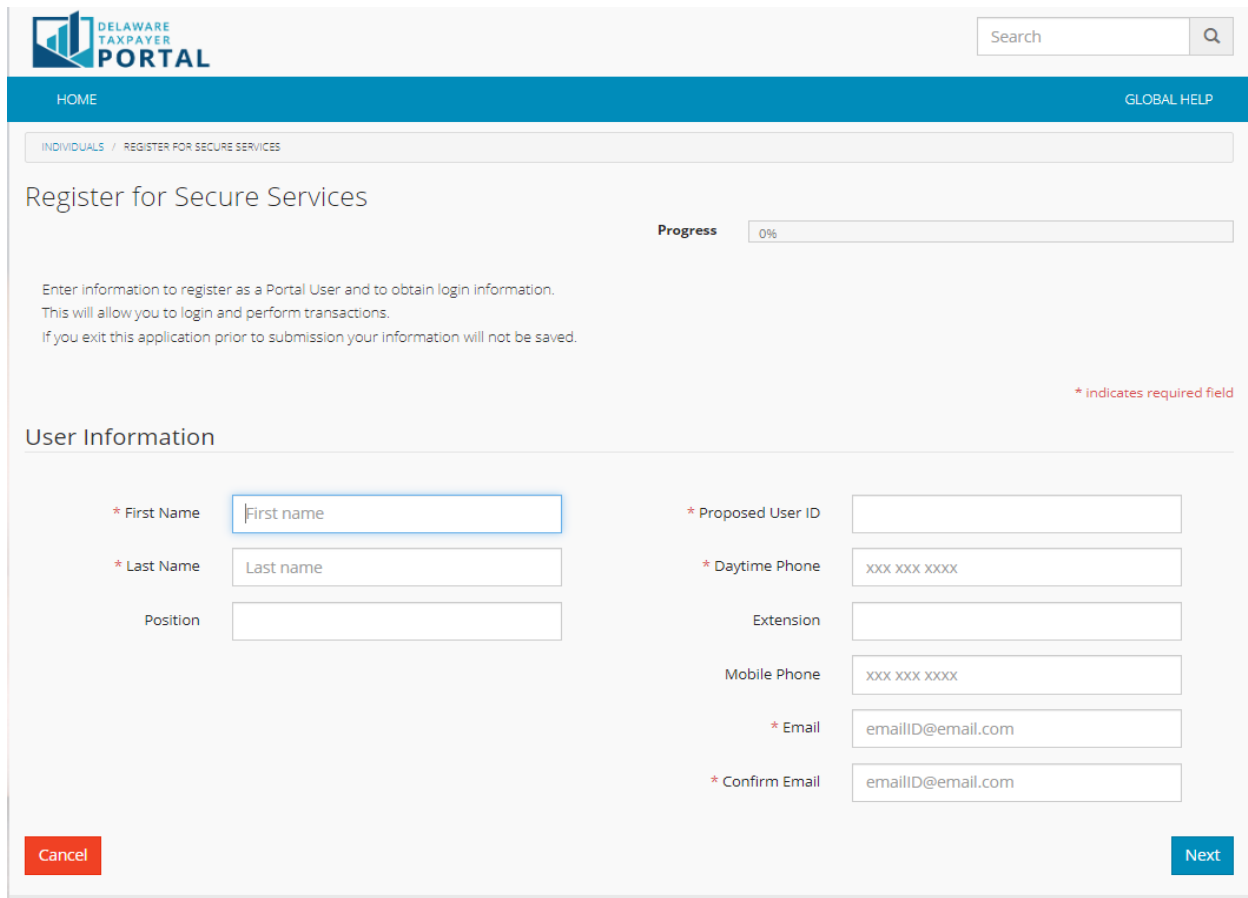
\*  I’m not a robot  reCAPTCHA Privacy - Terms

Cancel Next

### 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.*



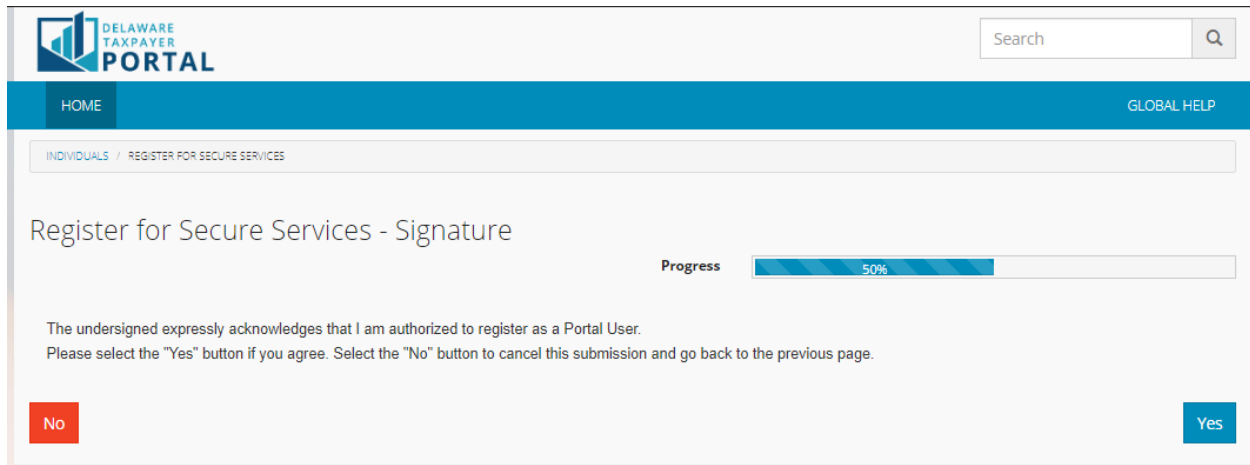
The screenshot shows the 'Register for Secure Services' page in the Delaware Taxpayer Portal. The page includes a search bar, navigation links for 'HOME' and 'GLOBAL HELP', and a breadcrumb trail: 'INDIVIDUALS / REGISTER FOR SECURE SERVICES'. A progress bar indicates 0% completion. Below the progress bar, there is instructional text: 'Enter information to register as a Portal User and to obtain login information. This will allow you to login and perform transactions. If you exit this application prior to submission your information will not be saved.' A red asterisk indicates required fields. The 'User Information' section contains the following fields:

- \* First Name:
- \* Last Name:
- Position:
- \* Proposed User ID:
- \* Daytime Phone:
- Extension:
- Mobile Phone:
- \* Email:
- \* Confirm Email:

At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Next' button.

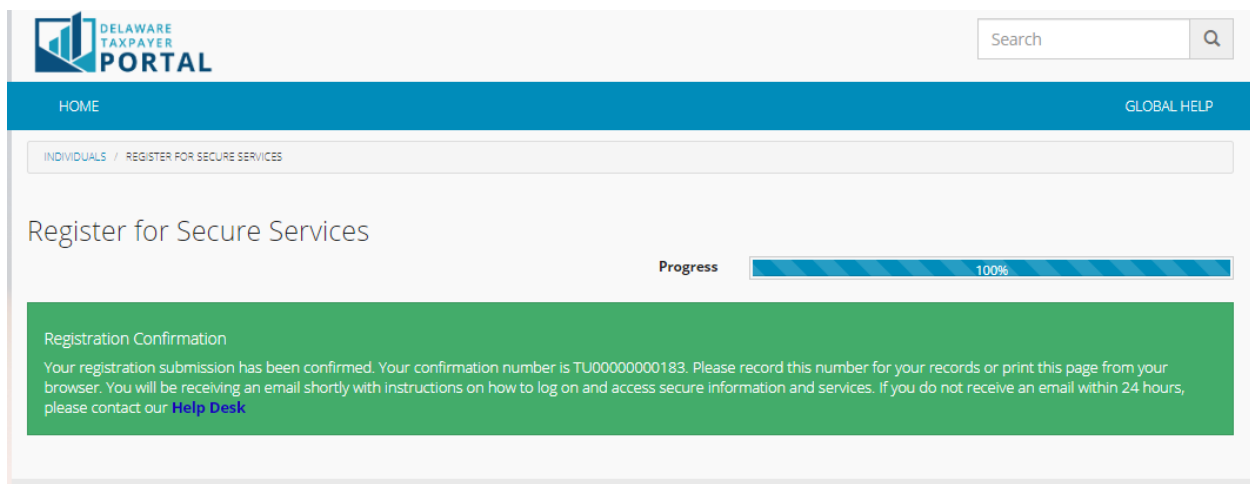
#### 4 Complete the declaration and confirmation

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.



The screenshot shows the 'Register for Secure Services - Signature' page. At the top left is the 'DELAWARE TAXPAYER PORTAL' logo. A search bar is in the top right. Below the logo is a navigation bar with 'HOME' and 'GLOBAL HELP'. The breadcrumb trail reads 'INDIVIDUALS / REGISTER FOR SECURE SERVICES'. The main heading is 'Register for Secure Services - Signature'. A progress bar indicates 50% completion. Below the progress bar is a declaration: 'The undersigned expressly acknowledges that I am authorized to register as a Portal User. Please select the "Yes" button if you agree. Select the "No" button to cancel this submission and go back to the previous page.' At the bottom are two buttons: a red 'No' button on the left and a blue 'Yes' button on the right.

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 screenshot shows the 'Register for Secure Services' page. At the top left is the 'DELAWARE TAXPAYER PORTAL' logo. A search bar is in the top right. Below the logo is a navigation bar with 'HOME' and 'GLOBAL HELP'. The breadcrumb trail reads 'INDIVIDUALS / REGISTER FOR SECURE SERVICES'. The main heading is 'Register for Secure Services'. A progress bar indicates 100% completion. Below the progress bar is a green box with the text: 'Registration Confirmation. Your registration submission has been confirmed. Your confirmation number is TU00000000183. Please record this number for your records or print this page from your browser. You will be receiving an email shortly with instructions on how to log on and access secure information and services. If you do not receive an email within 24 hours, please contact our [Help Desk](#)'.

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***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.***

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## 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 UserID 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.

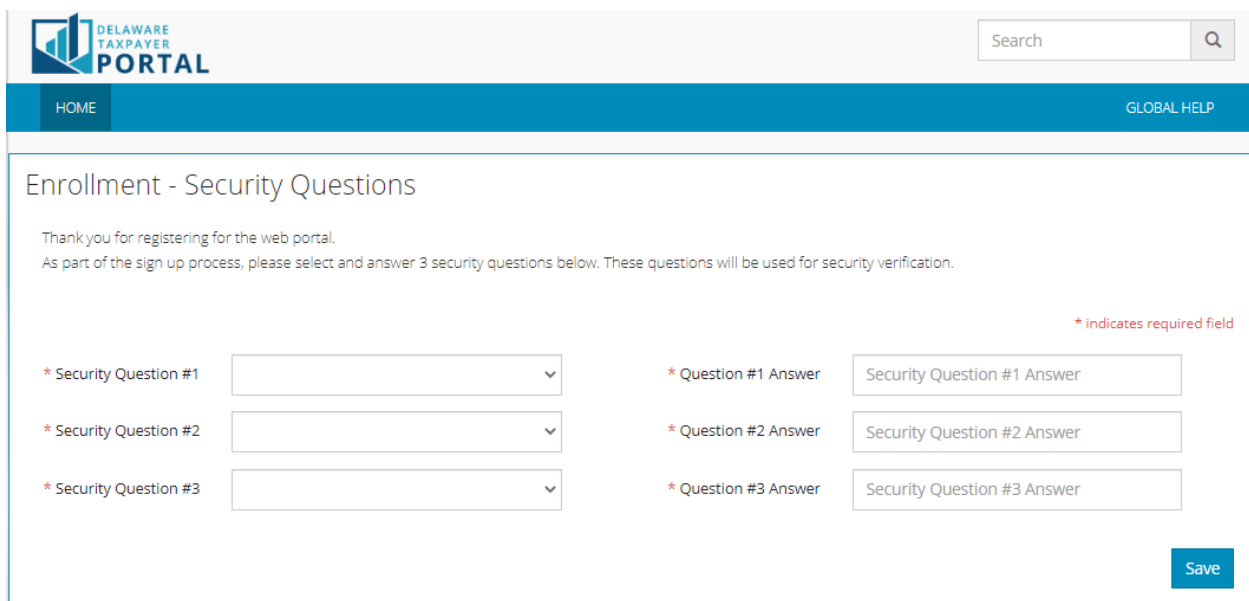
[REDACTED]

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.



DELAWARE TAXPAYER PORTAL

Search [ ]

HOME GLOBAL HELP

### Enrollment - Security Questions

Thank you for registering for the web portal.  
As part of the sign up process, please select and answer 3 security questions below. These questions will be used for security verification.

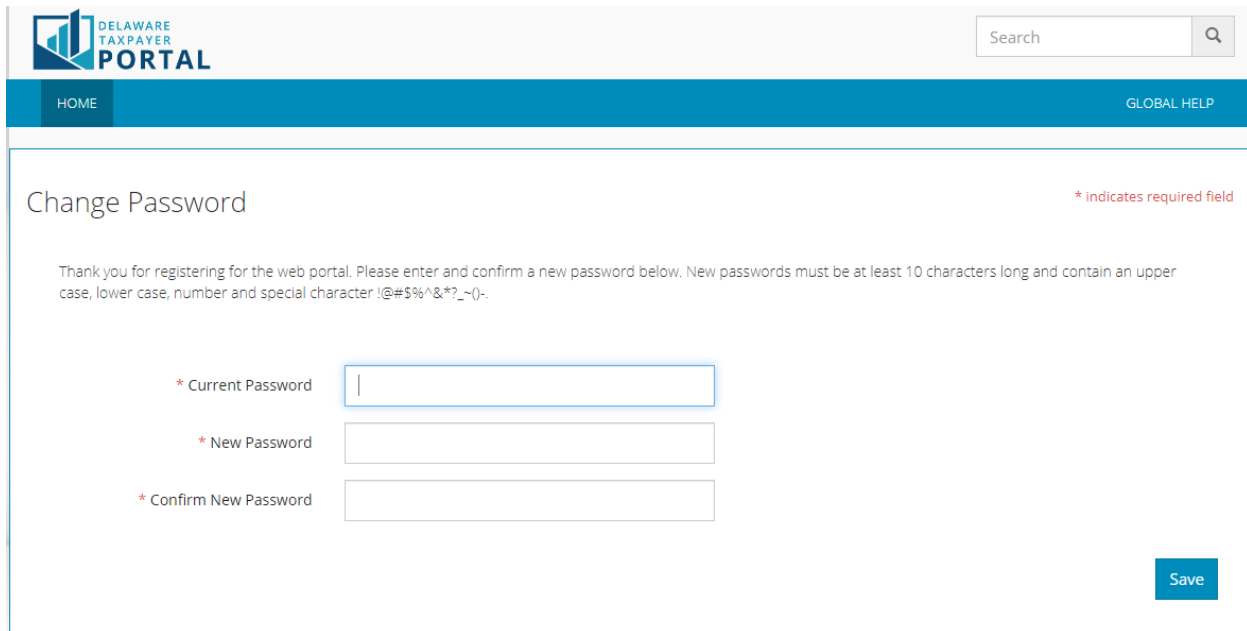
\* Indicates required field

* Security Question #1	<input type="text"/>	* Question #1 Answer	<input type="text" value="Security Question #1 Answer"/>
* Security Question #2	<input type="text"/>	* Question #2 Answer	<input type="text" value="Security Question #2 Answer"/>
* Security Question #3	<input type="text"/>	* Question #3 Answer	<input type="text" value="Security Question #3 Answer"/>

Save

## 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”.



DELAWARE TAXPAYER PORTAL

Search

HOME GLOBAL HELP

### Change Password

\* indicates required field

Thank you for registering for the web portal. Please enter and confirm a new password below. New passwords must be at least 10 characters long and contain an upper case, lower case, number and special character !@#\$%^&\*?\_~()-.

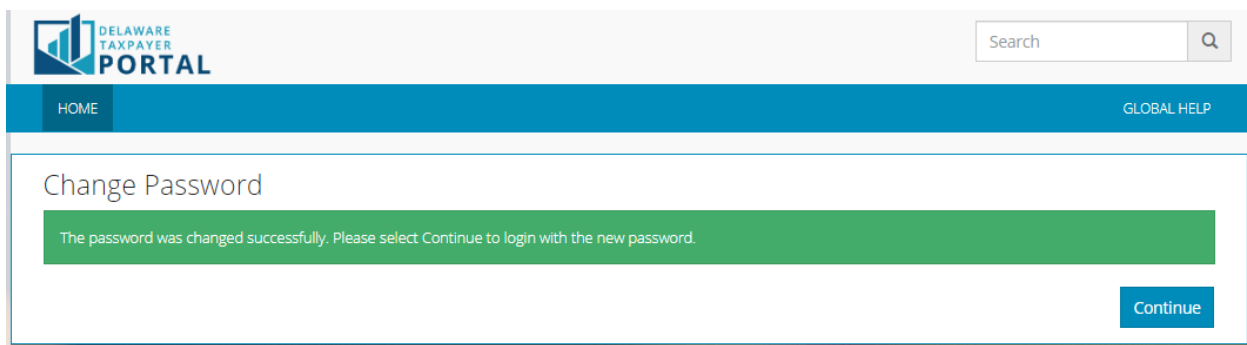
\* Current Password

\* New Password

\* Confirm New Password

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).



DELAWARE TAXPAYER PORTAL

Search

HOME GLOBAL HELP

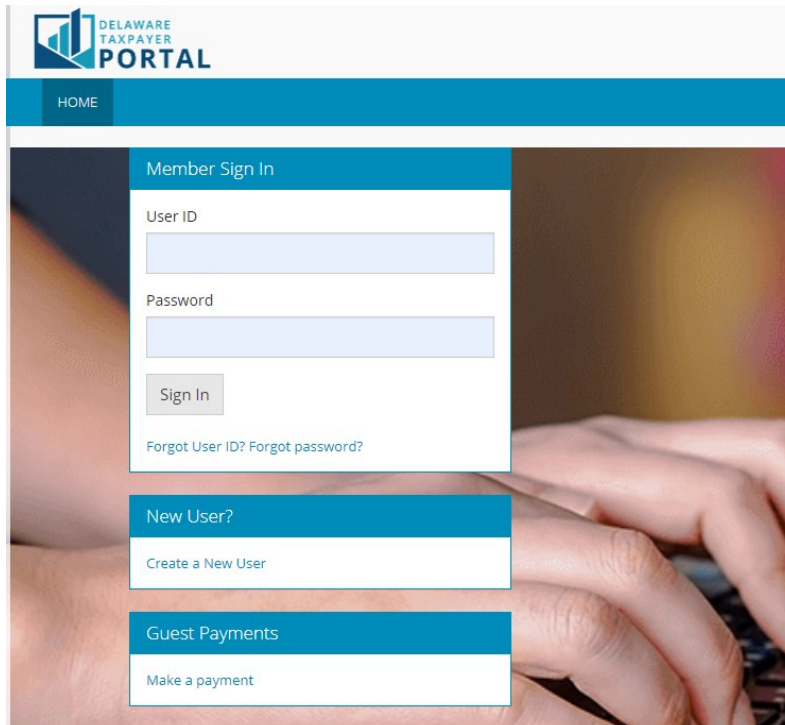
### Change Password

The password was changed successfully. Please select Continue to login with the new password.

Continue

## 8 Sign in to your account

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

A screenshot of the Delaware Taxpayer Portal's sign-in interface. The page has a white header with the portal logo and a blue navigation bar containing a "HOME" link. The main content area is overlaid on a background image of hands typing on a keyboard. It features three stacked white panels with blue headers: "Member Sign In" with input fields for "User ID" and "Password", a "Sign In" button, and a link for "Forgot User ID? Forgot password?"; "New User?" with a "Create a New User" button; and "Guest Payments" with a "Make a payment" button.

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